

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

DATE: October 7, 2010

PAYROLL LETTER #10-010

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 2010 CALENDAR YEAR-END PROCESSING**

This is to request your cooperation involving the timely submission of payroll documents prior to the close of the 2010 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 2010 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), Sections N 120 through 163 and Sections N 170 through 175 for reporting and forms completion instructions.	November 3, 2010
FORM STD. 676P/V	Social Security/Medicare/ State Disability Insurance Tax only will be withheld  Reference the Payroll Procedures Manual (PPM), Sections N 120 through 163 and Sections N 170 through 175 for reporting and forms completion instructions.	December 3, 2010
FORM STD. 674A/R	Payroll Deduction Accounts Receivable  Reference the PPM, Section I 001.	November 3, 2010
FORM STD. 674	Nonresident Alien with Tax Treaty Exemption  Reference the PPM, Sections I 050 through 056 for reporting and forms completion instructions.	December 3, 2010
FORM STD. 674	Suspended Payments  Reference the PPM, Sections I 400 through 411.	December 3, 2010

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM STD. 422	Salary Advances  Reference the PPM, Sections N 103 through 111 for reporting and forms completion instructions.	December 3, 2010
FORM STD. 675	Moving Expense/Social Security/Medicare/State Disability Insurance Tax Withholding  Reference the PPM, Section N 147.	December 3, 2010
FORM STD. 995A	Agency Collection A/R  Reference the PPM, Sections I 178 & 179.	December 3, 2010
FORM STD. 995R	Refund of Over-collected A/R  Reference the PPM, Sections 180 & 181.	December 3, 2010
FORM PPSD21	Deceased Employee Data  Reference the PPM, Sections I 900 through 913.	December 3, 2010

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

#### DECEMBER 2009 PAYROLL DOCUMENTS

Please make every effort to have December 2009 payroll documents processed by December 21, 2010. After December 22, 2010 and through December 28, 2010 payroll documents for the December 2009 pay period will require special manual processing and may not be reflected on the 2010 Form W-2. **DO NOT KEY DECEMBER 2009 PAYROLL DOCUMENTS AFTER DECEMBER 22, 2010 THROUGH DECEMBER 28, 2010.** Submit them to Payroll Operations for manual processing. Keying for the December 2010 pay period should continue as normal.

#### DECEMBER 2009 PAR/PPT

Please make every effort to have the PAR/PPT's affecting December 2009 processed by December 22, 2010. After December 22, 2010 and through December 28, 2010 PAR/PPT's affecting the December 2009 pay period will require special manual processing and may not reflect on the 2010 Form W-2. **DO NOT KEY DECEMBER 2009 PAR/PPT'S AFTER DECEMBER 22, 2010 THROUGH DECEMBER 28, 2010.** Submit them to Personnel Operations for manual processing. Keying for the December 2010 pay period should continue as normal.

DECEMBER 2010 PERSONNEL ACTION REQUEST (PAR)/PERSONNEL/PAYROLL TRANSACTION (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 2010 calendar year will be run the evening of December 28, 2010 and will be issue dated December 29, 2010. After this date there will be no means to withhold savings plus for separating employees for the 2010 calendar year.

If you have any questions, the following staff is available to assist you:

<u>AREA</u>	<u>STAFF</u>	<u>PHONE NO.</u>
Civil Service A/R's, Suspended Payments or December 2009 Payroll Documents	Payroll Operations Telephone Liaison	(916) 323-3081
CSU A/R's, Suspended Payments or December 2009 Payroll Documents	CSU Payroll Unit	(916) 322-7980
PAR's	CS Audits Telephone Liaison	(916) 322-6500
PPT's	CSU Audits Representative	
Salary Advances, Moving Expenses, Non-USPS Adjustments, Nonresident Alien, or Deceased Employee Data	W-2/Non-USPS Telephone Liaison	(916) 322-8100

LC:CJ:SACS