

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

DATE: October 3, 2011

PAYROLL LETTER #11-016

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 2011 CALENDAR YEAR-END PROCESSING**

This is to request your cooperation involving the timely submission of payroll documents prior to the close of the 2011 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 2011 Form W-2, Wage and Tax Statement.

NOTE: Documents not received by the cutoff dates may require the issuance of a Form W-2c, Corrected 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 2, 2011
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 2, 2011
FORM STD. 674A/R	Payroll Deduction Accounts Receivable (Reference the PPM, Section I 001).	November 2, 2011
FORM STD. 674	Nonresident Alien with Tax Treaty Exemption (Reference the PPM, Sections I 050 through 056 for reporting and forms completion instructions).	December 2, 2011

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM STD. 674	Suspended Payments (Reference the PPM, Sections I 400 through 411).	December 2, 2011
FORM STD. 422	Salary Advances (Reference the PPM, Sections N 103 through 111 for reporting and forms completion instructions).	December 2, 2011
FORM STD. 675	Moving Expense/Social Security/Medicare/State Disability Insurance Tax Withholding (Reference the PPM, Section N 147).	December 2, 2011
FORM STD. 995A	Agency Collection A/R (Reference the PPM, Sections I 178 & 179).	December 2, 2011
FORM STD. 995R	Refund of Over-Collected A/R (Reference the PPM, Sections 180 & 181).	December 2, 2011
FORM PPSD21	Deceased Employee Data (Reference the PPM, Sections I 900 through 913).	December 2, 2011

DECEMBER 2010 PAYROLL DOCUMENTS

Please make every effort to have December 2010 payroll documents processed by December 19, 2011. After December 20, 2011 and through December 28, 2011 payroll documents for the December 2010 pay period will require special manual processing and may not be reflected on the 2011 Form W-2. **DO NOT KEY DECEMBER 2010 PAYROLL DOCUMENTS AFTER DECEMBER 20, 2011 THROUGH DECEMBER 28, 2011.** Submit them to Payroll Operations for manual processing. Keying for the December 2011 pay period should continue as normal.

DECEMBER 2010 PERSONNEL ACTION REQUEST (PAR)/ PERSONNEL/PAYROLL TRANSACTION (PPT)

Please make every effort to have the PAR/PPT's affecting December 2010 processed by December 19, 2011. After December 20, 2011 and through December 28, 2011 PAR/PPT's affecting the December 2010 pay period will require special manual processing and may not be reflected on the 2011 Form W-2. **DO NOT KEY DECEMBER 2010 PAR/PPT'S AFTER DECEMBER 20, 2011 THROUGH DECEMBER 28, 2011.** Submit them to Personnel Operations for manual processing. Keying for the December 2011 pay period should continue as normal.

DECEMBER 2011 PAR/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 2011 calendar year will be run the evening of December 28, 2011 and will be issue dated December 29, 2011. After this date there will be no means to withhold savings plus deductions for separating employees for the 2011 calendar year.

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

<u>AREA</u>	<u>STAFF</u>	<u>PHONE NUMBER</u>
Civil Service (CS) A/R's, Suspended Payments or December 2010 Payroll Documents	Payroll Operations Telephone Liaison	(916) 323-3081
California State University (CSU) A/R's, Suspended Payments or December 2010 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