

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

DATE: September 4, 2008

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

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – AUGUST REVISION # 08 – 08**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for August 2008. 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>.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the August 2008 PPM are provided below.

Section B – 017: County Miscellaneous Organization Codes (Superior Court Judges), revised.
018: Charitable Contribution Organization Codes, revised.
019: Code 021 – State Agency Program Fee Codes, revised.
020: Code 026 – Tax Sheltered Annuity Organization Codes (CSU), revised.
021: Code 027 – Tax Sheltered Annuity Organization Codes (CSU), revised.
022.1: Code 040 – Civil Service Tax Sheltered Annuity, revised.
024: Code 051 – Credit Union Organization Codes, revised.
025: Code 074 – Insurance/Employee Benefit Organization Codes, revised.
026: Code 075 – Insurance/Employee Benefit Organization Codes, revised.
027: Code 088 – Dues Association Organization Codes, revised.
028: Code 089 – Dues Association Organization Codes, revised.
029: Code 100 – Dental Plan Organization Codes (Civil Service/Related Employees),
revised.
031: Organization Codes, revised.
033: Organization Codes, revised.

Section G – 105: Updated Miscellaneous Payments Processing Chart, revised.

Section N – 129.1.2: Personal Use of State Vehicle (PUSV), revised.
129.1.3: (PUSV) Exceptions to Reporting, revised.
129.2.2: Vehicles Provided by Third Parties, revised.

Section N – Continued:

- 130.2.2: Standard Business Mileage Reimbursement, revised.
- 130.2.3: Standard Business Mileage Reimbursement, revised.
- 147.2.2: Moving Expenses, revised.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email acontreras@sco.ca.gov.

DS:AC:CSS