

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

DATE: October 24, 2013

PAYROLL LETTER #13-014

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 2013 CALENDAR YEAR-END PROCESSING**

This is to request your cooperation involving the timely submission of payroll documents prior to the close of the 2013 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 2013 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), Section N 120 through 163 and Section N 170 through 176 for reporting and forms completion instructions.	November 1, 2013
FORM STD. 676P/V	Social Security/Medicare/ State Disability Insurance Tax only will be withheld Reference the PPM, Section N 120 through 163 and Section N 170 through 176 for reporting and forms completion instructions.	December 2, 2013
FORM STD. 674A/R	Payroll Deduction Accounts Receivable Reference the PPM, Section I 001.	November 1, 2013

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATES</u>
FORM STD. 674	Nonresident Alien with Tax Treaty Exemption	December 2, 2013
FORM STD. 674	Reference the PPM, Section I 050 through 056 for reporting and forms completion instructions. Suspended Payments	December 2, 2013
FORM STD. 422	Reference the PPM, Section I 400 through 411. Salary Advances	December 2, 2013
FORM STD. 675	Reference the PPM, Section N 103 through 111 for reporting and forms completion instructions. Moving Expense/Social Security/Medicare/State Disability Insurance Tax Withholding	December 2, 2013
FORM STD. 995A	Reference the PPM, Section N 147. Agency Collection A/R	December 2, 2013
FORM STD. 995R	Reference the PPM, Sections I 178 & 179. Refund of Over-Collected A/R	December 2, 2013
FORM PPSD21	Reference the PPM, Sections 180 & 181. Deceased Employee Data	December 2, 2013
	Reference the PPM, Section I 900 through 913.	

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

DECEMBER 2012 PAYROLL DOCUMENTS

Please make every effort to have December 2012 payroll documents processed by December 19, 2013. After December 19, 2013 and through December 26, 2013, payroll documents for the December 2012 pay period will require special manual processing and may not be reflected on the 2013 Form W-2. **DO NOT KEY DECEMBER 2012 PAYROLL DOCUMENTS AFTER DECEMBER 19, 2013 THROUGH DECEMBER 26, 2013.** Submit them to Payroll Operations for manual processing. Keying for the December 2013 pay period should continue as normal.

DECEMBER 2012 PERSONNEL ACTION REQUEST (PAR)/ PERSONNEL/PAYROLL TRANSACTION (PPT)

Please make every effort to have the PAR/PPT's affecting December 2012 processed by December 19, 2013. After December 19, 2013 and through December 26, 2013, PAR/PPT's affecting the December 2012 pay period will require special manual processing and may not be reflected on the 2013 Form W-2. **DO NOT KEY DECEMBER 2012 PAR/PPT'S AFTER DECEMBER 19, 2013 THROUGH DECEMBER 26, 2013.** Submit them to Personnel Operations for manual processing. Keying for the December 2013 pay period should continue as normal.

DECEMBER 2013 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 2013 calendar year will be run the evening of December 26, 2013 and will be issue dated December 27, 2013. After this date there will be no means to withhold savings plus deductions for separating employees for the 2013 calendar year.

Please contact the Customer Contact Center at (916) 372-7200 if you have questions concerning this letter.

LC:SF:TSS