

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

DATE: January 21, 2010

PAYROLL LETTER #10-003
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: JULY 2010 SCHEDULE 8 REPORTS

This is to notify you that the printed Schedule 8 and Supplementary Schedule 8 reports received from the State Controller's Office each July will no longer print the employees' full Social Security Number. This modification is being done to provide a more comprehensive confidential and secure environment for the employee data. Modifications have been completed to "blank out" the first five digits of the Social Security Number on the printed report. However, the full Social Security Number will remain on the Schedule 8 electronic media files transmitted via File Transfer Protocol (FTP).

If your agency is not yet receiving the Schedule 8 on electronic media and you feel it necessary to have the employees' full Social Security Number, please contact Cheryl Jee at the number listed below to initiate the request to receive the Schedule 8 as electronic media. Please note, the Supplementary Schedule 8 is not available on electronic media.

If you have any questions regarding this Payroll Letter, please contact Cheryl Jee at (916) 324-6283.

LC:CJ:SACS