

EXTERNAL FISCAL SERVICES

PAYROLL/RETIREMENT

MANUAL

Welcome to our workshop!

Format of External Fiscal Services

Payroll & Retirement Manual:

- Payroll Year-End
- Payroll New Fiscal Year
- Payroll Miscellaneous
- Payroll Taxes
- Manual Payroll
- Retirement
- Escape Retirement Reporting

June Payrolls, page 1

- ★ 3 payrolls for June
- ★ Submit June regular as normal
- ★ Highlight 06/30/2020 July & August prior
 - Snapshot 3 reports but do not submit
 - Send with June Regular payroll but in separate attachments.
- ★ Email to production@scoe.org

Signature Authorization Form,

page 14&16

- ★ Original forms due by July 1st
- ★ Ok to send payroll AV?
- ★ Superintendent approval signature & date
- ★ Use the same form for updates (adding/deleting)

Contracts, Salaries, & MOUs, page 17

★ Send in a separate attachment with the first payroll in July to production@scoe.org

Do send:

- name of employee
- placement on salary schedule
- if annual amount, indicate # of paychecks the annual amount will be spread over
- if hourly, indicate # of days employee will be paid

- Include any additional, monthly pay

Do not send:

- Snapshot of employee's pay in ESCAPE

Payroll Submission Reports,

page 38-39

- ★ Email to production@scoe.org
- ★ CBO/Business Manager signature approval
- ★ New certification page (payroll submitted)

Supplemental

- Certification page & Pay01

Regular

- Certification page & Pay01

Classified Vacation Pay for CalSTRS Election Employee

Page 9-13

- ★ Addon needed for Classified STRS Members with Vacation Pay
- ★ Included are examples of correct and incorrect set up

IC vs Employees

Pages 40-54

- ★ Critical to correctly classify individuals when hired
- ★ AB 5 effective 1/1/2020
 - See Legal Update Memo 25-2019 Dated 9/27/2019

Same Day Meal Allowance

Pages 63-64

- ★ Business Travel that does not meet the "overnight rule", the meal reimbursement deemed employee's living expenses
 - Taxable fringe benefit
 - Payment required to be included in the employee's wages for Federal employment tax purposes.

Retirement Incentives

Pages 65-66

- ★ Considered Wages
- ★ When given a choice of when and how paid, Constructive Receipt Doctrine applies
- ★ The total value is taxable at the time the offer is accepted

Domestic Partners

Pages 70-73

- ★ Taxable fringe benefit
- ★ Registered - not required to be State taxed
- ★ Non-Registered - taxed both Federal and State
- ★ Use Domestic Addon-on throughout the year

DE-4 Military Spouse

Pages 74-76

- ★ For reporting purposes, there should be no State Wages
- ★ Escape set up with snap shots
- ★ Steps on how to zero out the State Subject Gross Wages

Months Working vs Months

Compensated for CalSTRS Reporting

Pages 105

- ★ Contract reads, "shall be paid over 10-months (Aug-May)", but EEs are working in June
- ★ The Class of Employees are not being paid in each pay period in which the service is performed
 - Compensation is creditable for 2% @ 60, but not creditable for 2% @ 62

RETRO PAY

Pages 129-137 & 207-212

- ★ For retirement purposes Certificated and Classified Retro Pay must be paid to the whole group or Class of Employees employed during the stated time-frame in order to be creditable
 - Including terminated employees
- ★ Complete Retroactive Pay Notification form

Sports Coaching Stipend

Pages 195&200-201

- ★ Sports coaching stipends are often based on coaching an undetermined number of hours
 - Not normally reportable for CalPERS purposes

CalPERS Beneficiary Designation & Power of Attorney Forms

Pages 215

- ★ All members to complete a Beneficiary Designation form
 - Ensures payments are made to the individual(s) per member's last wishes
- ★ All members to complete the CalPERS Power of Attorney form
 - Appointed person would be able to make retirement related decisions on the member's behalf

Escape Retirement Reporting

Pages 220-250

★ What's Wrong with this Picture

RETIREMENT: CALSTRS

Pages 90-157

Alli Britton

RECENT CHANGES

- *Mandatory membership for part-timers*
- *New Permissive election form*
- *Permissive form corrections*

NEW RETIREE EARNINGS LIMITS

- The 2020-2021 Earnings Limit for Retirees is \$47,713
- The 2020 calendar year limit for Disability Retirees is \$32,400
- See employer directive 2020-02

CALSTRS TOPICS ARE PAGES 90 TO 157 IN THE MANUAL

Covers many topics such as :

- New employees
- Name changes
- Reduced workload
- Exchange and Sojourn Teachers
- Hiring a STRS Retiree
- Express Benefit Report and Excess Sick Leave
- Retros
- Creditable Compensation
- And more!

COUPLE OF REMINDERS

When hiring any certificated employee Alli needs:

- *An Employee 99 report*
- *Copy of the REAP screen*
- *And the Permissive Election form ES350 (if applicable)*

(pg 90-91)

REPORTS

Every payroll please run a Pay22 error report for STRS errors

(pg 105)

Retirement 01 reports track subs who are close to the 100 day qualification for membership

(pg 2)

THE FUTURE OF THE PENSION SOLUTION PROJECT

Changes in reporting file formats - working with Escape

Changes in reporting codes and rates, etc.

Changes in SEW and REAP

Changes for current STRS Members and employers (More resources!)

Stay up to date with these meetings and your employer directives

Training will be available

RETIREMENT: CALPERS

Pages 158-250

Maria Aguayo

CALPERS LOGIN AND PASSWORD

- ❖ Contact Maria, maquayo@scoe.org
- ❖ For access to MyCalPERS
- ❖ If your password expires
- ❖ If you need assistance logging in

Look up all new and returning classified employees in MyCalPERS

Page 158

EXISTING MEMBERS OF PERS & EMPLOYEES IN QUALIFYING POSITIONS

- ❖ Complete required forms prior to submitting payroll - See Pages 159-168
- ❖ Confirm you are using the most current forms - SCOE Resources
- ❖ Remember: Once a member, always a member unless they term and refund

CALPERS RETIREES

- ❖ *Confirm Retiree has waited 180 days prior to returning*
- ❖ *Submit a Pers enrollment form ASAP - Fees for late enrollment!*
- ❖ *Do not hire a Pers retiree in a permanent position - temp only*
- ❖ *Submit a Pers change form when you're certain they aren't returning*
- ❖ *See Pages 169-182*

REPORTS

- ❖ *Retire09 - PERS Qualifying Report monthly*
- ❖ *Pay22 - PERS Error report each payroll - Page 190*

ADJUSTMENTS TO PAYROLL

- ❖ Review the snapshot in Adjust Payroll EACH time you make a change
- ❖ Confirm Dates, Pay Codes, Pay Rates, Earnings, Contribution Code, Work Schedule Code and Membership.
- ❖ If you're using an "add-on" confirm the retirement section in adjust payroll is correct
- ❖ Call Maria if you have questions, 524-2655

RETROS

- ❖ Please work with IT when using Escape's Retro Payroll process
- ❖ Review the member's Transaction History Detail in CalPERS -
See Pages 207-212
- ❖ Confirm you are using the correct pay rates and dates
- ❖ Check for previous docks, negative adjustments and earnings that may have been forced into overtime. This will create errors and negative earnings for Pers reporting

APPOINTMENT RECONCILIATION

- ❖ Reconcile each month, after payroll is submitted
- ❖ Filter by Payroll Past Due to get current list
- ❖ If there are appointments appearing for terminated/retired employees, send a Pers change form to have appointment ended
- ❖ There is a \$200.00 CalPers fee when districts do not reconcile

Page 194-195