

Classified STRS Member with Vacation Pay

In general, STRS Members do not have vacation pay, however, for Classified Employees who elected to remain in STRS while performing classified duties, vacation earnings would be creditable compensation. All employees in the Job Class must have the same benefits.

A new Addon (VACSTRS) will need to be created in Escape for Classified STRS Members with Vacation Pay. Because Bargaining Unit Agreements are different for all Districts, we will need to work individually with each District.

Please reach out to Helpdesk by sending a ticket to helpdesk@scoe.org for Addon assistance.

To determine if the District has STRS members working in a classified position search in Employee Management with the criteria below:

Go to HR/Payroll – Employment – Employee Management

Search Criteria:

1 – Demographics

Person Type :2 classified

4 – Assignments

Fiscal Year: 2022

9 – Pay Set Up

Retirement as of date: TDY (use Mnemonics for today's)

Retirement Plan Code: STRS

Retire Status Code: 1 {Member}



001 - ABC HR / Payroll - Employment - Employee Management

Search

Go Clear New **★ Favorites**

Search Criteria - Employees

1 - Demographics

Employee Id	
SSN	
Last Name	
Include Previous Last Name	Yes - include in last name search
First Name	
Include Preferred First Name	Yes - include in first name search
SEID State Id	
Person Id	
PERS Member Id	
STRS Member Id	
Employee Ref Number	
Employment Status	
Active Employees	
Employees Only	
Person Type	2 {Classified}
Employment Type	
Birth Date	
Birth Month	
Gender	
Ethnicity	
Race	
Personal Email	
Work Email	
Created By	
Create Date	

2 - Employment

3 - Employment Requirements

4 - Assignments

Fiscal Year	2022 {2021/2022}
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Create a Search Favorite!

1 – Demographics
 Person Type :2 classified

4 – Assignments
 Fiscal Year: 2022

9 – Pay Set Up
 Retirement as of date: TDY
 Retirement Plan Code: STRS
 Retire Status Code: 1 {Member}

Click Go to generate list to review

9 - Pay Setup

Contribution As Of Date	
Contribution Start Date	
Contribution End Date	
Contribution Id	
Contribution Description	
Contribution Vendor	
Deduction As Of Date	
Deduction Start Date	
Deduction End Date	
Deduction Id	
Deduction Description	
Deduction Vendor	
Retirement As Of Date	1/25/2022 {TDY}
Retirement Start Date	
Retirement End Date	
Retire Plan Code	STRS
Retire Status Code	1 {Member}
Retire Plan Option	
Member Type	
STRS Assignment Code	

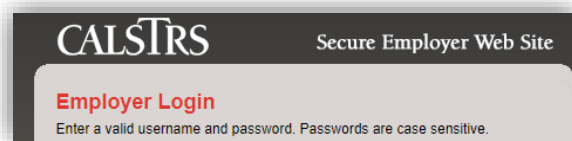
Example List - Classified STRS Members:

A	Last Name	First Name	Pref	Emp Id	Emp Status	Location	Barg Unit	Job Category	Job Class	Pay Cycle	Retirement Plan	Person Type
				9468	EMPLOYEE	700	22 {Classified CSE	22 {Classified CS	2178 {Inst Asst-LSC S	CL1A	DUAL- PERS-Pre 2013	Classified
J				3887	EMPLOYEE	363	22 {Classified CSE	22 {Classified CS	2180 {Inst Asst Specia	CL1A	SINGLE- STRS-Pre 2013	Classified
F				9241	EMPLOYEE	700	22 {Classified CSE	22 {Classified CS	2177 {Inst Asst-TSP S	CL1A	DUAL- PERS (MemberQ	Classified
T				4238	EMPLOYEE	123	22 {Classified CSE	22 {Classified CS	2180 {Inst Asst Specia	CL1A	SINGLE- STRS-Pre 2013	Classified

- Notice the Retirement Plan Column:
 - Dual = Participation in STRS and PERS
 - Single = STRS or PERS only
 - Must determine which retirement is associated with Vacation Pay

Retirement Tab Set Up

- **Retirement Plan:** STRS
- **Member Status:** 1 {Member}
- **Plan Option:** Review in CalSTRS SEW for Member Status
 - If you don't have SEW Login, contact Alli Britton, SCOE Retirement Analyst, abritton@scoe.org
- **STRS Assignment Code:** 57 {Full or Part Time}



Field	Value
Begin Date	7/1/2012
End Date	
Retirement Plan	STRS {STRS}
Member Status	1 {Member}
Plan Option	O {Pre 2013}
PERS Force After Tax	
Primary Plan	Yes
Member Type	{None}
Member Status Date	
Disallow PERS Modification	No
PERS Survivor Benefit	
PERS Work Schedule	
PERS Member Id	
PERS Assignment Begin Date	
PERS Assignment End Date	
STRS Assignment Code	57 {Full or PT - Non YRS}

Addon Tab Set Up

Verify that the Addon is set up as **VACSTRS** {Class Vacation w/STRS}

Begin	End	Addon	Description	Pos #	Rate 1 Amt	Rate 2 Amt	Chg Ben
8/1/2021		SUBD			200.0000	1.0000	Yes
4/1/2021		XTRAHIR2	STRS RETIREMENT		20.6000	1.0000	Yes
2/1/2020		VACSTRS1	STRS RETIREMENT		22.0000	1.0000	Yes

- Only need the Position Number if there are multiple Positions

Dual Retirement

Example Dual Retirement: Primary is PERS, Substitute is STRS

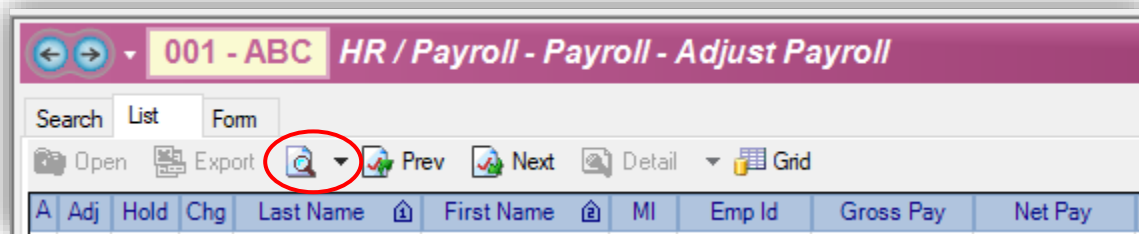
- Plan: Enter Retirement Plan associated with Position

Begin	End	Addon	Description	Pos #	Rate 1 Amt	Rate 2 Amt	Chg Ben	Plan
9/1/2021		SUBD	Sub Teacher		200.0000	1.0000	Yes	STRS
8/1/2021		VAC19311		1261	21.0900	1.0000	Yes	
1/1/2019		XTRAHIRE			21.0900	1.0000	Yes	

STRS Retirement Reporting

Review STRS Retirement Detail and STRS Reported in Adjust Payroll Snapshot.

Go to HR/Payroll – Payroll – Adjust Payroll



- Scroll down to the Retirement Reporting

Example Correct Reporting: Vacation pay rate added with position pay rate

STRS RETIREMENT DETAIL		M	B	Assn	Pay	Earnings
		R		Code	Cd	
	POSITION #1024-13(0)	1		57	3,147.33	1,835.28
	ADD-ON (VACSTRS1) STRS RETIREMENT	1		57	3,147.33	131.81
Retirement Total						1,967.09
STRS REPORTED 2/2022 Regular		M	B	Assn	Pay	Earnings
		R		Code	Cd	
		1		57	3,147.33	1,967.09
Retirement Total						1,967.09

Example Incorrect Reporting: Position and Vacation are Position Pay Rate Only

STRS RETIREMENT DETAIL		M	B	Assn	Pay	Earnings
		R		Code	Cd	
	POSITION #1024-13(0)	1		57	2,936.44	1,835.28
	ADD-ON (VAC19311) Vacation Pay	1		57	2,936.44	131.81
Retirement Total						1,967.09
STRS REPORTED 2/2022 Regular		M	B	Assn	Pay	Earnings
		R		Code	Cd	
		1		57	2,936.44	1,967.09
Retirement Total						1,967.09