

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

DATE: October 23, 2020

PAYROLL LETTER #20-023

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: DOCUMENT CUTOFF DATES FOR 2020 CALENDAR YEAR-END PROCESSING**

To ensure the 2020 Form W-2 Wage and Tax Statement is correct, the State Controller's Office (SCO) must receive the following documents by the cutoff dates listed.

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATE</u>
<u>FORM STD. 676P/V</u> Reference the Payroll Procedures Manual (PPM), Section N 120-163 and Section N 170-176	Federal and State Income and Social Security/Medicare/ State Disability Insurance Taxes withheld.	November 6, 2020
	*Social Security/Medicare/ State Disability Insurance Taxes withheld.	December 7, 2020

***NOTE: Fringe Benefits processed in December can generate a one-time payroll deduction A/R for the January master payroll. This is for accurate W-2 reporting purposes only.**

<u>FORM STD. 674</u> Reference the PPM, Section I 050-056	Nonresident Alien with Tax Treaty Exemption	December 7, 2020
Reference the PPM, Section E 203	LC 4800	December 15, 2020
<u>FORM STD. 674D</u> Reference the PPM, Section I 015 and E 411	Transfer Request from Regular pay to IDL with issue year 2015	December 2, 2020
<u>FORM STD. 422</u> Reference the PPM, Section N 103-111	Salary Advances/Offsets	December 7, 2020
<u>FORM STD. 675</u> Reference the PPM, Section N 147	<u>Non-Qualified Moving Expense</u> Federal and State Income and/Social Security/Medicare/State Disability Insurance Taxes withheld.	December 7, 2020

<u>DOCUMENT</u>	<u>PROCESS</u>	<u>CUTOFF DATE</u>
FORM STD. 675 Reference the PPM, Section N 147	<u>Qualified Moving Expense</u> Federal Income and Social Security/Medicare Taxes withheld.	December 7, 2020
<u>FORM STD. 995A</u> Reference the PPM, Section I 178-179	Agency Collection A/R	December 7, 2020
<u>FORM STD. 995R</u> Reference the PPM, Section I 180-181	Refund of Over-Collected A/R	December 7, 2020
<u>FORM PPSD21</u> Reference the PPM, Section I 900-913	Deceased Employee Data	December 7, 2020

NOTE: If the SCO does not receive the documents by the specified cutoff dates, employees may receive a Form W-2C, Corrected Wage and Tax Statement.

December 2020 PAR/PPT & Payroll Documents

Do not key December 2020 PAR/PPT and Payroll Documents December 22, 2020 through December 29, 2020. Submit them to PPSD Personnel Operations for manual processing. Agencies/Campuses located in the Sacramento area can hand-deliver the documents to the receptionist window located on the 10th Floor at 300 Capitol Mall. Offices located outside the Sacramento area can fax one copy of the document to (916) 322-8137. Agencies/Campuses should continue to key the December 2020 PAR/PPT and Payroll Documents.

December 2020 PAR/PPT Calendar Year-End Separation

In early December 2020, submit the calendar year-end separation PAR/PPT to PPSD Payroll Operations for manual processing. PPSD should receive PAR/PPT no later than December 11, 2020 to ensure deferral amounts process timely. Additional information provided in Payroll Letter #20-021, Lump Sum Separation Pay and Deferral Contributions at https://www.sco.ca.gov/Files-PPSD-Letters/Payr/2020_p20-021.pdf.

Please contact the [Statewide Customer Contact Center](#) at (916) 372-7200 if you have questions. Documents can be securely e-mailed to the PPSD Temporary Operations email at PPSDTempOps@sco.ca.gov. When sending documents, please include the following information:

In the Subject Line: (Agency Name, Employee Name, SCO Program, Last 4 of SSN)
Example Subject Line Requirement: (SCO/HR, John Doe, Premium Pay, 1234)

- Agency Name: Indicates the agency submitting document(s)
- Name of EE: Must have first and last name of employee
- SCO Program: Indicates the program to receive documents(s)
- Last 4 SSN: List only the last 4 digits of the employee's SSN

For additional questions regarding this letter, please use the following contact information:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</u>
General Payroll Procedures	Statewide Customer Contact Center	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division SCO	PPSDHRSuggestions@sco.ca.gov
CSU Email Inbox	Personnel and Payroll Services Division SCO	PPSDCSUInquiry@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division SCO	PPSDOps@sco.ca.gov

SCO Key Initiatives:

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

JEB:EO:STSP