

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

DATE: October 3, 2024

PAYROLL LETTER #24-011

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Service Division**RE: DOCUMENT CUTOFF DATES FOR 2024 CALENDAR YEAR-END PROCESSING**

The State Controller's Office (SCO) must obtain all required documentation by the dates listed below, for the 2024 Form W-2, Wage and Tax Statement to be accurate.

DOCUMENT	PROCESS	CUTOFF DATE
FORM STD. 676/V 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 8, 2024
FORM STD. 676/V Reference the Payroll Procedures Manual (PPM) , Section N 120-163 and Section N 170-176	*Social Security/Medicare/State Disability Insurance Taxes Withheld	December 6, 2024
FORM STD. 674 Reference the PPM , Section I 050-056	Nonresident Alien with Tax Treaty Exemption	December 6, 2024
FORM STD. 674 Reference the PPM , Section E 203	Labor Code (LC) 4800/LC 4811	December 13, 2024
FORM STD. 422 Reference the PPM , Section N 103-111	Salary Advances/Offsets	December 2, 2024
FORM STD. 675 Reference the PPM , Section N 147	Non-Qualified Moving Expenses Federal and State Income and Social Security/Medicare/ State Disability Insurance Taxes Withheld	December 2, 2024

DOCUMENT	PROCESS	CUTOFF DATE
FORM STD. 675 Reference the PPM , Section N 147	Qualified Moving Expense Federal Income and Social Security/Medicare Taxes Withheld	December 2, 2024
FORM STD. 995A Reference the PPM , Section I 178-179	Agency Collection Account Receivable (A/R)	December 6, 2024
FORM STD. 995R Reference the PPM , Section I 180-181	Refund of Over-Collected A/R	December 6, 2024
FORM PPSD21 Reference the PPM , Section I 900-913	Deceased Employee Data	December 4, 2024

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

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

Please contact the [Statewide Customer Contact Center](#) at (916) 372-7200, if you have any questions. If you are submitting documents for the Form W-2 and do not have access to ConnectHR, then please send an encrypted email to PPSDW2MiscDed@sco.ca.gov. When sending documents, please include the following information:

Subject Line: (Agency Name, Employee (EE) Name, SCO Program, Last 4 of Social Security Number (SSN))

Example Subject Line Requirement: (SCO/HR, John Doe, W-2 Unit, 1234)

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

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov

- Inquiry Email (HR Supervisors and Managers) PPSDCSUInquiry@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- Campus Information Retrieval System CIRS@calstate.edu
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

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

Websites:

- [HR](#)
- [State Employees](#)

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