COMPTROLLER'S MEMORANDUM NO. 1992-6

TO: Heads of Departments

ATTN: Administrative and Fiscal Offices

FROM: Russel S. Nagata, Comptroller

SUBJECT: Revised Payroll Notice Input Form, SAPORM D-99

This is to inform departments that a revised Payroll Notice Input Form, SAPORM D-99 will be implemented on March 1, 1992. The new form is available from DAGS' Pre-Audit Branch currently. The old form may be used only for payroll notices up until March 31, 1992. For any payroll notices after that date, use of the new form is required.

Attached for your information is a sample copy of the revised form with the significant changes described below:

1. Change the instructions to reflect the following:
   a. State the requirement that the original SAPORM D-99 must be submitted to Central Payroll.
   b. State the requirement that the payroll date of the notice must be reflected on the bottom line.

2. Change the approval block to reflect the following:
   a. Omit space for the Comptroller's approval, since the Comptroller's approval of reservation of the payroll date for the notice must have been obtained before this form is submitted.
   b. Include space for the Governor's approval, since there has been a need to have such approval directly on the notice to ensure approval of the exact message to be entered in the payroll system.
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3) Change date of form to March 1, 1992 (REVISED).

Should there be any questions regarding this memorandum, your staff may call Ms. Dona Kang of our Systems Accounting Branch staff at 586-0610.

RUSSEL S. NAGATA
Comptroller

Attachment
## Instructions:
The original of this form must be submitted to Central Payroll after written confirmation by the Comptroller of the reserved payroll date. Print or type payroll notice in the above section in the exact format desired for printing, including spacing and vertical and horizontal alignment. The payroll date must be entered on line 16, beginning at the left margin.

### For Central Payroll Use
- **Reviewed/Approved By:**
- **Input Date:**
- **Processing Date:**

### Governor's Approval (if message is a Governor's message):
- **Governor:**
- **Date:**

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**State Accounting Form D-99**
March 1, 1996 (Revised)