

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: February 26, 1999

PERSONNEL LETTER # 99-003
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: NEW EMPLOYEE HOME ADDRESS WITHHOLD PROCESS

The State Controller's Office has implemented a new form for employees to request that their home address not be disclosed to employee organizations (Form STD. 677, Request for Nondisclosure of Employee Home Address). In addition, the Form STD. 686, Employee Action Request (EAR), has been revised. The sections and instructions regarding address withhold have been deleted.

Employees wishing not to have their home address disclosed will need to complete Form STD. 677. Further, employees wishing to cancel their previous request to have their home address not be disclosed will need to complete Form STD. 677. The new form should be made available to employees upon their request.

Additionally, the personnel staff authorized to sign the Form STD. 686 as identified on the Signature Authorization Personnel/Payroll Documents, PPSD 8A, will be used as the reviewer's signature for the new Form STD. 677. If other staff need to be authorized to sign the Form STD. 677, submit a PPSD 8A per the Personnel Action Manual (PAM) Section 5.95 and manually add the Form STD. 677 to Section 9 of the PPSD 8A. The PPSD 8A and the Signature Card Authorization listing will be revised at a later date to include the Form STD. 677.

PROCESSING ADDRESS WITHHOLD REQUESTS

The Form STD. 677 is to be processed as an E01 or E04 transaction within the Employment History On-Line System EAR update process. Enter a 'Y' for Yes in the Address Withhold data field if the employee is requesting his/her address not be disclosed. Enter an 'N' for No in the Address Withhold data field if the employee is canceling his/her prior address withhold request. Follow PAM Section 10.16 for additional E01/E04 transaction key entry procedures with the following exceptions:

The E01 transaction for a new employee:

If the Form STD. 677 is not submitted with the revised Form STD. 686, enter an 'N' in the Address Withhold data field.

The E01 transaction for a returning employee:

If the Form STD. 677 is not submitted with the revised Form STD. 686, re-enter the employee's previous address withhold information.

The E04 transaction:

If the Form STD. 677 is submitted without the revised Form STD. 686, update the Address Withhold data field. The employee's address does not need to be re-entered.

If the Form STD. 677 is not submitted with the revised Form STD. 686, update the Employee Address data field. The address withhold information does not need to be re-entered.

The Form STD. 677 is now available as a low-use standard state form. To order Form STD. 677, contact your department's forms coordinator. If you do not have a forms coordinator, please contact Mary Messenger, Department of General Services (DGS), at (916) 324-9697 or CALNET 454-9697. Orders for the revised Form STD. 686 may be placed via a Form STD. 116. If Internet access is available, the DGS has a website located at www.osp.ca.gov/fmc for downloading the order forms.

NOTE: Continue to use the current version of Form STD. 686 until the supply is exhausted. If the current version of Form STD. 686 is used, it is not necessary to complete a Form STD. 677.

If you have any questions regarding the new address withhold process, please contact Donna Collins at (916) 322-8141 or CALNET 492-8141.

RZ: MM/PMAB