

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

DATE: November 2, 2020

CALATERS GLOBAL LETTER #20-004

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: CALATERS GLOBAL – TAXABLE EXPENSES FOR 2020 FORM W-2**

Each calendar year the State Controller's Office (SCO) establishes deadlines to facilitate year-end W-2, Wage and Tax Statement reporting, please refer to [Payroll Letter 20-023: Document Cutoff Dates for 2020 Calendar Year-End Processing](#). In addition to this list, the deadline for reporting taxable expenses approved through CalATERS is December 18, 2020.

To meet this deadline, department accounting offices must approve CalATERS expense reimbursement forms containing taxable/reportable expenses **no later than 5:00 P.M. on Monday, December 14, 2020**. If a CalATERS expense reimbursement form containing taxable/reportable expenses is approved after 5:00 P.M. on December 14th, and the payment issue date occurs before January 1, 2021, it may result in a corrected W-2 for the employee.

If you have questions, please email the CalATERS Help Desk at CalATERS@sco.ca.gov and refer to this letter.

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [CalATERS Replacement Project](#)
- [California State Payroll System Project](#)

JB:EA