

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

DATE: April 08, 2020

FISCAL YEAR-END #20-003  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**RE: CHANGE IN ESTABLISHED POSITIONS FORM STD. 607**

Please share this information with those individuals who prepare and submit Change in Established Positions, Form STD. 607.

The State Controller's Office requests timely submission of STD. 607, to ensure positions are accurately reflected on the Schedule 8/7A for the upcoming year. Reference the Payroll Procedure Manual (PPM) Section C 300 for additional information on the business process and form completion instructions.

Please adhere to the following timelines:

- All individual STD. 607's as well as all STD. 607 packages (two or more documents) including corrected documents with multiple changes, must be received by June 5, 2020.
- The Annual Reorganization Letter with completion instructions will be released in May. All STD. 607 listings for reorganizations effective July 1, 2020 must be received by June 12, 2020.

STD. 607's not received by the above dates may result in inaccuracies on the Schedule 8/7A which may require extensive manual reconciliation during subsequent phases of the budgetary process. Please allow ample time for the Department of Finance approval, if required.

- Note: Do not submit any STD. 607 that should not be reflected on the Schedule 8/7A before July 1, 2020.

If you have any questions regarding this information, please contact the Statewide Customer Contact Center via phone at (916) 372-7200.

JEB:VG:JS:LD:SPCP:PPOB