

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: October 25, 2012

PAYROLL LETTER #12-016

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)**RE: DOCUMENTATION CUTOFF DATES FOR 2012 CALENDAR YEAR-END PROCESSING**

This is to request your cooperation involving the timely submission of payroll documents prior to the close of the 2012 tax year. Below is a list of the documents and the cutoff dates the State Controller's Office must receive them by in order to ensure accurate wage reporting on the 2012 Form W-2, Wage and Tax Statement.

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM STD. 676P/V	Income and Social Security/ Medicare/State Disability Insurance Taxes will be held  Reference the Payroll Procedures Manual (PPM), Section N 120 through 163 and Section N 170 through 175 for reporting and forms completion instructions.	November 2, 2012
FORM STD. 676P/V	Social Security/Medicare/ State Disability Insurance Tax only will be withheld  Reference the Payroll Procedures Manual (PPM), Section N 120 through 163 and Section N 170 through 175 for reporting and forms completion instructions.	December 3, 2012
FORM STD. 674A/R	Payroll Deduction Accounts Receivable  Reference the PPM, Section I 001.	November 2, 2012
FORM STD. 674	Nonresident Alien with Tax Treaty Exemption  Reference the PPM, Section I 050 through 056 for reporting and forms completion instructions.	December 3, 2012

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM STD. 674	Suspended Payments  Reference the PPM, Section I 400 through 411.	December 3, 2012
FORM STD. 422	Salary Advances  Reference the PPM, Section N 103 through 111 for reporting and forms completion instructions.	December 3, 2012
FORM STD. 675	Moving Expense/Social Security/Medicare/State Disability Insurance Tax Withholding  Reference the PPM, Section N 147.	December 3, 2012
FORM STD. 995A	Agency Collection A/R  Reference the PPM, Section I 178 through 179.	December 3, 2012
FORM STD. 995R	Refund of Over-Collected A/R  Reference the PPM, Section 180 & 181.	December 3, 2012
FORM PPSD21	Deceased Employee Data  Reference the PPM, Section I 900 through 913.	December 3, 2012

NOTE: Documents not received by the cutoff dates may require the issuance of a Form W-2c, Corrected Wage and Tax Statement.

#### DECEMBER 2011 PAYROLL DOCUMENTS

Please make every effort to have December 2011 payroll documents processed by December 18, 2012. After December 19, 2012 and through December 27, 2012 payroll documents for the December 2011 pay period will require special manual processing and may not be reflected on the 2012 Form W-2. **DO NOT KEY DECEMBER 2011 PAYROLL DOCUMENTS AFTER DECEMBER 19, 2012 THROUGH DECEMBER 27, 2012.** Submit them to Payroll Operations for manual processing. Keying for the December 2012 pay period should continue as normal.

DECEMBER 2011 PERSONNEL ACTION REQUEST (PAR)/ PERSONNEL/PAYROLL TRANSACTION (PPT)

Please make every effort to have the PAR/PPT's affecting December 2011 processed by December 18, 2012. After December 19, 2012 and through December 27, 2012 PAR/PPT's affecting the December 2011 pay period will require special manual processing and may not be reflected on the 2012 Form W-2. **DO NOT KEY DECEMBER 2011 PAR/PPT'S AFTER DECEMBER 19, 2012 THROUGH DECEMBER 27, 2012.** Submit them to Personnel Operations for manual processing. Keying for the December 2012 pay period should continue as normal.

DECEMBER 2012 PAR/PPT - CALENDAR YEAR-END SEPARATION

Please make every effort to submit the Calendar Year-End separation PAR/PPT's that require manual processing as early in December as possible to ensure that there will be sufficient time and payroll cycles for processing the one-time savings plus deductions from lump sum payments. The final payroll cycle of the 2012 calendar year will be run the evening of December 27, 2012 and will be issue dated December 28, 2012. After this date there will be no means to withhold savings plus deductions for separating employees for the 2012 calendar year.

Please contact the Customer Contact Center at (916) 372-7200 if you have questions concerning this letter.

LC:SF:TSS