

STATE OF CALIFORNIA

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

Date: April 14, 1999

PERSONNEL LETTER # 99-011

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

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: FORM STD. 686

Personnel Letters #99-003 (Civil Service) and #99-004 (CSU), both dated February 26, 1999, implemented a new employee address withhold form (Form STD. 677) and revised Form STD. 686 (Employee Action Request). The letters also indicated that the current version of Form STD. 686 could continue to be used.

Effective immediately, only the revised Form STD. 686 (rev. 03/99) should be used. Earlier versions of this Form must be discarded. Orders for the revised Form STD. 686 (rev. 03/99) may be placed via a Form STD. 116. If Internet access is available, the Department of General Services (DGS) has a website located at www.osp.ca.gov/fmc for downloading the order form.

If you have any questions regarding the ordering instructions for the revised Form STD. 686, please contact Mary Messenger, DGS, at (916) 324-9697 or CALNET 492-9697. All other questions should be directed to Donna Collins at (916) 322-8141 or CALNET 492-8141.

RZ: MM/PMAB