

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

DATE: August 10, 2011

PAYROLL LETTER #11-012

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

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)

**RE: MASTER PAYROLL CERTIFICATION (MPC) REVISION**

Effective with the October 2011 payroll (both semi monthly and monthly), agency and campus responsibility for the Master Payroll Certification process (MPC) is expanded to include those reporting units where payroll warrants are returned for redeposit via the Std. 666 (Report of Exceptions). You may begin this revised process at any time prior to the effective date above.

Before certifying these specific reporting units, you **must** verify that the redeposits have posted to the on line payroll history system (HIST). You may then proceed to certify these reporting units in the same manner as those reporting units where there were no returned warrants. In addition to certifying the reporting units via the MPC process, you must also enter any appropriate certifications of time via the Payroll Input Process (PIP) Employee Time Certification (E T C) application for those warrants being returned. Please remember, the certification of time alone will not generate a new payment. You must also enter another action such as dock or time to be paid on the Personnel Action Request (PAR)/ Personnel/Payroll Transaction (PPT) to generate the correct pay. If you fail to verify the redeposits prior to updating the MPC, you may then be required to submit a Std. 674 to set up the pay if the reissued payment was to be the result of an update to employment history via a PAR/PPT transaction.

The MPC process is important in that transactions suspended pending the disposition of warrants (e.g., PAR/PPT transactions keyed after Master Payroll Cutoff) will be processed in the first payroll cycle after the certification status has been updated. If the Reporting Units are not updated on MPC, transactions keyed after Master Payroll Cutoff will remain suspended and transfer of funds, adjustments and/or regular pay will not be generated.

Those exceptions regarding returning Master Payroll Warrants with garnishments remain in place.

A revision to the Payroll Procedures Manual will be forthcoming. If you have any questions regarding this Payroll Letter, agencies should contact the Payroll Liaison at (916) 323-3081, and campuses should contact the California State University (CSU) Payroll Liaison at (916) 322-7980.

LC:PK