

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

DATE: April 28, 2006

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

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – APRIL REVISION # 06 - 04**

The Internet versions of the Payroll Procedures Manual (PPM) have been updated and replaced with the current PDF versions dated April 2006. The manual can be obtained by accessing the State Controller's Office public web site at: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

Once the PPM is accessed on the web site, there are three versions:

- The complete manual,
- A manual without attachments, and
- A file of attachments only.

After choosing one of the three versions, a single click at the cover page has a link to the Table of Contents or a preferred section.

NOTE: Bookmarks on the left side of the screen can now be accessed for added navigation to a particular section of the PPM.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes. Section/subsection numbers and brief summaries of the revisions are provided below:

Section A: 014 – Transmitting Payroll Documents via Fax – Revised.

Section G: 105 - Miscellaneous Payment Chart – EID codes 91 and S1 for Uniform Allowance clarified for Civil Service or CSU.

If you experience difficulty opening any of the above versions of the PPM, you may need to download the PDF file directly to your computer. The instructions for downloading any one of the three versions from the SCO web site may be found on the PPM web page <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

There are two links on the front cover of the PPM that provide instructions for using the Automated List Management System – Majordomo. The first link, <http://www.sco.ca.gov/ppsd/scoltrs/listserv.pdf> “How To”, provides instructions for subscribing/un-subscribing to one of the nine distribution lists. The second link, “To Subscribe/Unsubscribe”, provides an e-mail note addressed to Majordomo@srv1.sco.ca.gov for making your request.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Terri Yarbrough at (916) 322-1245 or via email at tyarbrough@sco.ca.gov.

JRH:TY:CSS