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}
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
Example List - Classified STRS Members:

- Notice the Retirement Plan Column:
  o Dual = Participation in STRS and PERS
  o 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
  o If you don’t have SEW Login, contact Alli Britton, SCOE Retirement Analyst, abritton@scoe.org
- **STRS Assignment Code**: 57 {Full or Part Time}
Addon Tab Set Up
Verify that the Addon is set up as **VACSTRS** {Class Vacation w/STRS}

- 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
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

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