

Forms Reference

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LISTED BY PREFIX

FORMS REFERENCED IN THE PPM (Revised 08/18)

Form Prefix	Source
CA	SCO – Division of accounting
CD	SCO – Division of Disbursements
DE	Employment Development Department – www.edd.ca.gov
CalHR	California Department of Human Resources – http://www.calhr.ca.gov/
HBD	Public Employees Retirement System – Health Benefits Division
PERS-MEM	Public Employees Retirement System
PPSD	SCO – PPSD
PR	SCO – PPSD – Payroll Operations
SCIF	State Compensation Insurance Fund
SM	SCO – Systems Management
TC	SCO – Division of Accounting
STD	Standard Forms – DGS – Central Stores
VA	Veterans Administration
W	Internal Revenue Services

LISTED BY NUMBER

FORMS REFERENCED IN THE PPM (Revised 08/18)

Form Number	Title
W-2	Wage and Tax Statement
W-2C	Statement of Corrected Income and Tax Amounts
PPSD 8A	Signature Authorization Personnel/Payroll
HBD-12	Health Benefit Plan Enrollment Form
PPSD 21	Deceased Employee Data
CA 21	Remittance Advice
TC 38	Notice of Transfer
CD 38	Payroll Warrant Register
CD 39	Payroll Warrant/Statement of Earnings and Deductions
CD 39A	Direct Deposit Advice/Statement of Earnings and Deductions
CD 048	Student Assistant Attendance Report
SM 62	Payroll Revolving Fund Transfer Notice
PSD 66	Report of Warrants/Payments Held by Controller
CD 88	Payroll Deduction Authorization
CD 102	Notice of Claim Paid
CD 113	Proof of Lost or Destroyed Payroll Warrant and Request for Issuance of Duplicate Warrant A – Block of Warrants B – Single Warrants
CD 155	Transmittal Form (garnishment)
PERS-MEM 155	Notice of Change
STD 242	United States Savings Bonds Purchase/Payroll Deduction
PR 250	Payroll Irregularity Notice
SCIF 290	Temporary Disability Verification of State Employee
PR 345	Outstanding U.S. Savings Bond Memo

Form Number	Title
PR 352	Notice of Incomplete Deduction Action Request
PPSD 360	Parking Adjustment Notice
PR 370a	OASDI/Retirement Arrears
PR 371	A/R Notice
PR 373a	W-2 Transmittal Form
STD 407	Changes in Payroll Header
CD 413	Garnishment Warrant Action Notice
PR 421	Payroll Header Report (407)
STD 422	Report of Salary Advances Paid/Offset
STD 435	Request for Duplicate Controller's Warrant
STD 436	Request for Duplicate Wage and Tax Statement
CD 446	Payroll Deduction Report
STD 456	Personnel/Payroll Transaction (PPT)
STD 457	Student Payroll Action Request (SPAR)
STD 458	Voluntary Child Support Deduction/Authorization
STD 459	Voluntary Spousal Support Deduction/Authorization
STD 603	Report of Absences Without Pay
STD 607	Change of Established Positions
STD 614	Signature Card
STD 625	Request for Certification
STD 639	Salary Garnishment
STD 650	Miscellaneous Deduction Change Report
STD 666	Report of Exceptions to Payroll
STD 671	Miscellaneous Payroll/Leave Actions
672 (CD)	Time and Attendance Report
STD 674	Payroll Adjustment Notice
STD 674 A/R	Payroll Adjustment Notice, Accounts Receivable (A/R)
STD 674D	Industrial/Non-Industrial Disability Pay/Adjustment Request

Form Number	Title
STD 675	Supplementary Wage Deductions
STD 676P	Non-USPS Adjustment Request-Payments (Fringe Benefit/Employee Business Expense)
STD 676V	Non-USPS Adjustment Request-Values (Fringe Benefit/Employee Business Expense)
STD 680	Personnel action Request (PAR)
DPA 682	Pre-tax Parking/Third Party Administrator/Reimbursable Account Enrollment
STD 683	Pay Adjustment Request (ADJ)
STD 686	Employee Action Request (EAR)
STD 692	Dental Plan Enrollment Authorization
STD 698	Life Insurance Enrollment Authorization
STD 699	Direct Deposit Enrollment Authorization
STD 700	Vision Plan Enrollment Authorization
STD 701C	Cash Option Enrollment Authorization
STD 701R	Reimbursement Account Enrollment Authorization
STD 702	Consolidated Benefits (CoBen) Cash Enrollment Election
PERS-MEM 823	Authorization for Contribution and/or Rate Adjustment
STD 966	Employee Time Certification (ETC)
STD 995A	Non-USPS – Agency Collection Accounts Receivable
STD 995R	Non-USPS – Refund of Over Collections
PR 1740A	Notice of Deduction Deletion or Temporary Discontinuance
DE 8500A	Authorization to Pay Non-Industrial Disability Insurance
DE 8501	Non-Industrial Disability insurance
DE 8517c	Notice of Determination
DE 8545	Information Collection and Access
VA 29-483	Certificate of Renewal
HCRAENR	Pre-tax Parking Deduction Election Authorization (CSU)