



STATE CONTROLLER'S OFFICE PERSONNEL AND PAYROLL SERVICES DIVISION

Did You Know? Administrative Cancellation of Voluntary Deductions

Employees desiring to cancel voluntary miscellaneous payroll deduction(s) should contact the respective company/companies or their personnel/payroll offices. An employee may write to Payroll Operations to request the cancellation of the following deductions:

- Charitable Contributions (Code 017)
- County Miscellaneous (Code 014)
- Credit Union (Code 051)
- Insurance (Codes 074 and 075 except 075/083 by contractual obligation)
- Parking (Code 050, 360)
- State Agency Program Fees (Code 021)

NOTE: SCO will no longer process administrative cancellations for Membership Dues. Employees will need to contact the union directly.

To cancel the above deduction by the upcoming pay period, cancellation requests must be received in Payroll Operations by the 15th of the month. If any items are omitted, the cancellation request(s) will be returned to the employee. A cancellation request must contain the following information:

- Statement requesting the deduction cancellation(s)
- Employee's full name
- Employee's social security number
- Deduction(s) to be canceled by deduction name as it appears on the earnings statement and/or by deduction/organization code, if known.
- Employee's mailing address
- Employee's authorized signature
- Date request(s) signed

Additional information can be found in the [Payroll Procedures Manual \(PPM\) Sections H 014-015](#).

Resources:

[State Controller's Office/State Employees](#)

[California Department of Human Resources/State Employees](#)

[Service Employees International Union \(SEIU\) – Local 1000 Members](#)

[State Disability Insurance Program](#)

SCO Key Initiatives:

[Cal Employee Connect](#)

[California State Payroll System Project](#)