

Disclaimer:

The information in this booklet is for reference only. Some of the information may be outdated. Users are responsible for checking the [SCO](#) website for the most up to date information contained in the Payroll Procedures Manual, Personnel Actions Manual, Payroll, and Personnel letters.

Year- End

Separation

Workshop

Handbook

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Separation PARs with or without Savings Plus and with or without deferring into another tax year

1. If an Employee is separating and wants Lump Sum to issue in current tax year with no Savings Plus withheld the Agency keys the PAR.
2. If an Employee is separating and wants lump Sum to issue in current tax year with Savings Plus withheld the PAR is submitted to SCO for keying.
3. If an Employee is separating and wants a portion of their Lump Sum to issue in the current tax year and the remainder to issue in the next tax year, both without Savings Plus withheld, the Agency keys two PARs. The first one reflects the amount of Lump Sum to issue in the current tax year. The Lump Sum must extend at least through the November pay period. The second PAR reflects total Lump Sum time due and the Agency keys it at the beginning of the new year. The balance of the Lump Sum issues with an issue date of the new tax year.
4. If an Employee is separating and wants a portion of their Lump Sum to issue in the current tax year with Savings Plus withheld and the remainder to issue in the following tax year with Savings Plus withheld the Agency submits two separate PARs to SCO for keying. The first PAR reflects just the portion of Lump Sum that will issue in the current year. The EE must meet the criteria and separate on or after November 1. Item 10 Remarks on the PAR reflects just the Savings Plus information for the current tax year. The second PAR is submitted in January of the new year and reflects total Lump Sum time and just the Savings Plus information for the new tax year. The balance of the Lump Sum issues with an issue date of the new year.
5. If an Employee is separating in December of the current year and does not want lump Sum to issue in the current tax year the Agency keys the PAR with no Lump Sum time. In January of the new year, if the Employee is **not** requesting Savings Plus, the Agency keys the corrected PAR with Lump Sum and the system will issue the time with an issue date of the new tax year. If the employee is requesting Savings Plus the PAR must be submitted to SCO for keying. The Lump Sum is reflected on the PAR along with Item 10 Remarks completed with the Savings Plus information.

Note: It is extremely important to communicate with your employee to be clear on their request of how to treat their lump sum payments. Do they want to defer some portion to the subsequent tax year, will their pay extend beyond the November pay period of the year of retirement, which then allows for this type of deferral. Do they want to transfer some portion of their lump sum to

Savings Plus in the current year, how about the subsequent year? Is the employee being cautious to not over defer to savings plus? These are all areas you should explore with the employee to ensure a smooth process in issuing their lump sum pay.

Our reference to Savings Plus, what does this really mean?

Throughout this package we are referring to Savings Plus. For clarification this includes: 401 (k) Thrift Plan, 457 Deferred Compensation and 403 (b) Tax Shelter Annuity. DPA, Savings Plus does not administer the 403 (b) plan, but the NRM 4074 allows for the employee who is eligible for this program to plan and request withholding from their lump sum pay.

### **NOTES**

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	Agency Keys PAR	Submit PAR to SCO	Agency Keys PAR after January	Submit PAR to SCO after January
Lump Sum issues in <b>current</b> tax year w/ <b>NO</b> Savings Plus	X			
Lump Sum issues in <b>current</b> tax year w/Savings Plus		X		
Lump Sum issues in <b>subsequent</b> tax year w/ <b>NO</b> Savings Plus			X	
Lump Sum issues in <b>subsequent</b> tax year w/ Savings Plus				X

Please Note: DPA/SPP made some changes to the criteria in having Deferred Comp withheld from the next tax year based on effective date. Please read DPA-PML 2008-030, 2008-036, and 2008-045. Copies of these letters are in the Reference section of this workbook.

Only those Employees that separate on or after November 1 can have deferred comp withheld in the future tax year.

The PAM has not been updated yet to reflect these changes.

## Separation with Deferred Comp Checklist

- Take employee off of Direct Deposit.
- Submit NRM 4074 (Request to Transfer Lump-Sum Separation Pay Application) with PAR.
- Criteria to have 401/457 withheld from lump sum in the next tax year is based on effective date. The effective date must be on or after November 1
- Make sure PAR is legible on reduced copy before faxing.  
Make sure there is a signature and phone number on the PAR.
- If Employee is currently contributing into a 401/457 will it be withheld from the last month's master?
- If Employee is deferring into the next tax year (effective date is 11/01 or later) is Item 877 completed on the first PAR? Reference PAM 2.125
- Does item 962 need to be completed?

### Things to remember

- Tax year is determined by issue date not pay period.
- Deferring lump sum into the next tax year is based on the date/year of the effective date of the separation, plus one. The effective date must be 11/01 or later in the current year to have savings plus withheld in the next tax year.
- If employee is deferring into the next tax year only lump sum vacation time should be reflected on the first PAR, if possible.
- Employees that pay into Social Security with high salary rates can max out in October or November. This needs to be taken into consideration when calculating the maximum deduction amount available. Reference PPM H256

- If the employee is deferring into the next tax year, remind them to keep you updated on any address changes since they will be receiving a W2 for the current tax year as well as the next tax year.

**THE FOLLOWING DECENTRALIZED CALENDAR IS  
NOT  
A COMPLETE CALENDAR**

The decentralized calendar in this workbook reflects only payroll cycle dates. Please refer to the SCO web site for all final versions of decentralized calendars at:

[www.sco.ca.gov/ppsd\\_decentcal.html](http://www.sco.ca.gov/ppsd_decentcal.html)

# 2009

# December

# 2009

## \*CIVIL SERVICE DECENTRALIZED\*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>COMPENSABLE DAYS: 22 * PAYDAY: 12/31/09'</b> <b>*ISSUE DATE: 01/01/2010*</b> <b>(RESTORES: CALL BY 2PM ON SCHEDULED DAYS)</b>			2	3	4	5
SYSTEM AVAILABILITY (ANY EXCEPTIONS WILL BE NOTED): ON-LINE KEYING 7:00-18:00, MONDAY-FRIDAY 24 HOUR NOTICE REQUIRED FOR ADDITIONAL KEYING.						
6	7	8	9	10	11	12
	BU18 7-14 (2nd half 11/09)		SEMI-MONTHLY PAYROLL CUTOFF			
				GREEN CYCLE	GREEN CYCLE	
13	14	15	16	17	18	19
		INQUIRY & PAY HIST NOT AVAILABLE				
	GREEN CYCLE	NO CYCLE				
20	21	22	23	24	25	26
	MASTER PAYROLL CUTOFF	INQUIRY & PAY HIST AVAILABLE AFTER MASTER IS RUN			HOLIDAY	
	BU18 21-28 (1st half 12/09)	NO CYCLE	GREEN CYCLE	GREEN CYCLE		
27	28	29	30	31		
		MASTER MAILED NO CYCLE	NO CYCLE	PAY DAY		
	GREEN CYCLE			NO CYCLE		

**PAYROLL/AGENCY CUTOFF/CYCLE/TRANSFER DATE - 2009**

**Revised (04/09) D200**

2009 PAY PERIOD	SAM 8512 BEGINNING AND ENDING DATES IN PAY PERIOD	NUMBER OF COMPENSABLE DAYS			HOLIDAYS	NO CYCLE DAYS ***	BUSINESS MONTH CUTOFF		ROLL 2 FIRST HALF **				MASTER PAYROLL					
		FULL MO	1ST HALF	2ND HALF			1ST	2ND	CUTOFF	TRANS/ MAIL	GREEN CYCLES	PAYDAY 4 P.M.	CUTOFF	TRANS/ MAIL	GREEN CYCLES	PAYDAY 4 P.M.	ISSUE DATE	DIRECT DEPOSIT POSTING DATES
JAN	1/1-1/29	21	11	10	1,19	1,15,19,22, 29	14	28	9	12	12,13,14	15	21	27	23,26, 27,28	1/29	01/30/09	01/30/09
FEB	1/30-2/28	21	11	10	12,16	30,12,13,16 20,26,27	11	25	6	9	9,10,11	13	19	25	23,24, 25	2/27	03/01/09	03/02/09
MAR	3/1-3/31	22	10	12	31	13,23,27, 30,31	12	26	9	10	10,11,12	13	20	26	24,25, 26	3/30	04/01/09	04/01/09
APR	4/1-4/30	22	11	11		15,23,29, 30	14	28	9	10	10,13,14	15	22	28	24,27, 28	4/30	05/01/09	05/01/09
MAY	5/1-5/31	21	11	10	25	15,21,25, 28,29	14	27	11	12	12,13,14	15	20	27	22,26, 27	5/29	06/01/09	06/01/09
JUN	6/1-6/30	22	11	11		15,23,26 29,30	12	25	9	10	10,11,12	15	22	26	24,25	6/30	07/01/09	07/01/09
JUL	7/1-7/30	22	11	11		15,23,30	14	29	9	10	10,13,14	15	22	28	24,27, 28,29	7/30	07/31/09	07/31/09
AUG	7/31-8/31	22	11	11		31,14,24, 28,31	13	27	10	11	11,12,13	14	21	27	25,26, 27	8/31	09/01/09	09/01/09
SEP	9/1-9/30	22	11	11	7	7,15,23, 29,30	14	28	9	10	10,11,14	15	22	28	24,25, 28	9/30	10/01/09	10/01/09
OCT	10/1-10/31	22	11	11		15,23, 29,30	14	28	9	12	12,13,14	15	22	28	26,27, 28	10/30	11/01/09	11/02/09
NOV	11/1-12/1	22	10	12	11,26,27	11,13,19,25, 26,27,30	12	24	6	9	9,10,12	13	18	25	20,23, 24	12/1	12/01/09	12/02/09
DEC	12/2-12/31	22	10	12	25	15,22,25,29, 30,31	14	28	9	10	10,11,14	15	21	29	23,24, 28	12/31	01/01/10	01/04/10

\*\* The first half of a semimonthly pay period always has an issue date of the 16th of the month. It always begins on the first day of the pay period and ends on the 15th of the month (e.g., 1st half of February - 1/30 through 2/15). The last half of a semimonthly pay period always starts on the 16th of the month and ends on the last day of the pay period (e.g., last of February - 2/16 through 2/28).

\*\*\* Subject to change without notice.

1. EMPLOYEE'S NAME \_\_\_\_\_ 2. SUPERVISOR'S NAME \_\_\_\_\_

3. DEPARTMENT, DIVISION, UNIT \_\_\_\_\_

4. RECORD OF ABSENCES: Sick Leave - *Red* Vacation - *Blue* Off Payroll - *Green* Holiday - *Brown* Personal Holiday - *Purple*

**STATE PAY PERIOD CALENDAR FOR 2009**

NOTE: Holidays and pay periods after July 1, 2008, are subject to collective bargaining agreements negotiated in Fiscal Year 2008-2009 or thereafter. Hours for each pay period **INCLUDE** the holidays.

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
JANUARY 21 DAYS 168 HRS.							FEBRUARY 21 DAYS 168 HRS.							MARCH 22 DAYS 176 HRS.								
				1	2	3						30	31	1	2	3	4	5	6	7		
4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
11	12	13	14	15	16	17	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
18	19	20	21	22	23	24	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
25	26	27	28	29	▷		22	23	24	25	26	27	28	29	30	31						
APRIL 22 DAYS 176 HRS.							MAY 21 DAYS 168 HRS.							JUNE 22 DAYS 176 HRS.								
				1	2	3	4						1	2			1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30						
							31															
JULY 22 DAYS 176 HRS.							AUGUST 22 DAYS 176 HRS.							SEPTEMBER 22 DAYS 176 HRS.								
				1	2	3	4						31	1			1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
26	27	28	29	30	▷		23	24	25	26	27	28	29	27	28	29	30					
							30	31														
OCTOBER 22 DAYS 176 HRS.							NOVEMBER 22 DAYS 176 HRS.							DECEMBER 22 DAYS 176 HRS.								
				1	2	3	1	2	3	4	5	6	7			▷	2	3	4	5		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
25	26	27	28	29	30	31	29	30	1					27	28	29	30	31				

ANALYSIS OF ABSENCE RECORD FROM _____ to _____		5. PERSONAL HOLIDAY Number of Hours _____	
6. VACATION A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____		7. SICK LEAVE <i>This Employee</i> _____ <i>Average Other Employees</i> _____ A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ C. Present Sick Leave Balance: Days _____ Hrs. _____	
8. ABSENCE WITHOUT PAY A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____		9. TOTAL ABSENCES A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____	
10. NUMBER OF WORKING DAYS IN THE PERIOD _____ NUMBER OF WORKING HOURS IN THE PERIOD _____		11. PERCENTAGE OF WORKING DAYS ABSENT _____ PERCENTAGE OF WORKING HOURS ABSENT _____	

(OVER FOR 2010 SUMMARY)

**PAYROLL/AGENCY CUTOFF/CYCLE/TRANSFER DATE - 2010**

**NEW (04/09) D200**

2010 PAY PERIOD	SAM 8512 BEGINNING AND ENDING DATES IN PAY PERIOD	NUMBER OF COMPENSABLE DAYS			HOLIDAYS	NO CYCLE DAYS ***	BUSINESS MONTH CUTOFF		ROLL 2 FIRST HALF **				MASTER PAYROLL					
		FULL MO	1ST HALF	2ND HALF			1ST	2ND	CUTOFF	TRANS/ MAIL	GREEN CYCLES	PAYDAY 4 P.M.	CUTOFF	TRANS/ MAIL	GREEN CYCLES	PAYDAY 4 P.M.	ISSUE DATE	DIRECT DEPOSIT POSTING DATES
JAN	1/1-1/31	21	11	10	1,18	1,15,18, 22,28,29	14	27	11	12	12,13,14	15	21	27	25,26, 27	1/29	02/01/10	02/01/10
FEB	2/01-3/01	21	11	10	15	11,15, 19,25,26	11	24	8	9	9,10,11	11	18	25	22,23, 24	3/1	03/01/10	03/02/10
MAR	3/02-3/31	22	10	12	31	15,23,29, 30,31	12	26	9	10	10,11,12	15	22	26	24,25, 26	3/30	04/01/10	04/01/10
APR	4/01-4/30	22	11	11		15,23,29, 30	14	28	9	12	12,13,14	15	22	28	26,27, 28	4/30	05/01/10	05/03/10
MAY	5/01-5/31	21	10	11	31	14,21,27, 28,31	13	26	10	11	11,12,13	14	20	26	24,25, 26	5/28	06/01/10	06/01/10
JUN	6/01-6/30	22	11	11		15,23,28, 29,30	14	25	9	10	10,11,14	15	22	28	24,25	6/30	07/01/10	07/01/10
JUL	7/01-7/31	22	11	11	5	5,15,23, 29,30	14	28	9	12	12,13,14	15	22	28	26,27, 28	7/30	08/01/10	08/02/10
AUG	8/01-8/31	22	10	12		13,24,30, 31	12	27	9	10	10,11,12	13	23	27	25,26, 27	8/31	09/01/10	09/01/10
SEP	9/01-9/30	22	11	11	6	6,15,29, 30	14	28	9	10	10,13,14	15	22	28	24,27, 28	9/30	10/01/10	10/01/10
OCT	10/01-11/01	22	11	11		15,22,28,29	14	27	11	12	12,13,14	15	21	28	25,26, 27	11/1	11/01/10	11/02/10
NOV	11/02-12/01	22	10	12	11,25,26	11,15,19,25 26,29,30	12	24	8	9	9,10,12	15	18	29	22,23, 24	12/1	12/01/10	12/02/10
DEC	12/02-12/31	22	10	12		15,23,29 30,31	14	28	9	10	10,13,14	15	22	29	24,27, 28	12/31	01/01/11	01/03/11

\*\* The first half of a semimonthly pay period always has an issue date of the 16th of the month. It always begins on the first day of the pay period and ends on the 15th of the month (e.g., 1st half of February - 2/01 through 2/15). The last half of a semimonthly pay period always starts on the 16th of the month and ends on the last day of the pay period (e.g., last of February - 2/16 through 3/01).

\*\*\* Subject to change without notice.

1. EMPLOYEE'S NAME \_\_\_\_\_

2. SUPERVISOR'S NAME \_\_\_\_\_

3. DEPARTMENT, DIVISION, UNIT \_\_\_\_\_

4. RECORD OF ABSENCES: Sick Leave - *Red*    Vacation - *Blue*    Off Payroll - *Green*    Holiday - *Brown*    Personal Holiday - *Purple*

**STATE PAY PERIOD CALENDAR FOR 2010**

NOTE: Holidays and pay periods after July 1, 2008, are subject to collective bargaining agreements negotiated in Fiscal Year 2008-2009 or thereafter. Hours for each pay period **INCLUDE** the holidays.

S M T W T F S                      S M T W T F S                      S M T W T F S

**JANUARY**                      21 DAYS 168 HRS.

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**FEBRUARY**                      21 DAYS 168 HRS.

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1					

**MARCH**                      22 DAYS 176 HRS.

			2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

**APRIL**                      22 DAYS 176 HRS.

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**MAY**                      21 DAYS 168 HRS.

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JUNE**                      22 DAYS 176 HRS.

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

**JULY**                      22 DAYS 176 HRS.

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**AUGUST**                      22 DAYS 176 HRS.

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**SEPTEMBER**                      22 DAYS 176 HRS.

				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

**OCTOBER**                      22 DAYS 176 HRS.

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1					

**NOVEMBER**                      22 DAYS 176 HRS.

							1
2	3	4	5	6			
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	1				

**DECEMBER**                      22 DAYS 176 HRS.

								1
2	3	4						
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			

ANALYSIS OF ABSENCE RECORD FROM _____ to _____	5. PERSONAL HOLIDAY
	Number of Hours _____
6. VACATION	7. SICK LEAVE <span style="float:right">This Employee      Average Other Employees</span>
	A. Number of Days _____ Number of Hours _____
	B. Number of Different Times _____
8. ABSENCE WITHOUT PAY	C. Present Sick Leave Balance: Days _____ Hrs. _____
	9. TOTAL ABSENCES
	A. Number of Days _____ Number of Hours _____
10. NUMBER OF WORKING DAYS IN THE PERIOD _____	B. Number of Different Times _____
	11. PERCENTAGE OF WORKING DAYS ABSENT _____
NUMBER OF WORKING HOURS IN THE PERIOD _____	PERCENTAGE OF WORKING HOURS ABSENT _____

(OVER FOR 2009 SUMMARY)

### \$50 Rule

The \$50 rule applies to those employees who are separating and are having Savings Plus withheld from their lump sum. The system requires we leave a buffer of \$50 in each payment that issues with a Savings Plus deduction, as it requires the room to do the calculation. This applies to all payments that have Social Security and/or Medicare withheld and to those payments that have Neither withheld but will be aggregating with another payment in the same pay period.

See example below.

S70 effective 10/21/09 B=\$5000 J= 15 days V= 39 days E= 5 days

Separation Pay extends:

10/09: 15 days regular

7 days LSV

11/09: 22 days LSV

12/09: 10 days LSV

5 days LSE

<u>PP / Days/gr</u>	<u>SS/M,M, N</u>	<u>Net</u>	<u>- \$50.00</u>	<u>Max Avail Ded \$</u>
<b>10/09</b> 7 d LSV gr=\$1590.91	SS/M: \$121.70 Med: \$23.07 Neither: \$0	\$1469.21 \$1567.84 \$1590.91	Y Y Y	\$1419.00 \$1517.00 \$1540.00
<b>11/09</b> 22 d LSV gr=\$5000	SS/M: \$382.50 Med: \$72.50 N: \$0	\$4617.50 \$4927.50 \$5000.00	Y Y N	\$4567.00 \$4877.00 \$5000.00
<b>12/09</b> 10 d LSV gr=\$2380.95	SS/M: \$182.14 Med: \$34.52 N: \$0	\$2198.81 \$2346.43 \$2380.95	Y Y Y	\$2148.00 \$2296.00 \$2330.00
<b>5 d LSE</b> gr=\$1190.48	SS/M: \$91.07 Med: \$17.26 N: \$0	\$1099.41 \$1173.32 \$1190.48	Y Y Y	\$1049.00 \$1123.00 \$1140.00

Social Security: 6.2%

Medicare: 1.45%

Both: 7.65%

Retirement ID designates whether or not SS/Med, Med only, or Neither is withheld from pay. This information can be found:

- Pay History- Payment Detail
- Employment History- H Screen
- Item 505 on PAR
- PPM H 214- Description of Retirement IDs

How to reflect Item 10 Remarks

S70 eff 8/11/09 B=\$5775 J=8 days V=40 days  
Yes SS/MED

08/09 – 8 d r		
14 d v	\$3393.86	\$3343
09/09- 22 d v	\$5333.21	\$5283
10/09- 4 d v	\$969.67	\$919
	total avail ded:\$9545	

NRM4074:  
029-401  
\$9545

Item 10 Remarks

<b>Backup Information</b> <input type="checkbox"/> on file for audit  <input type="checkbox"/> substantiation	<b>Remarks:</b> Please take DC deductions from LS: 029-401 8/09: \$3343, 9/09: \$5283, 10/09: \$919	Keyed by  date
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➤ This is the **correct** way to reflect this.

<b>Backup Information</b> <input type="checkbox"/> on file for audit  <input type="checkbox"/> substantiation	<b>Remarks:</b> Please take DC deductions from LS: 029-401 \$3181.66 = 8/09      \$3181.67 = 10/09 \$3181.67 = 9/09	Keyed by  date
--	---	----------------------

➤ This is *incorrect* as a deduction of \$3181.67 cannot hit against the 10/09 PP and the deductions reflect cents. The total amount can be taken, just not in this way.

NRM4074:  
401- \$4772.50  
457 -\$4772.50

<b>Backup Information</b> <input type="checkbox"/> on file for audit  <input type="checkbox"/> substantiation	<b>Remarks:</b> Please take DC deductions from LS: 029-401      029-457 8/09=\$3343.      9/09=\$3854 9/09=\$1429      10/09=\$919	Keyed by  date
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➤ This is the **correct** way to reflect this. DC deductions from LS cannot have cents, so it must be rounded to zero.

<b>Backup Information</b> <input type="checkbox"/> on file for audit  <input type="checkbox"/> substantiation	<b>Remarks:</b> Please take DC deductions from LS: 029-401      029-457 8/09=\$1671.50.      8/09=\$1671.50 9/09=\$2641.50      9/09=\$2641.50 10/09=\$459.50      10/09=\$459.50	Keyed by  date
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➤ This is *incorrect* as the deductions have cents and also the pay periods have both the 401 and the 457 in each.

# Samples

1 - 4

## Sample 1

Employee	A A Brown
Retirement Date	08/04/09
Deferred Comp Withheld 12/08 – Current	\$ 0
NRM 4074 Request	\$20,500 in the 401 for 2009 TY
Leave Credit Projection Total Time	107 days (95 days LSV, 12 days LSE)

Note: This employee is requesting Lump Sum and Deferred Comp for the 2009 tax year only. He has sufficient leave credit time to do this.  
One PAR is submitted to SCO to be keyed.

Withheld 12/08-07/09 = \$0

NRM 4074:

2009 Tax Year

401= \$20,500

457= 0

2010 Tax Year

401 = 0

457 = 0

**\* Distribute deductions across multiple pay periods as shown below.**

			<b>*Deductions will be withheld:</b>
08/09- <u>3 d reg</u>			
19 d v	\$4566.87	\$4516	<b>\$4100</b>
09/09- 22 d v	\$5287.96	\$5237	<b>\$4100</b>
10/09- 22 d v	\$5287.96	\$5237	<b>\$4100</b>
11/09- 22 d v	\$5287.96	\$5237	<b>\$4100</b>
12/09- <u>10 d v</u>	\$2403.62	\$2353	<b>\$2050</b>
12 d e	\$2884.34	\$2834	<b>\$2050</b>
			<b>total: \$20,500</b>

Item 10 Remarks should reflect:

EE requests DC deductions from lump sum:

029-401

\$4100 8/09 – 12/09

Total \$20,500

## PAYMENT HISTORY SUMMARY

###-##-#### AA Brown

\*\*\* 0-07-09 \*\*\*

\_ 111-222-3333-444 10 01 5726.00 99 5726.00 0911111111 073109

PAR to be keyed:

S70 eff 8/04/09 B= 5726. J= 3 days V= 95 days E= 12 days

No 877, no 962

Ret ID: 45/05

SS/Med withheld

Separation Pay will extend:

	Net	max ded avail
08/09- <u>3 d reg</u> 19 d v	\$4566.87	\$4516
09/09- 22 d v	\$5287.96	\$5237
10/09- 22 d v	\$5287.96	\$5237
11/09- 22 d v	\$5287.96	\$5237
12/09- <u>10 d v</u> 12 d e	\$2403.62 \$2884.34	\$2353 \$2834

total: \$25,414

Calculation is gross of payment minus ss/med deduction minus \$50.00 = maximum deduction amount for payment. (without cents)

Example: 8/09 pp 19 days of vacation due.

$$\$5726 \text{ divided by } 22 \times 19 = \$4945.18$$

$$\$4945.18 \times .0765 = \$378.31$$

$$\$4945.18 - \$378.31 = \$4566.87$$

$$\$4566.87 - \$50.00 = \$4516.$$

\$4516 is the maximum deduction for the 8/09 lsv.

Example: 9/09 pp 22 days of vacation due.

$$\$5726 \times .0765 = \$438.04$$

$$\$5726 - \$438.04 = \$5287.96$$

$$\$5287.96 - \$50.00 = \$5237$$

\$5237 is the maximum deduction for the 9/09 lsv.

The total maximum deduction amount for all lump sum issuing is \$25,414

Savings Plus Program

Request to Transfer Lump-Sum Separation Pay Application

Please read the information and instructions in this booklet before completing this application. This form must be received in your personnel office at least 5 business days prior to your separation or retirement date.

SECTION I-Participant Information

Form with fields for Last Name, First Name, MI; Social Security Number (SSN); Retirement/Separation Date (mm/dd/yyyy); and Daytime Telephone Number.

Privacy Statement: The Information Practices Act of 1977 (Civil Code Section 1798.17) and the federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals.

SECTION II-Contribution Information

A. Specify the dollar amount(s) in total that you will have contributed this year from your pay warrants by the type of plan, not including the lump-sum separation pay that you wish to contribute:

401 (k) \$ \_\_\_\_\_ 403 (b) \$ \_\_\_\_\_ 457 \$ \_\_\_\_\_

B. Specify the dollar amount(s) to be deferred to the plans below from your lump-sum separation pay:

Table with 6 columns: 401(k), Amount, 403(b), Amount, 457, Amount. Rows for Tax Year and Amount.

SECTION III-Participant Certification

I request a transfer of lump-sum separation pay be made in accordance with the Plan Document, Internal Revenue Code, and my election above. I take full responsibility for providing these instructions and understand the terms and conditions of deferring all or a portion of my lump-sum separation pay.

Signature

Date

PERSONNEL OFFICE USE ONLY—Refer to SCO Personnel Letters applicable to Lump-Sum Pay for instructions on completing the separation PAR. Attach this request with a copy of the separation PAR and, if applicable, the approved Savings Plus catch-up worksheet from the employee.

Signature

Date

PERSONNEL ACTION REQUEST

005 SEQUENCE NUMBER OF DOCUMENT PROCESSING NUMBER ROUTE TO DEPARTMENT OF: 010 0001 015

[X] SCO-680(REV-02) 08/22/08 PRINT CLEARLY - MAKE NO ENTRIES IN SHADED AREAS

1 FROM: SOCIAL SECURITY # TO: ###-##-#### EMPLOYEE LAST NAME: BROWN FIRST NAME AND MIDDLE INITIAL: A A AGENCY: 120 POSITION NUMBER: 121 122 123 DEPT CODE: 124 CB ID: 126 COUNTY CODE: 130 OTHER POSITION: 136 BIRTH DATE: 140 MM/DD/YY ANNIV. DATE: 146 MM/YY

2 FROM: TRANSACTION CODE TO: S70 EFFECTIVE DATE AND HOURS: 08/04/09 EMPLOYMENT HISTORY REMARKS ESTABLISHED EARNINGS

3 FROM: 305 ACTUAL RATE TO: 5726 M M SALARY PER PAY FREQ. BASED ON SALARY: 5726 GSI CODE PLUS SALARY EXPIRATION DATE OF PLUS SALARY ANNIVERSARY DATE ALTERNATE RANGE PAYROLL STATUS SHIFT DIFF SPECIAL PAY WWG PAY LETTER # PAY LETTER EXPIRATION DATE

4 FROM: TIME BASE TO: FT APT TENURE # MOS. APPOINTMENT EXPIRATION DATE CERT # TYPE OF LIST OR EXMT STAT PROBATIONARY PERIOD ENDING DATE MCR APPROVAL DATE SEX ETHNIC ORIGIN PRIOR STATE SERVICE DISABILITY CODE

5 FROM: ACCOUNT CODE TO: 45 SAFETY MEMBER SURVIVORS BENEFITS BS/MSD RETIREMENT RATE (%) EXEMPT AUTHORITY OATH NON-CITIZEN MEDICAL CLEARANCE FINGERPRINT PROFESSIONAL LICENSE TYPE EXPIRATION DATE JOB INCURRED INJURY CODE INJURY DATE WCTDIDL DATE

6 FROM: REASON FOR SEPARATION TO: PAY PERIOD TIME TO BE PAID (NEW) TIME TO BE PAID (OLD) PAY IMMED. LUMP SUM TO PAID LUMP SUM EXTRA HOURS LUMP SUM PAYMENT CODE SEPARATION EXPIRATION DATE MONTHLY DED. FIRST / FINAL DED.

7 FROM: MOS. TOTAL STATE SERVICE HOURS AS OF TO: 1) THRU 2) THRU 3) THRU SERVICE PAY PERIOD SPECIAL PLUS REEMPLOYMENT LIST CLASS REEMPLOY LIST ELIG.

8 FROM: TO: 805 810 815 820 825 830 835

9 FROM: TO: 905 910 ESTABLISHED EARNINGS

10 BACKUP INFORMATION ON FILE FOR AUDIT SUBSTANTIATION IN REMARKS OR SEE ATTACHED REMARKS: EE requests DC deductions from lump sum: 029-401 \$4100 08/09-12/09 Total \$20,500 KEYED BY INITIALS DATE

11 FOR THE APPOINTING POWER: For Agencies in State Payroll System: The foregoing additions to, deletions from, or change in the original payroll roster of the herein named state agency are true, correct, and in accordance with law. CONCURING APPOINTING POWER SIGNATURE(S): SIGNATURE DATE PHONE CONTACT PERSON

\*\* Please make sure phone number and signature are on the PAR.

12 EMPLOYEE HISTORY (INFORMATION ONLY)

Table with columns: SOCIAL SECURITY #, EMPLOYEE LAST NAME, PRIOR LAST NAME, D.P. #, EFFECTIVE DATE, TRANS CODE, HOURS, POSN OF MOS, POSITION NUMBER, CLASS TITLE, BASED ON SALARY RATE, PLUS SALARY, ADD'D DATA, CB ID, TIME BASE, COUNTY CODE, EMPLOYMENT HISTORY REMARKS

## Sample 2

Employee	A A Smith
Retirement Date	11/02/09
Deferred Comp Withheld 12/08 – Current	\$ 14,000 in the 401 \$ 17,000 in the 457
NRM 4074 Request	\$6,500 in the 401 for 2009 TY \$3,500 in the 457 for 2009 TY \$20,500 in the 401 for 2010 TY \$20,500 in the 457 for 2010 TY
Leave Credit Projection Total Time	268 days 2 hours (182 days 4 hrs LSV, 85 days 6 hrs LSE)

Note: This employee is requesting Lump Sum and Deferred Comp for the 2009 and the 2010 tax years. One PAR is submitted now for SCO to key with just the LS and DC information for the 2009 tax year. The second PAR is submitted in January 2010 reflecting total LS time and just the 2010 DC information. This portion of pay will issue with a 2010 issue date for the 2010 tax year.

This EE meets the criteria to have lump sum with Deferred Comp withheld in the next tax year based on the effective date of the separation.

PAYMENT HISTORY SUMMARY

###-##-#### AA SMITH

\*\*\* 0-10-09 \*\*\*

\_ 111-222-3333-444 10 01 \$5791.00 99 \$5791.00 09000000 103109  
 \_ 111-222-3333-906 18 04 \$0.65 64.00 \$41.60 09000000 103109

This employee has a total of 182 days 4 hours of vacation and 85 days 6 hours of extra. What needs to be determined is in which tax year the 'cash' will issue in. The EE has specified the majority of the pay to issue in the 2009 tax year. What needs to be calculated is how much time is needed to be reflected on the first PAR submitted making sure enough time is left for the second PAR to take the deduction the EE requests for the 2010 tax year.

Extend total lump sum time:

Lump Sum salary rate is \$5661 due to locked-in 8PF1.

	Net	max ded available
11/09 <u>01 d r</u> - 21 d v	\$4990.30	\$4940
12/09 - 22 d v	\$5227.93	\$5177
01/10 - 21 d v	\$5227.93	\$5177
02/10 - 21 d v	\$5227.93	\$5177
03/10 - 22 d v	\$5227.93	\$5177
04/10 - 22 d v	\$5227.93	\$5177
05/10 - 21 d v	\$5227.93	\$5177
06/10 - 22 d v	\$5227.93	\$5177
07/10 - <u>10 d 4 h v</u> 11 d 4 h e	<u>\$2495.15</u> \$2732.78	<u>\$2445</u> \$2682
08/10 - 22 d e	\$5227.93	\$5177
09/10 - 22 d e	\$5227.93	\$5177
10/10 - 22 d e	\$5227.93	\$5177
11/10 - 8 d 2 h e	\$1960.47	\$1910

This EE meets the criteria to have lump sum issue in the 2009 and 2010 tax years.

This information is shared with the EE so he can make the determination on how his pay and funds can be distributed.

absolute total available: \$ 63,747  
 minus 2009 DC ded: \$ 10,000  
 minus 2010 DC ded: \$ 41,000  
 equals 'cash in hand': \$12,747

The employee decided to have approximately \$10,400 gross issue in the 2009 tax year with taking the maximum allowable deductions. In 2010, the EE would like to have a total of \$41,000 withheld and have the balance of pay issue.

It is determined that the employee would need 85 days of vacation to issue to accomplish this.

Maximum available deduction based on 85 days: \$20,471  
 2009 DC: \$10,000  
 Approximate gross to be issued: \$10,471

First PAR to be keyed:

S70 eff 11/02/09 B=\$5791 J=01 V=85 days E=0  
 No 877, 962= \$5661-2-85-000.0  
 Ret ID: 45/05  
 SS/Med withheld

Calculation is gross of payment minus ss/med deduction minus \$50.00 = maximum deduction amount for payment. (without cents)

Example: 11/09 pp 21 days of vacation due.

\$5661 divided by 22 x 21 = \$5403.68

\$5403.68 x .0765 = \$413.38

\$5403.68 - \$413.38 = \$4990.30

\$4990.30 - \$50.00 = \$4940

\$4940 is the maximum deduction amount for the 11/09 lump sum vacation.

Withheld 12/08 - 10/09 = \$14,000 for the 401 and \$17,000 for the 457.

NRM4074:

2009 Tax Year:

401 = \$6,500 and 457 = \$3,500

2010 Tax Year:

401 = \$20,500 and 457 = \$20,500

Item 10 Remarks on PAR reflect:

EE request DC deductions from lump sum:

029-401: \$6,500

029-457: \$3,500

**\* Distribute deductions across multiple pay periods as shown here.**

	Net	max ded available	*deductions will be withheld:
11/09 – 21 d v	\$4990.30	\$4940	<b>\$3250 (401)</b>
12/09– 22 d v	\$5227.93	\$5177	<b>\$3250 (401)</b>
01/10 – 21 d v	\$5227.93	\$5177	<b>\$3500 (457)</b>
02/10 – 21 d v	\$5227.93	\$5177	<b>total: \$6500 (401), \$3500 (457) 2009 TY</b>
03/10 – 22 d v	\$5227.93	\$5177	<b>\$5125 (401)</b>
04/10 – 22 d v	\$5227.93	\$5177	<b>\$5125 (401)</b>
05/10 – 21 d v	\$5227.93	\$5177	<b>\$5125 (401)</b>
06/10 – 22 d v	\$5227.93	\$5177	<b>\$5125 (401)</b>
07/10 – <u>10 d 4 h v</u>	<u>\$2495.15</u>	<u>\$2445</u>	<b><u>\$2050 (457)</u></b>
11 d 4 h e	\$2732.78	\$2682	<b>\$2050 (457)</b>
08/10 – 22 d e	\$5227.93	\$5177	<b>\$5100 (457)</b>
09/10 – 22 d e	\$5227.93	\$5177	<b>\$5100 (457)</b>
10/10 – 22 d e	\$5227.93	\$5177	<b>\$5100 (457)</b>
11/10 – 8 d 2 h e	\$1960.47	\$1910	<b>\$1100 (457)</b>
			<b>total: \$20,500 (401), \$20,500 (457) 2010 TY</b>

First PAR  
2009 Tax  
Year

2<sup>nd</sup> PAR  
2010 Tax  
Year

In January 2010, the S70C is sent in reflecting total lump sum time in items 620 and 625. Item 10 Remarks will reflect the 2010 savings plus (Deferred Comp) deductions only. The additional lump sum issues with a 2010 issue date and the savings plus withheld is for the 2010 tax year.

In January 2010

Second PAR to be keyed:

S70C eff 11/01/09 B= \$5791 J=01 V= 99 days 668 hrs E= 85 days 6 hrs

Item 962 = 5661.00-2-99-668.0

Savings Plus Program

Request to Transfer Lump-Sum Separation Pay Application

Please read the information and instructions in this booklet before completing this application. This form must be received in your personnel office at least 5 business days prior to your separation or retirement date.

SECTION I-Participant Information

Form with fields for Last Name, First Name, MI; Social Security Number (SSN); Retirement/Separation Date (mm/dd/yyyy); and Daytime Telephone Number.

Privacy Statement: The Information Practices Act of 1977 (Civil Code Section 1798.17) and the federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals.

SECTION II-Contribution Information

A. Specify the dollar amount(s) in total that you will have contributed this year from your pay warrants by the type of plan, not including the lump-sum separation pay that you wish to contribute:

401 (k) \$ \_\_\_\_\_ 403 (b) \$ \_\_\_\_\_ 457 \$ \_\_\_\_\_

B. Specify the dollar amount(s) to be deferred to the plans below from your lump-sum separation pay:

Table with 6 columns: 401(k), Amount, 403(b), Amount, 457, Amount. Rows for Tax Year and Amount.

SECTION III-Participant Certification

I request a transfer of lump-sum separation pay be made in accordance with the Plan Document, Internal Revenue Code, and my election above. I take full responsibility for providing these instructions and understand the terms and conditions of deferring all or a portion of my lump-sum separation pay.

Signature

Date

PERSONNEL OFFICE USE ONLY—Refer to SCO Personnel Letters applicable to Lump-Sum Pay for instructions on completing the separation PAR. Attach this request with a copy of the separation PAR and, if applicable, the approved Savings Plus catch-up worksheet from the employee.

Signature

Date

PERSONNEL ACTION REQUEST

005 SEQUENCE NUMBER OF DOCUMENT PROCESSING NUMBER ROUTE TO DEPARTMENT OF: 010 0001 015

SCO-890(REV-02) 08/22/08 PRINT CLEARLY - MAKE NO ENTRIES IN SHADED AREAS

FROM: SOCIAL SECURITY # TO: ###-##-####	EMPLOYEE LAST NAME SMITH	FIRST NAME AND MIDDLE INITIAL A A	AGENCY UNIT CLASS SERIAL	DEPT CODE	CB ID	COUNTY CODE	OTHER POSITION	BIRTH DATE	ANNIV DATE
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FROM: TRANSACTION CODE TO: S70	EFFECTIVE DATE AND HOURS 11/02/09	EMPLOYMENT HISTORY REMARKS	ESTABLISHED EARNINGS	ESTABLISHED EARNINGS
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FROM: 5661	M	M	5661	PLUS SALARY	EXPIRATION DATE OF PLUS SALARY	ANNIVERSARY DATE	ALTERNATE RANGE	PAYROLL STATUS	SHIFT DIFF	SPECIAL PAY	WWG	PAY LETTER #	PAY LETTER EXPIRATION DATE
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FROM: FT	P	# MOS	APPOINTMENT EXPIRATION DATE	CERT #	M	PROBATIONARY PERIOD	MCR APPROVAL DATE	SEX	ETHNIC ORIGIN	PRIOR STATE SERVICE	DISABILITY CODE
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FROM: ACCOUNT CODE TO: 45	SAFETY MEMBER	SURVIVORS BENEFITS	95MED	RETIREMENT RATE (%)	EXEMPT AUTHORITY	OATH	NON-CITIZEN	MEDICAL CLEARANCE	FINGERPRINT	PROFESSIONAL LICENSE	JOB INCURRED INJURY
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FROM: REASON FOR SEPARATION	PAY PERIOD	TIME TO BE PAID (NEW)	TIME TO BE PAID (OLD)	PAY IMMED	LUMP SUM TO PAID	LUMP SUM EXTRA HOURS	LUMP SUM PAYMENT CODE	LUMP SUM SERIAL	SEPARATION EXPIRATION DATE	FIX MAINTENANCE
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FROM: TOTAL STATE SERVICE HOURS	INTERMITTENT DATES AND HOURS	SERVICE PAY PERIOD	SPECIAL PLUS	REEMPLOYMENT LIST CLASS	REEMPLOY LIST ELIG
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FROM: 877					
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FROM: 962	5661.00-2-85,000.0	ESTABLISHED EARNINGS	8PF1	130.00
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BACKUP INFORMATION	REMARKS	KEYED BY	DATE
<input type="checkbox"/> ON FILE FOR AUDIT	EE requests DC withheld from lump sum: 029-401 \$3250 11/09, 12/09 029-457 \$3500 1/10 Total: 401-\$6500; 457-\$3500		

FOR THE APPOINTING POWER	CONCURRING APPOINTING POWER SIGNATURE(S)
Signature: _____ Date: _____ Phone: _____	_____

\*\* Please make sure phone number and signature are on the PAR

12 EMPLOYEE HISTORY (INFORMATION ONLY)

SOCIAL SECURITY #	EMPLOYEE LAST NAME	PRIOR LAST NAME	D.P. #							
EFFECTIVE DATE	TRANS CODE	POSN NUMBER	CLASS TITLE	BASED ON SALARY RATE	PLUS SALARY	ADD'T DATA	CB ID	TIME BASE	COUNTY CODE	EMPLOYMENT HISTORY REMARKS

PERSONNEL ACTION REQUEST

DOCUMENT SEQUENCE NUMBER OF  
0001  
ROUTE TO DEPARTMENT OF:  
015

SCO-600(REV-02) 08/22/08 PRINT CLEARLY - MAKE NO ENTRIES IN SHADED AREAS

FROM: SOCIAL SECURITY # TO: ###-##-####	EMPLOYEE LAST NAME SMITH	FIRST NAME AND MIDDLE INITIAL A A	AGENCY UNIT CLASS SERIAL 120 121 122 123	DEPT CODE 124	CB ID 126	COUNTY CODE 130	OTHER POSITION 135	BIRTH DATE 140 MM/DD/YY	ANNIV DATE 145 MM/YY
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FROM: TRANSACTION CODE TO: S70C	EFFECTIVE DATE AND HOURS 11/02/09	EMPLOYMENT HISTORY REMARKS 215	ESTABLISHED EARNINGS IND ID IND ID IND ID 351 1 1 1 1 1 1	ESTABLISHED EARNINGS IND ID IND ID 352 1 1 1 1
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FROM: 5661 M M 5661 TO: 5791	SALARY PER 310	PAY FREQ. 315	BASED ON SALARY 320	GS CODE 321	PLUS SALARY 325	EXPIRATION DATE OF PLUS SALARY MM/DD/YY	ANNIVERSARY DATE 330 MM/YY	ALTERNATE RANGE 335	PAYROLL STATUS 340	SHIFT DIFF 345	SPECIAL PAY 360	WWG 365	PAY LETTER # 356	PAY LETTER EXPIRATION DATE MM/DD/YY
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FROM: FT P TO: TIME BASE APPT TENURE	# MOS. 415	APPOINTMENT EXPIRATION DATE 416	CERT # 425	TYPE OF LIST OR EXMT STAT. M 426	PROBATIONARY PERIOD CODE 430	ENDING DATE MM/DD/YY	MCR APPROVAL DATE 435	MM/DD/YY	SEX 440	ETHNIC ORIGIN 445	PRIOR STATE SERVICE 450	DISABILITY CODE 455
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FROM: ACCOUNT CODE TO: 45	SAFETY MEMBER 616	SURVIVORS BENEFITS 620	SS/MED 625 yes	RETIREMENT RATE (%) 5.0 630	EXEMPT AUTHORITY 635	OATH CITIZEN 640 645	MEDICAL CLEARANCE 650 MM/DD/YY	FINGERPRINT 655 MM/DD/YY	PROFESSIONAL LICENSE TYPE EXPIRATION DATE 660 MM/DD/YY	JOB INCURRED INJURY CODE INJURY DATE 665 WCTDADL DATE MM/DD/YY
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FROM: REASON FOR SEPARATION TO: 603	PAY PERIOD 605 MM/YY	TIME TO BE PAID (NEW) 01 00 0 606 DAS HOURS HDTH	TIME TO BE PAID (OLD) 607 DAS HOURS HDTH	PAY IMMED. 615	LUMP SUM TO PAID (SIL) 99 668 0 620 DAS HOURS HDTH	LUMP SUM EXTRA HOURS 85 006 0 625 DAS HOURS HDTH	LUMP SUM PAYMENT CODE 630	LUMP SUM UNIT SERIAL 635	SEPARATION EXPIRATION DATE 645 MM/DD/YY	HOURS 646	FIX MAINTENANCE FIRST / FINAL DEED MONTHLY DEED 665
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FROM: MOS. TO: 705	TOTAL STATE SERVICE HOURS AS OF MM/DD/YY	INTERMITTENT DATES AND HOURS 1) THRU 2) THRU 3) THRU	SERVICE PAY PERIOD 710 MM DD YY HOURS TNTH	SPECIAL PLUS 715 MM/YY 720	REEMPLOYMENT LIST CLASS 725	REEMPLOY LIST ELIG. 726 730 735 740
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FROM: 805	810	815	820	825	830	835
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FROM: 962 5661.00-2-99.668.0 TO: 905	ESTABLISHED EARNINGS IND ID AMOUNT 8PF1 130.00	IND ID AMOUNT IND ID AMOUNT
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BACKUP INFORMATION <input type="checkbox"/> ON FILE FOR ALERT <input type="checkbox"/> SUBSTANTIATION IN REMARKS OR SEE ATTACHED	REMARKS EE requests for the 2010 tax year: 029-401 \$5125 3/10-6/10 029-457 \$4100 7/10, \$5100 8/10-10/10, \$1100 11/10 Total 401-\$20,500; 457-\$20,500	KEYED BY INITIALS DATE MM/DD/YY
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FOR THE APPOINTING POWER I, _____, of the State of California, do hereby certify that the foregoing additions to, deletions from, or change in the original payroll roster of the herein named state agency are true, correct, and in accordance with law. As modified to date by payroll roster changes filed with the State Controller, to and including the within, said original payroll roster is true, correct, and in accordance with law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved established positions. Any oath required by Sections 3100-3109 of the Government Code has been taken and is on file in the employee's official file. Payment by the State when required under Sections 22825 and 22827 through 22829 inclusive, of the Government Code is hereby approved. Attendance data stated herein is correct, complete and in accordance with all laws and regulations.	CONCURRING APPOINTING POWER SIGNATURE(S): _____ _____ CONTACT PERSON
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\*\* Please make sure phone number and signature are on the PAR

12 EMPLOYEE HISTORY (INFORMATION ONLY)

SOCIAL SECURITY #	EMPLOYEE LAST NAME	PRIOR LAST NAME	D.P. #							
EFFECTIVE DATE	TRANS CODE	POSITION NUMBER	CLASS TITLE	BASED ON SALARY RATE	PLUS SALARY	ADD'D DATA	CB ID	TIME BASE	COUNTY CODE	EMPLOYMENT HISTORY REMARKS

## Sample 3

Employee	BB Jones
Retirement Date	08/26/09
Deferred Comp Withheld 12/08 – Current	\$ 4,800 in the 401
NRM 4074 Request	\$16,225 in the 457 for 2009 TY
Leave Credit Projection Total Time	73days 5.5 hours (68 days 5.5 hrs LSV, 5 days LSE)

Note: This employee is requesting more Deferred Comp deduction than the maximum deduction amount available. One PAR is submitted to SCO to be keyed.

## PAYMENT HISTORY SUMMARY

###-##-#### **B B JONES**

\*\*\* 0-07-09 \*\*\*

_ 111-222-3333-006 10 01 4997.00	99	4997.00	09000000 073109
_ 111-222-3333-904 11 04 43.24	2.00	86.48	09000000 073109

PAR to be keyed:

S70 effective 8/26/09 B= 4997 J= 19 days V= 69 days 5.5 h E= 5 days  
 No 877, No 962  
 Retirement ID 45/05  
 SS/Med withheld

Separation pay will extend:

	Net	max deduction available
08/09- <u>19 d reg</u> 3 d v	\$629.28	\$579
09/09- 28 d v	\$4614.73	\$4564
10/09- 22 d v	\$4614.73	\$4564
11/09- 22 d v	\$4614.73	\$4564
12/09- <u>5.5 h v</u> 5 d e	<u>\$144.22</u> \$1048.80	<u>\$ 94</u> \$998

total : \$15,363

Calculation is gross of payment minus ss/med deduction minus \$50.00 = maximum deduction amount for payment. (without cents)

Example: 8/09 pp 3 days of vacation due.

$$\$4997 \text{ divided by } 22 \times 3 = \$681.41$$

$$\$681.41 \times .0765 = \$52.13$$

$$\$681.41 - \$52.13 = \$629.28$$

$$\$629.28 - \$50.00 = \$579.$$

\$579 is the maximum deduction for the 08/09 lump sum vacation.

Example: 09/09pp 22 days of vacation due.

$$\$4997 \times .0765 = \$382.27$$

$$\$4997 - \$382.27 = \$4614.73$$

$$\$4614.73 - \$50.00 = \$4564.73$$

\$4564 is the maximum deduction amount available for 09/09 lump sum.

The total maximum deduction amount for all lump sum issuing is \$15,363.

Withheld 12/08 – 7/09 = \$4200 for the 401 plus existing deduction of \$600 from 08/09 master = \$4800 for the 2009 tax year so far.

NRM4074:

2009 Tax Year  
 401 – 0  
 457 - \$16,225

Based on the lump sum time that will issue there will not be sufficient net to take the deduction amount

**\*Distribute deductions across multiple pay periods as shown here:**

		<b>*Deductions will be withheld:</b>	
08/09- <u>19 d reg</u> 3 d v	\$629.28	\$579	<b>\$579</b>
09/09- 22 d v	\$4614.73	\$4564	<b>\$4564</b>
10/09- 22 d v	\$4614.73	\$4564	<b>\$4564</b>
11/09- 22 d v	\$4614.73	\$4564	<b>\$4564</b>
12/09 <u>5.5 h v</u> 5 d e	<u>\$144.22</u> \$1048.80	<u>\$ 94</u> \$ 998	<b><u>\$ 94</u></b> <b>\$998</b>
		<b>total : \$15,363</b>	

Item 10 Remarks should reflect:

EE request DC deductions from Lump Sum:  
 029-457  
 \$579 = 08/09  
 \$4564 = 09/09, 10/09, 11/09  
 \$1012 = 12/09

Savings Plus Program

Request to Transfer Lump-Sum Separation Pay Application

Please read the information and instructions in this booklet before completing this application. This form must be received in your personnel office at least 5 business days prior to your separation or retirement date.

SECTION I-Participant Information

Form with fields for Last Name, First Name, MI; Social Security Number (SSN); Retirement/Separation Date (mm/dd/yyyy); and Daytime Telephone Number.

Privacy Statement: The Information Practices Act of 1977 (Civil Code Section 1798.17) and the federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals.

SECTION II-Contribution Information

A. Specify the dollar amount(s) in total that you will have contributed this year from your pay warrants by the type of plan, not including the lump-sum separation pay that you wish to contribute:

401 (k) \$ \_\_\_\_\_ 403 (b) \$ \_\_\_\_\_ 457 \$ \_\_\_\_\_

B. Specify the dollar amount(s) to be deferred to the plans below from your lump-sum separation pay:

Table with 6 columns: 401(k), Amount, 403(b), Amount, 457, Amount. Rows for Tax Year and Amount.

SECTION III-Participant Certification

I request a transfer of lump-sum separation pay be made in accordance with the Plan Document, Internal Revenue Code, and my election above. I take full responsibility for providing these instructions and understand the terms and conditions of deferring all or a portion of my lump-sum separation pay.

Signature

Date

PERSONNEL OFFICE USE ONLY—Refer to SCO Personnel Letters applicable to Lump-Sum Pay for instructions on completing the separation PAR. Attach this request with a copy of the separation PAR and, if applicable, the approved Savings Plus catch-up worksheet from the employee.

Signature

Date

PERSONNEL ACTION REQUEST

005 SEQUENCE NUMBER OF DOCUMENT PROCESSING NUMBER ROUTE TO DEPARTMENT OF: 010 0001 015

SCO-680(REV-02) 08/22/08 PRINT CLEARLY - MAKE NO ENTRIES IN SHADED AREAS

1 FROM: SOCIAL SECURITY #, EMPLOYEE LAST NAME, FIRST NAME AND MIDDLE INITIAL, AGENCY, POSITION NUMBER, SERIAL, DEPT CODE, CB ID, COUNTY CODE, OTHER POSITION, BIRTH DATE, ANNIV. DATE

2 FROM: TRANSACTION CODE, EFFECTIVE DATE AND HOURS, EMPLOYMENT HISTORY REMARKS, ESTABLISHED EARNINGS

3 FROM: 4997, M, M, 306 ACTUAL RATE, SALARY PER, PAY FREQ, BASED ON SALARY, GSI CODE, PLUS SALARY, EXPIRATION DATE OF PLUS SALARY, ANNIVERSARY DATE, ALTERNATE RANGE, PAYROLL STATUS, SHIFT DIFF, SPECIAL PAY, WWG, PAY LETTER #, PAY LETTER EXPIRATION DATE

4 FROM: FT, P, TIME BASE, APPT TENURE, # MOS, APPOINTMENT EXPIRATION DATE, CERT #, TYPE OF LIST OR EXMT STAT, PROBATIONARY PERIOD CODE, ENDING DATE, MCR APPROVAL DATE, SEX, ETHNIC ORIGIN, PRIOR STATE SERVICE, DISABILITY CODE

5 FROM: ACCOUNT CODE, SAFETY MEMBER, SURVIVORS BENEFITS, SSIMED, RETIREMENT RATE (%), EXEMPT AUTHORITY, OATH, NON-CITIZEN, MEDICAL CLEARANCE, FINGERPRINT, PROFESSIONAL LICENSE TYPE, EXPIRATION DATE, JOB INCURRED INJURY CODE, INJURY DATE, WCTDRDL DATE

6 FROM: PAY PERIOD, TIME TO BE PAID (NEW), TIME TO BE PAID (OLD), PAY IMMED, LUMP SUM TO PAID, LUMP SUM EXTRA HOURS, LUMP SUM PAYMENT CODE, UNIT, SERIAL, SEPARATION EXPIRATION DATE, HOURS, FIRST / FINAL DED, MONTHLY DED

7 FROM: TOTAL STATE SERVICE HOURS, AS OF, INTERMITTENT DATES AND HOURS, SERVICE PAY PERIOD, SPECIAL PLUS, REEMPLOYMENT LIST CLASS, REEMPLOY LIST ELIG

8 FROM: (Empty fields)

9 FROM: ESTABLISHED EARNINGS (Table with columns: IND, ID, AMOUNT)

10 BACKUP INFORMATION, REMARKS, EE requests DC from lump sum: 029-457, 8/09-\$579, 12/09-\$1092, 9/09-\$4564, 10/09-\$4564, 11/09-\$4564, KEYED BY INITIALS, DATE

11 FOR THE APPOINTING POWER, SIGNATURE, DATE, PHONE, CONTACT PERSON

\*\* Please make sure phone number and signature are on the PAR

12 EMPLOYEE HISTORY (INFORMATION ONLY)

Table with columns: SOCIAL SECURITY #, EMPLOYEE LAST NAME, PRIOR LAST NAME, D.P. #, EFFECTIVE DATE, HOURS, TRANS CODE, POS, POSITION NUMBER, CLASS TITLE, BASED ON SALARY RATE, PLUS SALARY, ADDT DATA, CB ID, TIME BASE, COUNTY CODE, EMPLOYMENT HISTORY REMARKS

### Sample 4

Employee	G R White
Retirement Date	11/09/09
Deferred Comp Withheld 12/08 – Current	\$900 in the 401 \$9000 in the 457
NRM 4074 Request	\$19,600 in the 401 for 2009 TY \$11,500 in the 457 for 2009 TY Cash only in 2010 TY
Leave Credit Projection Total Time	289 days 3.5 hours (84 days 7 hrs LSV, 204 days 4.5 hrs LSE)

Note: This employee is requesting to max out on their deferred comp for 2009 and also to have a specific amount of 'cash in hand' issue in 2010 without deferred comp withheld. What needs to be determined is how much time needs to be reflected on each PAR to achieve this. The first PAR is submitted to SCO to be keyed for the 2009 tax year. The second PAR is keyed by the agency in January 2010 for the balance of the lump sum to issue with a 2010 issue date.

PAYMENT HISTORY SUMMARY

###-##-#### **GR WHITE**

\*\*\* 0-10-09 \*\*\*

\_ 000-111-2222-333 10 01 5847.61 99 5847.61 09999999 103109  
 \_ 000-111-2222-975 19 00 .00 441.66 03000000 102909

- This employee has a total of 289 days 3.5 hours of leave credit time. He would like to max out both plans of deferred comp in the 2009 tax year with a few thousand dollars issuing in 2009 but would like to have the majority of the time issue in the 2010 tax year with no deferred comp withheld.
- Before any calculations can be done, Item 962 is going to be completed on the PARs since this employee has locked-in premiums.
- To calculate Item 962 rate:  
 Based on salary is \$5661. Locked in on PAR is 8PF1 = \$130.00, 8SP1 = \$56.61.  
 8PF1 is not included in lump sum but 8SP1 is.  
 $\$5661 + \$56.61 = \$5717.61$ .  
 EE is paid night shift and weekend shift on PIP each pay period. Even though these special pays are not locked in on the PAR they are included in lump sum. The average amount determined by the agency is \$99.24 per month for this employee. This amount is added into Item 962.  
 $\$5661 + \$56.61 + \$99.24 = \underline{\$5816.85}$

Extend total lump sum time exactly the way the system would issue it:

	Net	max deduction available
11/09- 6 d reg.		
16 d v	\$4169.10	\$4119
12/09- 22 d v	\$5732.51	\$5682
01/10- 21 d v	\$5732.51	\$5682
02/10- 21 d v	\$5732.51	\$5682
03/10- 4 d 7 h v	\$1270.27	\$1220
17 d 1 h e	\$4462.24	\$4412
04/10- 22 d e	\$5732.51	\$5682
05/10- 21 d e	\$5732.51	\$5682
06/10- 22 d e	\$5732.51	\$5682
07/10- 22 d e	\$5732.51	\$5682
08/10- 22 d e	\$5732.51	\$5682
09/10- 22 d e	\$5732.51	\$5682
10/10- 22 d e	\$5732.51	\$5682
11/10- 22 d e	\$5732.51	\$5682
12/10- 12d 3.5 h e	\$3240.82	\$3190

Absolute total maximum  
 deduction available for all lump sum: \$75,443  
 minus 2009 DC ded: \$31,100  
 equals 'cash-in-hand available: \$44,343

After sharing this info with the EE, he has decided to have approx. \$40,000 gross issue in 2010 with the remainder in 2009 with DC deductions.

Retirement ID 38/08  
Medicare only

Calculation is gross of payment minus Medicare deduction minus \$50.00 = maximum deduction amount for payment. (without cents)

Example: 11/09 pp 16 days of vacation due.

$\$5816.85$  divided by  $22 \text{ d} \times 16 \text{ d} = \$4230.44$

$\$4230.44 \times .0145 = \$61.34$

$\$4230.44 - \$61.34 = \$4169.10$

$\$4169.10 - \$50.00 = \$4119.10$

\$4119 is the maximum deduction amount for the 11/09 lump sum vacation.

Example: 12/09 pp 22 days of vacation due.

$\$5816.85 \times .0145 = \$84.34$

$\$5816.85 - \$84.34 = \$5732.51$

$\$5732.51 - \$50.00 = \$5682.51$

\$5682.00 is the maximum deduction amount for the 12/09 lump sum vacation.

It is determined that the employee would need 84 days 7.0 hours of vacation and 39 days 1 hour of extra reflected on the first PAR.

Maximum available deduction based on a total of 124 days: \$32,479

minus 2009 DC ded: \$31,100

Approximate gross to be issued: \$1,379

Withheld 12/08– 11/09 = \$900 for the 401 and \$9000 for the 457.

NRM4074:

2009 Tax Year

401: \$19,600

457: \$11,500

First PAR to be keyed:

S70 eff 11/09/09 B= \$5847.61 J= 06 days

V= 84 days 7.0 hours E= 39 days 1 hour

Yes 877

962= \$5816.85-2-84-007.0

Item 10 Remarks on PAR reflect:

EE requests DC deductions from lump sum.

029-401: \$4100 11/09

029-401: \$5600 12/09 and 1/10

029-401: \$4300 02/10

029-457: \$1300 02/10

029-457: \$5600 03/10

029-457: \$4600 04/10

**\*Distribute deductions across multiple pay periods as shown here:**

**\*Deductions will be withheld:**

11/09 – 16 d v	\$4169.10	\$4119	\$4100 401
12/09 – 22 d v	\$5732.51	\$5682	\$5600 401
01/10 – 21 d v	\$5732.51	\$5682	\$5600 401
02/10 – 21 d v	\$5732.51	\$5682	\$4300 401 \$1300 457
03/10 – 4 d 7 h v	\$1260.27	\$1220	\$1200 457
17 d 1 h e	\$4462.24	\$4412	\$4400 457
04/10 – 22 d e	\$5732.51	\$5682	\$4600 457

maximum deduction available: \$32,479 minus total ded: \$31,100

Avail ded: \$32,479  
- 401/457: \$31,100  
= \$1,379

In January 2010 an S70 C is keyed by the agency. Total time is reflected on this PAR.

606: 06 d, 620: 84 d 7 h, 625: 99 d 840 4.5 h

962: \$5816.85-2-84-007.0

05/10 – 21 d e	\$5732.51	\$5682
06/10 – 22 d e	\$5732.51	\$5682
07/10 – 22 d e	\$5732.51	\$5682
08/10 – 88 d e	\$5732.51	\$5682
09/10 – 22 d e	\$5732.51	\$5682
10/10 – 22 d e	\$5732.51	\$5682
11/10 – 22 d e	\$5732.51	\$5682
12/10 – 12 d 3.5 e	\$3240.82	\$3190

Approximate gross to issue in 2010 TY: \$43,368

Savings Plus Program

Request to Transfer Lump-Sum Separation Pay Application

Please read the information and instructions in this booklet before completing this application. This form must be received in your personnel office at least 5 business days prior to your separation or retirement date.

SECTION I-Participant Information

Form with fields for Last Name, First Name, MI; Social Security Number (SSN); Retirement/Separation Date (mm/dd/yyyy); and Daytime Telephone Number.

Privacy Statement: The Information Practices Act of 1977 (Civil Code Section 1798.17) and the federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals.

SECTION II-Contribution Information

A. Specify the dollar amount(s) in total that you will have contributed this year from your pay warrants by the type of plan, not including the lump-sum separation pay that you wish to contribute:

401 (k) \$ \_\_\_\_\_ 403 (b) \$ \_\_\_\_\_ 457 \$ \_\_\_\_\_

B. Specify the dollar amount(s) to be deferred to the plans below from your lump-sum separation pay:

Table with columns for 401(k), Amount, 403(b), Amount, 457, and Amount. Rows for Tax Year and Amount.

SECTION III-Participant Certification

I request a transfer of lump-sum separation pay be made in accordance with the Plan Document, Internal Revenue Code, and my election above. I take full responsibility for providing these instructions and understand the terms and conditions of deferring all or a portion of my lump-sum separation pay.

Signature

Date

PERSONNEL OFFICE USE ONLY—Refer to SCO Personnel Letters applicable to Lump-Sum Pay for instructions on completing the separation PAR. Attach this request with a copy of the separation PAR and, if applicable, the approved Savings Plus catch-up worksheet from the employee.

Signature

Date

STATE OF CALIFORNIA PERSONNEL ACTION REQUEST

001 SEQUENCE NUMBER OF DOCUMENT PROCESSING NUMBER ROUTE TO DEPARTMENT OF: 010 0001 015

1 FROM: SOCIAL SECURITY # EMPLOYEE LAST NAME FIRST NAME AND MIDDLE INITIAL AGENCY UNIT CLASS SERIAL DEPT CODE CB ID COUNTY CODE OTHER POSITION BIRTH DATE ANNIV. DATE  
 TO: 106 ###-##-#### 110 WHITE 111 G R 120 121 122 123 124 126 130 135 140 MM/DD/YY 146 MM/YY

2 FROM: TRANSACTION CODE EFFECTIVE DATE AND HOURS EMPLOYMENT HISTORY REMARKS ESTABLISHED EARNINGS ESTABLISHED EARNINGS  
 TO: 205 S70 210 11/09/09 215 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

3 FROM: 5847.61 M M BASED ON SALARY GBI PLUS SALARY EXPIRATION DATE OF PLUS SALARY ANNIVERSARY DATE ALTERNATE RANGE PAYROLL STATUS 9-BFT DIFF SPECIAL PAY WWG PAY LETTER # PAY LETTER EXPIRATION DATE  
 TO: 306 ACTUAL RATE 307 SALARY PER 308 PAY FREQ. 309 5661 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

4 FROM: FT TIME BASE P APPT TENURE # MOS. APPOINTMENT EXPIRATION DATE CERT # TYPE OF LIST OR EXMT STAT PROBATIONARY PERIOD ENDING DATE MCR APPROVAL DATE SEX ETHNIC ORIGIN PRIOR STATE SERVICE DISABILITY CODE  
 TO: 405 410 415 416 425 426 430 435 440 445 450 455

5 FROM: ACCOUNT CODE SAFETY MEMBER SURVIVORS BENEFITS 85MED RETIREMENT RATE (%) EXEMPT AUTHORITY OATH NON-CITIZEN MEDICAL CLEARANCE FINGERPRINT PROFESSIONAL LICENSE TYPE EXPIRATION DATE JOB INCURRED INJURY CODE INJURY DATE WCTD/DL DATE  
 TO: 606 38 616 620 625 med 630 8.0 635 640 645 660 665 670 675 680 685 690 695 700 705 710 715 720 725 730 735 740 745 750 755 760 765 770 775 780 785 790 795 800 805 810 815 820 825 830 835 840 845 850 855 860 865 870 875 880 885 890 895 900 905 910 915 920 925 930 935 940 945 950 955 960 965 970 975 980 985 990 995 1000

6 FROM: PAY PERIOD TIME TO BE PAID (NEW) TIME TO BE PAID (OLD) PAY (MED) LUMP SUM TO PAID LUMP SUM EXTRA HOURS LUMP SUM PAYMENT CODE LUMP SUM UNIT SERIAL SEPARATION EXPIRATION DATE FIRST / FINAL DED. MONTHLY DED.  
 TO: 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

7 FROM: INTERMITTENT DATES AND HOURS SERVICE PAY PERIOD SPECIAL PLUS REEMPLOYMENT LIST CLASS REEMPLOY LIST EUC.  
 TO: 705 710 715 720 725 730 735 740 745 750 755 760 765 770 775 780 785 790 795 800 805 810 815 820 825 830 835 840 845 850 855 860 865 870 875 880 885 890 895 900 905 910 915 920 925 930 935 940 945 950 955 960 965 970 975 980 985 990 995 1000

8 FROM: TO: 805 810 815 820 825 830 835 840 845 850 855 860 865 870 875 880 885 890 895 900 905 910 915 920 925 930 935 940 945 950 955 960 965 970 975 980 985 990 995 1000

9 FROM: ESTABLISHED EARNINGS  
 TO: 905 910 915 920 925 930 935 940 945 950 955 960 965 970 975 980 985 990 995 1000

10 BACKUP INFORMATION REMARKS  
 ON FILE FOR AUDIT  
 SUBSTANTIATION IN REMARKS OR SEE ATTACHED  
 EE requests DC deductions from lump sum 2009 tax year:  
 029-401 \$4100 11/09 029-457 \$1300 2/10  
 029-401 \$5600 12/09-1/10 029-457 \$5600 3/10  
 029-401 \$4300 2/10 029-457 \$4600 4/10  
 Total: \$19,600 Total: \$11,500  
 KEYED BY INITIALS DATE MM/DD/YY

11 FOR THE APPOINTING POWER For Agencies in State Payroll System: The foregoing additions to, deletions from, or change in the original payroll roster of the herein named state agency are true, correct, and in accordance with law. As modified to date by payroll roster changes filed with the State Controller, to and including the within, said original payroll roster is true, correct, and in accordance with law. All persons added to the payroll roster, or whose status is modified by this payroll roster changes were employed in approved established positions. Any oath required by Sections 3100-3109 of the Government Code has been taken and is on file in the employee's official file. Payment by the State when required under Sections 22825 and 22827 through 22829 inclusive, of the Government Code is hereby approved. Attendance data stated herein is correct, complete and in accordance with all laws and regulations.  
 SIGNATURE DATE PHONE CONTACT PERSON CO-OCCURRING APPOINTING POWER SIGNATURE(S)

\*\* Please make sure phone number and signature are on the PAR

12 EMPLOYEE HISTORY (INFORMATION ONLY)

SOCIAL SECURITY #	EMPLOYEE LAST NAME	PRIOR LAST NAME	D.P. #								
EFFECTIVE DATE	TRANS CODE	POSN #	CLASS TITLE	BASED ON SALARY RATE	PLUS SALARY	ADD'D DATA	CB ID	TIME BASE	COUNTY	ACCT CODE	EMPLOYMENT HISTORY REMARKS



# References

## Reference Letters

### Lump Sum Deferral & Deferred Comp from Lump Sum

#### DPA PML

2002-065

AB 1684- Labor Code revisions impacting the deferral and transfer of leave credits.

2008-030 – Transfer Leave Credits – IRC 415 change, criteria based on effective date.

2008-036 – Transfer Lump Sum Separation Pay and 457 Catch-up Plan

2008-045 – Transfer Leave Credits

#### SCO Personnel Letters

02-025

Lump sum pay deferral to next tax year and deferred comp deductions.

04-012

Special lump sum deferral instructions.

#### PAM references

2.125 – Item 877

Lump Sum Deferral

2.149 – Item 962

Separation pay at alternate salary rate

2.151 – Item 999

Deduction Information

2.201 – Item 10 Remarks

## 5.76 – Lump Sum Payment Deferral

### Savings Plus

NRM 4074 – Request to transfer lump sum separation pay booklet

State of California

M E M O R A N D U M

REFERENCE CODE:  
2002-065

DATE:  
October 10, 2002

TO:  
Employee Relations Officers  
Personnel Officers  
Personnel Transactions Supervisors

FROM:  
Department of Personnel Administration  
Labor Relations Division

SUBJECT:  
AB 1684 - Labor Code Revisions Impacting the Deferral and  
Transfer of Leave Credits

CONTACT:  
Julie Chapman, Labor Relations Officer  
(916) 324-0476, CALNET 454-0476  
FAX: (916) 322-0765

Email: [JulieChapman@dpa.ca.gov](mailto:JulieChapman@dpa.ca.gov)

The recently passed AB 1684 (Chapter 40, Statutes of 2002) restores employees' ability to cash out unused leave credit and transfer the funds to their Savings Plus (SPP) 401(k) or 457 deferred compensation plan or 403(b) tax-sheltered annuity. Employees who choose to do this may transfer the funds upon their separation from State employment, or effective the following calendar year, or some combination of both.

Additional details about this change are as follows:

Employees must submit their request to their personnel office at least 5 days prior to their final day of employment.

Employees who want to defer cashing out until the following tax year may only do so if they have leave credits that extend through the November pay period.

We've attached the form that employees should use to initiate their request to transfer all or a portion of their unused leave credit. It's also available on the Savings Plus Web site at [www.sppforu.com](http://www.sppforu.com), under Plan Info & Form/Forms and Publications. Please make copies for your employees' use. When an employee completes a form, attach it to the Separation PAR and retain it in the employee's file. Do not send the form to the State Controller's Office (SCO) or SPP.

The SCO will issue a Personnel Letter with instructions for completing the PAR. For questions regarding PAR documentation, contact the SCO's Civil Service Personnel Operations Liaison Unit at (916) 322-6500.

Please remember that if an employee doesn't choose to transfer all of the cash from his/her unused leave, your department must pay the employee for his/her accrued leave credits within the timeframes specified in Labor Code 201(a) and 202(a). For example, under Labor Code Section 202(a), if an employee chooses to transfer a portion of his/her unused leave credits to Savings Plus or a tax-sheltered annuity and take cash for the remainder of his/her leave credits upon separation, the cash amount must be paid to the employee on his/her last day of employment along with payment for any wages owed. This is contingent on the employee providing at least 72 hours notice of resignation to the employer.

We've also attached Labor Code Sections 201, 202, and 219, which reflect the recent revisions to the law, and answers to frequently asked questions on deferral of leave credits.

If you have questions about the Civil Service Tax-Sheltered Annuity (CSTSA) Program, refer to the SCO Web site, [www.sco.ca.gov](http://www.sco.ca.gov), and select State Employee, or contact Alan Waite at (916) 324-1292.

If you have questions about the Savings Plus Program, contact April Latino at (916) 324-3443.

If you have questions about this memorandum, please contact

Julie Chapman, Labor Relations Officer, at (916) 324-9420  
or Clarice Pace, Personnel Program Technician, at (916)  
324-0439.

Gloria Moore Andrews  
Chief of Labor Relations

Attachments will be distributed via mail.

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Transfer Leave Credits	<b>REFERENCE NUMBER:</b> 2008-030
<b>DATE ISSUED:</b> 09/17/08	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Transaction Staff  
Personnel Transaction Supervisors  
Personnel Officers  
Employee Benefit Officers**

**FROM:** Department of Personnel Administration  
Savings Plus Program

**CONTACT:** Lupe C. Vela, Staff Personnel Program Analyst  
(916) 323-2701  
Fax: (916) 327-1885  
Email: lupevela@dpa.ca.gov

Savings Plus has revised the Request to Transfer Lump-Sum Separation Pay booklet (NRM-4074CA.1) to reflect a change in the Internal Revenue Code (IRC Section 415). We anticipate publishing the new version of the booklet by November.

What's new?

- Employees may transfer their lump sum separation pay to the SPP 401(k) and/or 457 plan or a 403(b) tax sheltered annuity to the next calendar year **only** if they separate on or after November 1<sup>st</sup>. *All contributions are subject to the annual deferral limits.*
- Under the IRC, you must issue payments by 2 ½ months after the employee separates/retires. Personnel offices must provide the corrected PAR to SCO 10 days prior to the 2 ½ month deadline. For example, if an employee's retirement date is Nov. 1, the corrected PAR must be sent to SCO no later than Jan. 5 to ensure all remaining pay with deductions can be issued no later than Jan. 15; or if the retirement date is Dec. 15, the corrected PAR must be sent to SCO no later than Feb. 20 to have all remaining pay with deductions issued no later than March 1.

What remains unchanged?

- Employees may still transfer lump sum separation pay to an SPP 401(k) and/or 457 plan or a 403(b) tax sheltered annuity for the current calendar year, regardless of separation date. *All contributions are subject to the annual deferral limits.*

DPA is waiting for a legal decision to address employee requests to defer lump sum separation payments to the next tax year. We will issue a PML once the decision is made.

We also want to let you know:

- Employees attending an SPP Enrollment Workshop can enroll by completing the Enrollment Form at the workshop. They can also enroll [online](#) or by calling customer service (1-866-566-4777, option 3), available M-F, 8:30 a.m. – 4:00 p.m. (PT).
- In addition to our Northern California representatives, we now have a representative in Southern California. The representative is available to conduct [educational workshop](#) (Enrolling in Savings Plus, Asset Allocation, and Preparing for Retirement). To set up a workshop in Southern California, contact Dauna Bohlken at (951) 520-7655; in Northern California, contact Bob Eviston at (916) 324-0513.
- Employees in the Alternate Retirement Program are eligible to participate in Savings Plus immediately; they don't have to wait until they begin to contribute to CalPERS.

Sincerely,

/s/Michelle Berklacich  
Administrator  
Savings Plus Program

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Transfer Lump-Sum Separation Pay and 457 Catch-Up Contributions	<b>REFERENCE NUMBER:</b> 2008-036
<b>DATE ISSUED:</b> 11/10/08	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Transaction Staff  
Personnel Transaction Supervisors  
Personnel Officers  
Employee Benefit Officers**

**FROM:** Department of Personnel Administration  
Savings Plus Program

**CONTACT:** Tiffany Carranco, Staff Services Analyst  
(916) 445-9784  
Fax: (916) 327-1885  
Email: tiffanycarranco@dpa.ca.gov

The "Request to Transfer Lump-Sum Separation Pay Booklet" is now published. You may get the booklet from our website **SPPforU.com** under the "forms and publications" tab. All previous versions are obsolete and should be destroyed.

We're providing you information on an employee's ability at separation to transfer lump sum separation pay to their Savings Plus account and guidance on an employee's ability to use the Catch-up provision and increase their deferral into the 457 plan. We hope this information will assist you in processing your employees' requests.

What's Transfer of Lump Sum Separation Pay?

At separation employees are eligible to cash out their leave credits. In lieu of cash, the employee may transfer their pay into an existing Savings Plus account. The employee may extend their Savings Plus deferrals into the following tax year only if their separation date is on or after November 1.

What's Catch-up?

Catch-up allows employees to increase tax deferred contributions, up to double the 457 Plan annual limit. It only applies to the 457 plan. Employees who didn't contribute the annual maximum in previous tax years may be eligible to participate. Eligibility only applies to the time employed with the State of California.

PML 2008-036

Date

Page 2

What's new with Catch-up?

Employees can now participate in catch-up the year they retire. Employees can also use their lump sum separation pay towards their catch-up contributions. Catch-up contributions are subject to Savings Plus approval. The employee must submit to you their SPP approved Catch-up worksheet (SPP-457CW) and their lump sum application (NRM 4074CA.2). Include the worksheet and application when you submit the Personnel Action Request (PAR)- Separation (STD 680) to SCO for a request to transfer lump-sum.

Can I modify an employees' Transfer of Lump Sum Separation Pay application?

No. Don't modify the application without employee consent. As a courtesy, you can confirm the annual limits and the year-to-date amount that the employee has already contributed. However, it's the employee's responsibility to ensure their contributions don't exceed the annual limits.

/s/Michelle Berklacich

Michelle Berklacich, Administrator  
Savings Plus Program

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Transfer Leave Credits	<b>REFERENCE NUMBER:</b> 2008-045
<b>DATE ISSUED:</b> 12/08/08	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Transaction Staff  
Personnel Transaction Supervisors  
Personnel Officers  
Employee Benefit Officers**

**FROM:** Department of Personnel Administration  
Savings Plus Program

**CONTACT:** Lupe C. Vela, Staff Personnel Program Analyst  
(916) 323-2701  
Fax: (916) 327-1885  
Email: lupevela@dpa.ca.gov

PML 2008-030 notified you that due to a change in the Internal Revenue Code (IRC Section 415) employees who separated prior to November 1, 2008 are not able to defer their unused qualifying accrued leave (i.e. vacation, annual leave, holiday leave, or other time which the employee was entitled compensation) to Savings Plus in 2009.

Therefore, due to the change to IRC Section 415, employees that separated from January 1 – October 31 and submitted a request to transfer their leave credits into Savings Plus in 2009 will now receive a cash payment for these leave credits. The cash payment will be issued in January of 2009. Please process the payments as soon as possible in January.

As indicated in PML 2008-030, DPA was awaiting a decision to address employee requests to defer lump sum separation cash payments to the next tax year. SCO has determined there will be no change to the current practice.

The following sample letter will assist you in disseminating information to your employees for the cash payment of leave credits ineligible for deferment into Savings Plus.

/s/Michelle Berklacich

Michelle Berklacich, Administrator  
Savings Plus Program

SAMPLE LETTER TO EMPLOYEE  
REGARDING LUMP SUM  
PRINT ON DEPARTMENT LETTERHEAD

The following sample letter will assist departments in disseminating information to employees for the payment of lump sum that was to be deferred into a Savings Plus account.

---

(Date)

(Employee's Name)  
(Address)  
(City, State, Zip Code)

Dear (Name):

Re: Request to Transfer Lump Sum

As a result of a change in the Internal Revenue Code (IRC Section 415), your election to transfer your unused qualifying accrued leave (i.e. vacation, annual leave, holiday leave, or other time which you were entitled compensation) to your Savings Plus account to the 2009 calendar year is no longer an available option. Accordingly, you will be issued a cash payment for the corresponding amount in January 2009.

If you have questions regarding this, please contact (Name, Title) at (Telephone Number).

Sincerely,

INSERT DEPARTMENT CONTACT

---

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: October 11 , 2002

PERSONNEL LETTER # 02-025  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Assistant Chief  
Personnel/Payroll Services DivisionRE: **LUMP SUM PAY DEFERRAL TO NEXT TAX YEAR AND DEFERRED COMPENSATION/TSA/PST DEDUCTIONS**

NOTE: This Personnel Letter supercedes Personnel Letter #01-019 dated November 16, 2001.

Labor Code sections 201, 202, and 219 dealing with the timely issuance of separation pay limited the state's ability to allow employees to defer lump sum separation pay into the next tax year and/or have deferred compensation (DC), tax sheltered annuity (TSA), or part-time seasonal temporary (PST) retirement plan deductions withheld from lump sum separation pay. Assembly Bill (AB)1684 amended the Labor Code sections to accommodate the aforementioned special handling of lump sum separation pay when requested by the employee. Refer to DPA PML 2002-065 for additional information.

Under AB1684, an employee must submit a written request at least five days prior to his/her date of separation to request special handling of his/her lump sum separation pay. All or part of the lump sum separation pay for either unused or accumulated vacation, annual leave, holiday leave, sick leave to which the employee is entitled due to disability retirement, or compensating time off due to previous overtime worked may be eligible for special processing.

**DEFER LUMP SUM PAY TO THE NEXT TAX YEAR**

That portion of the lump sum separation pay that extends beyond the November pay period in the year of separation may be deferred and issued in the following tax year. See the attached for PAR documentation instructions.

NOTE: If the employee requests DC, TSA, or PST deductions in addition to deferral to the next tax year, all the documentation must be submitted to PPSD for manual processing. See below for the deduction processing information.

**WITHHOLD DC, TSA, OR PST DEDUCTIONS FROM LUMP SUM PAY**

Effective immediately, use Item 999 and Line 10 on the separation PAR document to request DC, TSA or PST deductions from lump sum pay. The Form STD. 674 should only be used when correcting Item 999/Line 10 and no other items on the separation PAR need to be corrected.

The separation PAR with the DC, TSA or PST deduction request must be manually processed by the State Controller's Office, Personnel/Payroll Services Division (PPSD). To expedite processing, the PAR documentation may be FAXED to (916) 322-8137. Please call the Civil Service Personnel Operations Liaison Unit at (916) 322-6500 to alert them to watch for the FAX.

The following are the specific processing instructions to have DC, TSA or PST deductions from lump sum pay.

Eligibility: The employee must have a valid 401(k), 457, 403(b) account established prior to the separation or be currently covered under the PST retirement plan.

Documentation: Follow instructions in PAM section 3.200 for completion of the appropriate separation PAR transaction. In PAR Line 9, enter '999 See Remarks' and in the Line 10 Remarks area, enter all of the following.

1. 'Employee requests DC, TSA, or PST deductions from Lump Sum Pay.'
2. The deduction code(s) for the DC, TSA, or PST plan.
3. The pay periods from which the deductions are to be withheld.
4. The specific deduction amount to be withheld from each deduction code and pay period.

NOTE: For DC and TSA deductions, the total amount of all deductions withheld during the tax year cannot exceed specified plan limitations. Also, the total maximum deduction amount that can be withheld from each pay period must not exceed the lump sum payment's salary gross less social security/medicare taxes (if applicable) and mandatory deductions. See PPM Section H 012 for further information on the mandatory deductions applicable to lump sum payments. The Paycheck Calculator can be used to determine the maximum deduction amount that can be requested for each pay period. The calculator can be accessed at the following web site address: <http://sco.ca.gov.ppsd/empinfo/calc/paycalc.htm>. The web site can also be accessed via a link from the SCO homepage at <http://sco.ca.gov> (from the homepage, click on the 'State Employee' button then click on 'Paycheck Calculator Download').

For PST deductions, multiply the gross of each lump sum pay period pay from which the PST deduction is to be withheld by 7.5% to derive the PST deduction amount.

Examples for showing the deduction information on the PAR:

Deduction Code	Pay Period	Amount
029-401	07/02	\$400.00
029-401	08/02	\$400.00
029-401	09/02	\$400.00
029-401	10/02	\$400.00

or

Deduction Code	Pay Period	Amount
029-401	07/02	\$400.00
029-457	07/02	\$400.00
029-401	08/02	\$400.00
029-457	08/02	\$400.00

or

Deduction Code	Pay Period	Amount
029-457	09/02	\$300.00
029-401	09/02	\$400.00
029-401	10/02	\$400.00
029-401	11/02	\$400.00

Revisions to the PAM will be issued in the near future.

Questions regarding the above information can be directed to the following contacts:

AREA	CONTACT	TELEPHONE NO.
PAR Documentation Instructions	Civil Service Personnel Operations Liaison Unit	(916) 322-6500
Lump Sum Payments	Civil Service Telephone and/or Liaison Unit	(916) 323-3081

Deductions

AB 1684 and/or  
the Labor Code  
Provisions

Julie Chapman, DPA  
Labor Relations Officer  
or  
Clarice Pace, DPA  
Personnel Program  
Technician

(916) 324-9420

(916) 924-0439

Attachment

RZ:PMAB:JLD

## PAR DOCUMENT PROCESSING FOR LUMP SUM DEFERRAL

To defer part or all of the lump sum to the next tax year, it will be necessary to process two separation transactions (the original at the time of the separation and a correction to the original in January of the following year).

## STEP 1.

Following instructions in PAM section 3.200 for completion of the appropriate separation PAR transaction with the following exceptions:

Items 620/625 - Enter the Lump Sum time to be paid in the current tax year. NOTE: If the effective date of separation is in November, only that portion of the lump time that extends beyond the November pay period in the year of separation may be deferred and issued in the following tax year.

Line 8 - Enter '877'. Then, line through the 877. (Item 877 is information only and cannot be keyed.)

Line 9 - Enter '999 see remarks', if applicable.

Line 10 Remarks - If Line 9 is completed per above, enter 'Employee requests DC/TSA/PST deductions from lump sum', the deduction code(s), pay period(s), and amount(s) (see above for specific examples).

NOTE: If Line 9 and Line 10 Remarks are completed per above, the separation PAR documentation must be submitted to PPSD for processing. See above for additional information.

## STEP 2.

In January of the following year, process a correction to the separation transaction per PAM section 9.0 with the following exceptions:

Items 620/625 - Enter the total lump sum time due employee including the amount entered on the original separation transaction.

Line 9 - Enter '999 see remarks', if applicable.

Line 10 Remarks - If Line 9 is completed per above, enter 'Employee requests DC/TSA/PST deductions from lump sum', the deduction code(s), pay period(s), and amount(s) (see above for specific examples).

NOTE: If Line 9 and Line 10 Remarks are completed per above, the correcting separation PAR documentation must be submitted to PPSD for processing. PPSD must receive the document by January 15th to ensure compliance with the Labor Code provisions.

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

DATE: November 2, 2004

PERSONNEL LETTER #04-012  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **SPECIAL LUMP SUM DEFERRAL INSTRUCTIONS**

This letter provides detailed instructions and examples to assist when requesting lump sum deferral to Savings Plus or lump sum deferral to a subsequent calendar year.

Prior to completing the separation PAR, please ensure that the employee has reviewed the "Request to Transfer Lump-Sum Separation Pay Booklet" and has provided you with a completed application, if requesting Savings Plus deductions to be withheld. The booklet is available on the Savings Plus Program's web site at:

<http://sppforu.com>

-select **Employee**

-select **Plan Info and Forms**

-select **Forms and Publications**

-select either the 457 or 401(k) under **Transfer Lump Sum Separation Pay**

Within this booklet are two forms, Lump-Sum Separation Pay Transfer Enrollment Agreement and Request to Transfer Lump-Sum Separation Pay Application (DC3949). The employee must complete form DC3949 to provide you with the necessary information to transfer lump sum pay to Savings Plus. It would also be very helpful if a copy of form DC3949 were attached to the PAR when submitted to SCO. Each situation is very unique and the form DC3949 will provide more clarification to ensure accuracy in these time sensitive payments. Also, refer to SCO's Personnel Letter # 02-025 (Civil Service) for instructions on completing the separation PAR and DPA PML #2002-065 for additional information on the process.

An employee may choose to receive all or some portion of their lump sum in the year of separation.

Note: pay must at least be issued through the November pay period of the year of separation before the election to defer remaining lump sum pay to the subsequent year. If some portion of the lump sum is being deferred until the subsequent year, item 877 on the PAR should be completed. Additionally, employees may request that lump sum pay be transferred to Savings Plus.

SCO will not accept a request that indicates "defer 100% of lump sum to Savings Plus."

Documentation must be specific regarding the deduction amounts to be applied to each pay period of lump sum extension. If the employee is separating mid-month and has an on going Savings Plus deduction, you must determine if the normal deduction will be taken from the regular pay before

determining how much additional lump sum pay can be transferred to Savings Plus. Note: the Savings Plus amounts should not exceed the annual limits for the specific plans.

If the employee is subject to Social Security and/or Medicare, calculations of how much to withhold from the separation pay must include leaving a small net in each payment. This will allow the payroll system to perform all required calculation routines. Specifically, a net of \$50.00 is strongly recommended to allow that all calculation routines perform successfully. Additionally, if the employee has specific types of garnishments, you must also leave sufficient net to allow these garnishment deductions to apply (see Payroll Procedures Manual, Section H 012, Payments Subject to Deductions).

In all cases, the employee must have sufficient net income to cover the amount of the Savings Plus deduction they are requesting to be withheld. The gross of the payment less Social Security and/or Medicare and any garnishment deductions that may be applicable determines net.

**DOCUMENTATION INSTRUCTIONS FOR THE PAR:**

The following scenario will be used in each of the four examples listed below:

Employee has a total of 99 days of lump sum vacation (item 620) and 43 days 6 hours of lump sum extra (item 625), gross salary of \$5500.00, and an on-going deduction of \$500 per month for both the 457 and the 401 (k) plans.

**Example 1:** employee has a mid-month separation, has sufficient net in regular pay to withhold their ongoing Savings Plus deductions and requests maximum 457 and 401(k) amounts for the 2004 tax year to be withheld and issued in the current tax year.

The employee separates 10 work days into the month with a gross of \$2500. \$2500 less \$191.25 for Social Security and Medicare allows sufficient net to take the on-going deductions. The remaining time in the October pay period allows for a gross of \$3000 less \$229.50 for Social Security and Medicare. Including the October deductions for Savings Plus, the employee will have an annual total of \$5500 withheld for each plan.

DOCUMENT REMARKS (ITEM 10) AS FOLLOWS:

<u>457 Plan</u>	<u>401(k) Plan</u>
\$2725.00 for 10/04	\$0.00 for 10/04
\$4775.00 for 11/04	\$250.00 for 11/04
\$0.00 for 12/04	\$5025.00 for 12/04
\$0.00 for 01/05	\$2225.00 for 01/05

Both the 457 and the 401(k) now have a total of \$13,000 withheld for the year. All remaining pay will be extended without Savings Plus deductions and paid in the current calendar year as requested.

**Example 2:** employee has a mid-month separation, does not have sufficient net in regular pay to withhold their ongoing Savings Plus deductions and requests maximum 457 and 401(k) amounts for the 2004 tax year to be withheld and issued in the current tax year.

The employee separates 2 work days into the month with a gross of \$500. \$500 less \$38.25 for Social Security and Medicare does not allow sufficient net to take the on-going deductions. The remaining time in the October pay period allows for a gross of \$5000 less \$382.50 for Social Security and Medicare. Excluding the October deductions for Savings Plus, the employee will have an annual total of \$5000 withheld for each plan.

DOCUMENT REMARKS (ITEM 10) AS FOLLOWS:

<u>457 Plan</u>	<u>401(k) Plan</u>
\$4567.00 for 10/04	\$0.00 for 10/04
\$3433.00 for 11/04	\$1592.00 for 11/04
\$0.00 for 12/04	\$5025.00 for 12/04
\$0.00 for 01/05	\$1383.00 for 01/05

In both of the above examples, all pay will be reflected on the current tax year W-2, regardless of the pay periods.

The next two examples reflect how the time should be shown on the initial PAR and then the correcting PAR submitted after January 1 of the following calendar year in those cases where the employee wants to defer some portion of their lump sum pay to the next tax year. Initial PAR should reflect 63 days and 6 hours of lump sum in item 620. Item 877 should be completed on the initial PAR. When the correcting PAR is submitted (or keyed), you must show total lump sum time that was due (99 days in item 620 and 43 days 6 hours in item 625).

**Example 3:** employee has a mid-month separation, has sufficient net in regular pay to withhold their ongoing Savings Plus deductions and requests maximum 457 and 401(k) amounts for the 2004 tax year to be withheld and issued in the current tax year.

DOCUMENT CURRENT YEAR PAR REMARKS (ITEM 10) AS FOLLOWS:

<u>457 Plan</u>	<u>401(k) Plan</u>
\$2725.00 for 10/04	\$0.00 for 10/04
\$4775.00 for 11/04	\$250.00 for 11/04
\$0.00 for 12/04	\$5025.00 for 12/04
\$0.00 for 01/05	\$2225.00 for 01/05

DOCUMENT FOLLOWING YEAR PAR REMARKS (ITEM 10) AS FOLLOWS:

<u>457 Plan</u>	<u>401(k) Plan</u>
\$2800.00 for 01/05	\$0.00 for 01/05
\$5025.00 for 02/05	\$0.00 for 02/05
\$5025.00 for 03/05	\$0.00 for 03/05
\$0.00 for 04/05	\$5025.00 for 04/05
\$0.00 for 05/05	\$815.00 for 05/05

It is important that you understand the employee's wishes regarding how they want their lump sum disbursed especially when they designate which plan will receive the deferral. In the example shown above, the employee does not have sufficient lump sum remaining to be paid in the subsequent tax year to allow both plans to achieve the maximum allowable for the year. The employee must clearly instruct you how they want these deductions to be taken.

- **Example 4:** employee has a mid month separation, has sufficient net in regular pay to withhold their ongoing Savings Plus deductions and requests maximum 457 and 401(k) amounts for the 2004 tax year to be withheld and issued in the current tax year. Additionally, the employee requests all remaining lump sum time be deferred to the following calendar year with **no Savings Plus deductions withheld.**

DOCUMENT CURRENT YEAR PAR REMARKS (ITEM 10) AS FOLLOWS:

<u>457 Plan</u>	<u>401(k) Plan</u>
\$2725.00 for 10/04	\$0.00 for 10/04
\$4775.00 for 11/04	\$250.00 for 11/04
\$0.00 for 12/04	\$5025.00 for 12/04
\$0.00 for 01/05	\$2225.00 for 01/05

As there will be no Savings Plus deductions applied to the lump sum issued in the next calendar year, you may decentrally key the correcting PAR after January 1 of the new tax year. The remaining lump sum pay will issue in the new tax year.

In both examples 3 and 4, your employee will receive the current year W-2 in mid January of the subsequent year. The subsequent year W-2 reflecting taxable income and withholdings issued in that year will be mailed to the employee in January of the next year. Remind your employees that it is important to keep you aware of address changes so that their W-2s can be mailed and received with no delay.

Should you have questions regarding the documentation of lump sum with Savings Plus deferral or lump sum deferral to the next tax year, please contact Payroll Telephone Liaison at (916) 323-3081.

**ITEM 877-LUMP SUM PAYMENT DEFERRAL**

**(NEW 09/03)**

**DESCRIPTION:** This item indicates deferral of payment of lump sum vacation, personal leave, holiday leave, overtime and/or sick leave (subject to G. C. 19991.4) until the following calendar year. Only the portion of lump sum separation pay that extends past the November pay period can be deferred. The deferred earnings would then be reported on Form W-2 issued for the next tax year.

**REQUIRED:** When a separating employee requests/elects to have her/his lump sum payment that extends past the November pay period issued in the following calendar year (see below for addition information).

**ENTER:** 877: (no other entry necessary)

**ADDITIONAL INFORMATION:**

Employee's separation under Labor Code Section 201 or 202 must submit a written election five days before her/his final day of employment authorizing the deferral.

Refer to PAM Section 5.76 for lump sum payment deferral documentation instructions.

**EXAMPLE:**

FROM:			
TO:	877		

**NOTE:** Based on the effective date of the separation Lump Sum can only issue in the current year plus one.

## 2.149 (Rev. 08/96)

### ITME 962 – SEPARATION PAY AT ALTERNATE SALARAY RATE

**DESCRIPTION:** This item is used to request an alternate rate of payment for all or part of separation pay. It includes regular, lump sum vacation, overtime and sick leave (subject to G.C.19991.4).

**REQUIRED:** Separation transaction when rate of pay is different than shown in Salary Total (Item 306). Use only for one of the following conditions:

- 1) Change in fire mission status.
- 2) SISA (see PTM Sections 133.8-133.81) or MSA occurring during period of lump sum payment. This should only be used if employee would not be eligible for the SISA/MSA rate upon reinstatement (as defined in DPA Rule 599.687 and PTM Section 623). Also complete Item 872.
- 3) 10/12 pay plan employee due lump sum payment.
- 4) Changes to premium pay rates stipulated by Collective Bargaining contracts.
- 5) Item 350 (Special Pay) and/or Item 351 (Established Earnings) reflects a premium pay that is not eligible for inclusion in separation lump sum payment.
- 6) Reallocation or split-off occurring during the period of the lump sum payment and the reallocation/split-off involves a change in salary rate.

**LENGTH:** 19 characters (includes decimals and dashes)

**ENTER:** 962: Salary Total – Code – Days – Hours – Tenths of Hours

#### **ENTRIES**

**DEFINED:** Salary Total: (8 digits) Enter the new rate. When the salary total is less than 8 digits, leading zeros must be entered. Rate should include any special pay\*, plus salary, shift differential. Entry must be in the same format as Item 306 to reflect the appropriate time base.

\*DO NOT INCLUDE any special pay (reflecting in PAR Data Item 350) that is not eligible for inclusion in separation lump sum payment.

Code: (1 digit) Enter the code for the first type of salary payment due at the new rate (e.g., if code 2 is entered, all vacation, overtime and sick leave will be paid at the new rate – see example).

(continued on next page)

**ITEM 962 – SEPARATION PAY AT ALTERNATE SARALY RATE (cont.)**

**ENTRIES DEFINED (cont.):**

- Code 1 – Regular Time
- Code 2 – Vacation
- Code 3 – Overtime / Extra Hours
- Code 4 – Sick Leave (subject to G.C. 19991.4)

Days, Hours, Tenths of Hours:

**NOTE:** \*ENTER ONLY ITEM 620 = LUMP SUM VACTION IN 962 CODE

Days (2 digits), Hours (3 digits), Tenths (1 digit). Enter time to be paid at the new rate only for the code selected (e.g., if employee is entitled to 3 days of vacation and 2 days of overtime at the new rate, enter 3 days – see example A).

If the total time to be paid for the code selected is grater than 99 days, enter 99 in the Item 962 days field. Convert the remaining days beyond 99 hours, add to any other hours to be paid, and enter the resulting value in the Item 962 hours field.

If employee is entitled to 124 days, 4 hours vacation and 4 days of overtime, enter 99 days and 204.0 hours – see example B.

EXAMPLE A:

FROM:			
TO:	962	02950.00 – 2 – 03 – 000.0	

EXAMPLE B:

FROM:			
TO:	962	01950.00 – 2 – 99 – 204.0	

**NOTE:** If no time is to be entered in Item 620 but Item 625 is completed then use Code 3 and 625 time.

Time reflected in item 962 can only be shown in tenths but 620 time can be reflected in either tenths or hundredths. These times must match exactly in order for the system to issue the Lump Sum pay.

## Item 962

Item 962 must be completed on a Separation PAR when the Lump Sum time is to be paid at an alternate salary rate.

Code 2 will issue: Lump Sum Vacation at the 962 rate  
Lump Sum Extra at the 962 rate  
Lump Sum Sick Leave at the 962 rate  
Time has to match 620 exactly.

Code 3 will issue: Lump Sum Vacation at the Total Salary rate  
Lump Sum Extra at the 962 rate  
Lump Sum Sick Leave at the 962 rate  
Time has to match 625 exactly.

Code 4 will issue: Lump Sum Vacation at the Total Salary rate  
Lump Sum Extra at the Total Salary rate  
Lump Sum Sick Leave at the 962 rate

(There is no code to issue Vacation at the 962 rate and Extra at the Total Salary rate.)

Example 1:

Based on salary is \$4500.

Established Earnings locked in: 8PF1 (\$130 V=N E=N), 8E6 (\$119 V=Y E=Y), 8SP2 (\$90 V=Y E=Y)

Total Salary = \$4839

962 rate is \$4709 (4500 + 119 + 90 = 4709)

Example 2:

Based on Salary is \$4500

Established Earnings locked in: 8VL1 (\$213.75 V=N E=N), 8K87 (\$337.50 V=Y E=Y)

Total Salary = \$4623.75 ( 4500 - 213.75 + 337.50 = 4623.75)

962 rate is \$ 4837.50 ( 4500 + 337.50 = 4837.50)

Example 3:

Based on Salary is \$ 4500

Established Earnings locked in: 8NJC (\$225 V=Y E=N)

Total Salary= \$4725

962 rate is \$4500 with a code 3 and item 625 time only.

Example 4:

Based on Salary is \$4500

Established Earnings locked in: 8E (\$130 V=Y E=Y), 8MD (\$200 V=Y E=Y) 8VL1  
(\$207.90 V=N E=N)

Keyed on PIP every month: 8B (\$100 V=Y E=Y)

Total Salary= \$4622.10

962 rate is \$4930 (4500 + 130 + 200 + 100 (8B) = 4930)

**PAR ITEMS – LINES 8 AND 9  
ITEM 999 – DEDUCTION INFORMATION**

**2.151**

**(Rev. 09/03)**

**DESCRIPTION:** Indicates one time payroll deductions are to be made from a PAR transaction requesting payment.

**REQUIRED:**

1- For Appointment and Separation transactions requesting immediate payment and a Payroll document effective the same pay period is submitted for the one of the following deductions:

- Accounts Receivable
- Tax Sheltered Annuity
- Union Benefit Trust Fund
- Deferred Compensation
- Variable Maintenance

2- For Separation transactions when requesting Deferred Compensation, Tax Sheltered Annuity or PST retirement be deducted from lump sum pay.

LENGTH: 13 characters

ENTER: 999: See Remarks

**ADDITIONAL INFORMATION:**

- Employees separating under Labor Code Section 201 or 202 must submit a written election five days before her/his final day of employment authorizing the deduction(s) from her/his lump sum pay.
- The applicable deduction information should be shown in Line 10, refer to page 2.201.
- Deferred Compensation, Tax Sheltered Annuity or PST retirement deduction information in Line 10 should include deduction codes, amounts & pay periods affected. Sample of Line 10 entry:

- Deduct Deferred Compensation from Lump Sum:

0029-401 \$100.00 6/97, 7/97, 8/97

0029-457 \$150.00 9/97, 10/97

- Deductions requested per the PAR Item 999 process must be manually coded and processed through the payroll system prior to the PAR being keyed to the data base. This can take from three to eight working days.

EXAMPLE:

FROM:		
TO:	999 905	SEE REMARKS

NOTE: These transactions must be submitted to PPSD for processing or arrangements made with payroll, to establish deductions prior to keying separation transactions.

**PAR ITEMS – LINES 10, 11, AND 12  
LINE 10 COMPLETION CHARTS**

**2.201**

**(Rev. 09/03)**

<b>CONDITION(S)/ TRANSACTION(S)</b>	<b>BACKUP INFORMATION (SUBTANTIATION)</b>	<b>REFERENCE</b>	<b>“ON FILE FOR AUDIT”</b>	<b>“SUBTAN. ATTACHED”</b>
Alternate salary Range other than “A”.	Substantiation must be on file with the appointing power. This may include SPB Form 300-903 (Deep Class Alternate Range Substantiation), if employee is appointed to a deep class and is using experience other than service in the class to meet the alternate range criteria.		X	
Adverse Actions	Substantiation must be on file with the appointing power.	PMPPM 400	X	
Bilingual Payment Authorization (Item 351, Codes 8B, 8B2, 8B3, 8H2 or 8X1).	Approved Form 300-897 must be on file with the appointing power.		X	
Casual Employment	Signed statement concerning employee’s Health and Welfare Benefits must be on file with the appointing power.		X	
CEA Appointment	The Functional working title must be on file with the appointing power.		X	
	DPA approval is required to establish an employee’s anniversary date as “MAX” when the employee’s salary is not the maximum salary rate due to the supervisor-subordinate salary relationship (i.e., employee’s salary equals or exceeds employee’s supervisor at same CEA level). A copy of the DPA approval memo must be attached to the PAR.			X
Certain deductions or payments to be made from employee’s final pay (See PAM pages 2.151.)	Enter in Line 10: “( <u>Deduction Name</u> ) – ( <u>Payroll Document Type</u> ) sent to Payroll Operations – ( <u>Date</u> ).” Refer to page 2.151 for Deferred Compensation, Tax Shelter Annuity or PST deduction information.			X
Correction to MSA/SIS shown in line 12 when approval or denial was reported in error.	A copy of the signed F609 must be on file with the appointing power.	PTM 435.933	X	

**(REV 11/08)**

**LUMP SUM PAYMENT DEFERRAL**

**PURPOSE/USE**

When a separating employee requests to defer issuance of a lump sum payment until the following tax year. Only that portion of the lump sum time that extends past the November pay period can be deferred. Employees separating under the Labor Code Section 201 or 202 must submit a written election five days before her/his final day of employment authorizing the deferral. Two separation transactions must be processed as follows to defer lump sum pay into the next tax year.

**DOCUMENTATION**

**Step 1.** Follow instruction in Pam Section 3.200 for completion of the appropriate separation PAR transaction with the following exceptions:

Items 620/625 – Enter Lump Sum time to be paid in the current tax year. Only that portion of the lump sum time that extends beyond the November pay period in the year of separation may be deferred and issued in the following tax year.

Line 8 – Enter “877.” Then, line through the “877.” Item 877 is informational only and cannot be keyed.

If the separation transaction is processed incorrectly, contact the Payroll Operations Telephone Liaison Unit immediately for assistance.

**Step 2.** In January of the following year, process a correction to the separation transaction per PAM Section 9.0 with the following exception:

Items 620/625 – Enter the total lump sum time due the employee including the time entered on the original separation transaction.

Employees separating under Labor Code Section 201 or 202 must be paid their lump sum payment no later than February 1 in the year following the employee’s last day of employment.

If the correcting separation transaction is processed incorrectly, contact the Payroll Operations Telephone Liaison Unit immediately for assistance at (916) 323-3081.



State of California  
Savings Plus Program

# REQUEST TO TRANSFER LUMP-SUM SEPARATION PAY BOOKLET

*All information contained in this booklet was current as of the printing date. The Plan Administrator reserves the right to amend any of the procedures or plan provisions as outlined in this booklet or the official Plan Document. Such changes may be enacted without prior announcement or the express consent or agreement of plan participants. The official Plan Document will govern if any contradiction arises between the terms of the official Plan Document and this booklet.*

Your decisions regarding the transfer of lump-sum separation pay to your Savings Plus Program (Savings Plus) account(s) will have financial consequences as well as income tax implications. Therefore, you may wish to obtain the advice of a tax advisor before you request a transfer.

This booklet contains information and several forms for your use in the transfer of your lump-sum separation pay. Enclosed are the following items:

- Request to Transfer Lump-Sum Separation Pay Application
- Lump-Sum Separation Pay Transfer Enrollment Agreement

## Information

To the extent permitted by federal and state law, employees who separate from employment who are otherwise eligible to cash out their vacation and/or annual leave balance may transfer a designated amount from their lump-sum separation pay into an existing 401(k)/403(b) and 457 plan.

You must submit a written request to your employer **at least five business days prior to your final day** of employment. The Request to Transfer Lump-Sum Separation Pay Application may be used for this purpose. **Do not send this form to Savings Plus.**

You must be enrolled for at least one pay period prior to your separation or retirement date in a 401(k)/403(b) and 457 plan, although you do not have to be contributing prior to separation. Savings Plus administers the 401(k) and 457 plans. If you **do not** have a 401(k) and/or a 457 plan account already established, refer to the attached Lump-Sum Separation Pay Transfer Enrollment Agreement included in this booklet or call Savings Plus at 1-866-566-4777 and press 3 to speak with a customer service representative.

If you separate or retire on or after November 1st you can defer a portion of your leave credits into a 401(k)/403(b) and 457 plan the following tax year. You may transfer up to the annual maximum contribution limit allowed in the year you separate and the following tax year only.

If you exceed that limit, the excess amount and any earnings will be refunded to you. Contact your personnel/benefits office for information on any applicable mandatory taxes or deductions from your lump-sum separation pay or if you need assistance determining your final pay.

Use the table below to calculate your yearly contribution. If you qualify you may be eligible to use the 457 Plan Traditional Catch-Up feature in the year you retire and in the following tax year. This feature allows you to defer twice the annual contribution amount. For more information, refer to the Traditional Catch-Up Booklet.

Tax Year	401(k)/403(b) Annual Contribution Limit*	457 Annual Contribution Limit*	401(k)/403(b) Age-Based Contribution Limit**	457 Age-Based Contribution Limit**	Annual Combined Total
2008	\$15,500	\$15,500	\$5,000	\$5,000	\$41,000
2009–2010	The dollar amount is reviewed annually and may increase depending on inflation. See Web site for more information				

\*Coordination limits between plans—You may defer up to the maximum annual contribution limit to both plans. Limits remain coordinated between 401(k) and 403(b) plans.

\*\*Age-Based Contribution—Employees age 50 or older may increase their annual contribution on an incremental basis.

## Instructions

### SECTION I—Participant Information

Complete all the information requested. Include either your separation or retirement date.

### SECTION II—Contribution Information

A. Complete this section if you've contributed to a 401(k)/403(b) and 457 plan in the current tax year. If you've not contributed to a 401(k)/403(b) and 457 plan in this tax year, leave this section blank. When calculating your contribution, include the deferral from your last pay warrant even if you are paid a partial month. If your retirement date is in December, your pay warrant may be issued in December. Contact your personnel/benefits office if you have questions about when your salary and/or lump-sum payment will be issued.

B. Enter the amount to be transferred from your lump-sum separation pay and designate which plan(s) and the tax year(s) to be credited. You must separate or retire on or after November 1st to defer into the next tax year. If you have a 401(k) or a 457 account, your lump-sum separation pay will post to the allocation on record. If no allocation on record exists, your lump-sum separation pay will post to the Asset Allocation Index Fund-Moderate. You may exchange your funds at any time by phone at (866) 566-4777 or on the Savings Plus Web site ([www.sppforu.com](http://www.sppforu.com)). If you have a 403(b) account, contact your personnel/benefits office.

### SECTION III—Participant Certification

Sign and date the form. Return this form to your personnel office **at least five business days** prior to your last day of employment. **Do not send this form to Savings Plus.**

References to the tax-sheltered annuity (TSA/403[b]) are included as **information only**. Contact your personnel office or benefits office for more information.

If applicable, the approved Savings Plus catch-up worksheet must be submitted with the Lump Sum Application to your personnel office.

Savings Plus Program

Request to Transfer Lump-Sum Separation Pay Application

Please read the information and instructions in this booklet before completing this application. This form must be received in your personnel office at least 5 business days prior to your separation or retirement date.

SECTION I-Participant Information

Form with fields for Last Name, First Name, MI; Social Security Number (SSN); Retirement/Separation Date (mm/dd/yyyy); and Daytime Telephone Number.

Privacy Statement: The Information Practices Act of 1977 (Civil Code Section 1798.17) and the federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals.

SECTION II-Contribution Information

A. Specify the dollar amount(s) in total that you will have contributed this year from your pay warrants by the type of plan, not including the lump-sum separation pay that you wish to contribute:

401 (k) \$ \_\_\_\_\_ 403 (b) \$ \_\_\_\_\_ 457 \$ \_\_\_\_\_

B. Specify the dollar amount(s) to be deferred to the plans below from your lump-sum separation pay:

Table with 6 columns: 401(k), Amount, 403(b), Amount, 457, Amount. Rows for Tax Year and Amount.

SECTION III-Participant Certification

I request a transfer of lump-sum separation pay be made in accordance with the Plan Document, Internal Revenue Code, and my election above. I take full responsibility for providing these instructions and understand the terms and conditions of deferring all or a portion of my lump-sum separation pay.

Signature

Date

PERSONNEL OFFICE USE ONLY—Refer to SCO Personnel Letters applicable to Lump-Sum Pay for instructions on completing the separation PAR. Attach this request with a copy of the separation PAR and, if applicable, the approved Savings Plus catch-up worksheet from the employee.

Signature

Date

This page is intentionally left blank.

Savings Plus Program

## Lump-Sum Separation Pay Transfer Enrollment Agreement

Please read the information and instructions on the reverse side before completing this agreement. If you DO NOT have a 401(k) and/or a 457 plan account, you must complete this form and fax or mail it to Nationwide Retirement Solutions. You must be enrolled at least one pay period prior to your separation or retirement date.

### SECTION I—Participant Information

Last Name, First Name, MI	Social Security Number (SSN)
Mailing Address	Date of Birth (mm/dd/yyyy)
City, State, ZIP Code	Daytime Telephone Number (     )

**Privacy Statement:** The Information Practices Act of 1977 (*Civil Code* Section 1798.17) and the federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals. Information requested on this form is used by the Savings Plus Program for purposes of identification and account processing. You must furnish all the information requested on this form. Failure to provide the information may result in the action requested not being processed.

### SECTION II—Enrollment Information

A. I elect to enroll in the following:      401(k) Thrift Plan (401[k] Plan)      457 Deferred Compensation Plan (457 Plan)

*Note:* You may enroll in either or both plans.

B. Pay frequency (check one box only):      Monthly      Semi-Monthly

C. Payroll warrant/check issued by (check one box only):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> State Controller's Office | <input type="checkbox"/> District Agricultural Assoc. (Fairs) | <input type="checkbox"/> Assembly Rules Committee           |
| <input type="checkbox"/> CDFA/Marketing Council    | <input type="checkbox"/> Senate Rules Committee               | <input type="checkbox"/> Joint Legislative Budget Committee |
| <input type="checkbox"/> California Exposition     |   |   |

*Note:* Checking the incorrect payroll office may delay the processing of this agreement.

### SECTION III—Automatic Enrollment

This agreement initiates the process for enrolling in a 401(k) Plan and/or a 457 Plan with Savings Plus. Submitting the form authorizes Savings Plus to establish an account for you. **You must be enrolled at least one pay period prior to your separation or retirement date.**

**Your lump-sum separation pay transfer will post to the Asset Allocation Index Fund-Moderate.** Once the funds have been deposited into your account, you may exchange all or a portion of your funds to other investment option(s) offered through Savings Plus.

### SECTION IV—Participant Certification

I authorize my employer to reduce my salary by the amount on my application which will be credited to my 401(k) and/or 457 Plan. I understand that it is my responsibility to obtain and read a copy of the fact sheets/prospectus that contains the fund's investment objectives, risks, charges, and expenses. I am aware that information regarding Savings Plus and a copy of the fact sheets/prospectus is available at [www.sppforu.com](http://www.sppforu.com).

I agree to use Savings Plus electronic systems to initiate account transactions. These electronic systems will require me to furnish information that confirms my identity as the sole person who is authorized to access my account. I understand that the State of California has the authority to approve or reject this request.

Signature

Date

## Investment Information

Your lump-sum separation pay transfer will post to the Asset Allocation Index Fund-Moderate. Once the funds have been deposited into your account, you may exchange all or a portion of your funds to other investment option(s) offered through Savings Plus.

### Asset Allocation Index Fund-Moderate

**Investment Objective:** The Fund seeks a combination of current income and capital appreciation, with a greater emphasis on appreciation.

**Information:** To obtain additional information review the fact sheets/prospectus on the Web site at [www.sppforu.com](http://www.sppforu.com) or speak to a customer service representative at (866) 566-4777.

Past performance is no guarantee of future results.

## Instructions

### SECTION I—Participant Information

Complete the information requested. *Note:* Your current address must be on file with your departmental personnel office because that address is where all Savings Plus materials will be sent.

### SECTION II—Enrollment Information

- A. Check all plans you wish to enroll in.
- B. Check if you are paid monthly or semi-monthly. Check one box only.
- C. Check which payroll office issues your payroll warrant/check. Check one box only.

### SECTION III—Automatic Enrollment

Read carefully.

### SECTION IV—Participant Certification

Read carefully, sign, and date the form.

### Return form to:

Nationwide Retirement Solutions  
PO Box 182797  
Columbus, OH 43218-2797

## Contact Information

Voice Response System: (866) 566-4777, 24 hours a day, 7 days a week

Customer Service: (866) 566-4777, 8:30 a.m.–4:00 p.m. (PT), Monday–Friday

To speak with a customer service representative, press \*0.

Office hours: 8:00 a.m.–4:30 p.m. (PT), Monday–Friday

TTY: (800) 848-0833

Fax: (877) 677-4329

Web site: [www.sppforu.com](http://www.sppforu.com)