

Sonoma County Office of Education
Business Services

EXTERNAL PAYROLL AND FINANCE UPDATES

DBUG MEETING: *May 26, 2022*

The Google IT/Business Calendar has been updated for 2022-23

- Current Year - Final Accounts Payable Run for 2021-22 is on **06/23/2022**
- Final Cash Deposits – **06/21/2022**
 - **Do not enter deposits between 06/21/2022 and 06/30/2022**
 - *NOTE: Escape allows you to create deposit batches during this time but it causes issues, please wait until the July 1 cash roll to start entering batches again*

May Regular Payroll Date: 05/31/2022

- Absolutely **do not mail payroll** on Friday 5/27/22 or these employees have a chance of receiving checks early
 - If a check is cashed before the payroll date it causes issues at the County Treasury
 - We run the risk of losing the ability to pickup the checks early from the county treasury if this is to happen

Payroll Delivery

- **Starting July 2022** – It will be the responsibility of the LEAs to pick up payroll if the delivery does not fall within your scheduled AV date
 - Please make sure to plan starting in July to pickup your payroll if it will not get to you on time via AV

Signature Authorization Form for 2022-23 due 06/30/2022

- Send original signatures via AV
- If you use a courier company to pickup your items please make sure they are listed on the Signature Authorization form as a valid company to pickup for your LEA
- Signature Authorization form is located at the below link:
 - <https://www.scoe.org/pub/htdocs/fiscal-forms.html>

Summer Schedule Survey – AV planning

- Please make sure to fill out the Summer Schedule Survey if you haven't already
- In order to plan for AV delivery over summer, we need to know when your site might be closed
 - https://docs.google.com/forms/d/1niznw3U6KCNc1_gMdkbgYDWkV5qgmz9s2gEc4zY5aAS0/edit?ts=62867073

Position Account Retros between funds

- If your district is entering a Position Account Retro to change a group of employees pay to a different code please be mindful of the cash deadline
 - Changing accounts to a different fund is when there will be issues
 - The Escape system will let the account retro go through after the cash deadline without any error
 - This could cause balancing issues on our end between the County Treasury and our Escape system

Overtime Addons – (Part time FTE Employees who are members of CalPERS)

(SHARED AT USER GROUP MEETING ON 05/13/22)

Circular Letter No.: 200-211-05

California Public Employees' Retirement System (CalPERS) Government Code Section 20636.1 requires all services rendered up to 40 hours per week be reported for noncertificated school members. Government Code Section 20635.1 indicates that overtime compensation is excluded from reporting. Schools commonly have employees who have a regular work week that is less than 40 hours per week, and these employees are paid at a straight-time, hourly rate for those hours. For any services rendered in excess of their regular work week, they receive an overtime rate of pay. In order to comply with Government Code Section 20636.1, [schools must report this employee to CalPERS for the hours worked over their normal work week, up to 40 hours per week.](#) The work schedule code reported on the CalPERS payroll file for these employees must be 400 if they are reported with an hourly pay rate and 173 if they are reported with a monthly pay rate. Even though the member is being paid an overtime rate, any hours worked between the regular work week and 40 hours per week should be reported to CalPERS at the normal hourly rate that corresponds with the salary schedule for that classification. All earnings for services rendered in excess of 40 hours per week should not be reported to CalPERS.

❖ Addons:

- **OT:** Overtime No Retirement – Time/Half = Not subject to PERS for hours over 40 per week
- **OTHALF:** Overtime No Retirement – Time/Half = .5 of Base not subject to PERS for hours worked under 40 per week, but over 8 hours in one day
- **OTRETIRE:** Overtime Subject to Retirement = 1.0 of Base is subject to PERS up to 40 hours a week

NOTE: OT is any time over 8 hours in a day or 40 hours in a week. PERS Base pay rate must be reported up to 40 hours in a week

Example:

Day Care assistant is .50 FTE, working 4 hours a day or 20 hours a week. They have to stay late two evenings this week, working an additional 5 hours each day. (4 hours per day is additional pay and 1 hour per day is overtime for each day) This brings the total hours for the week to 30 hours, which means that all of the base pay is reportable to CalPERS.

Description	Hourly Rate	Hours Worked	Overtime(Half time)	Total Earnings	Total Earnings Reportable to CalPERS
Assignment hourly	\$ 15.00	20		\$ 300.00	\$ 300.00
Additional Hourly	\$ 15.00	8		\$ 120.00	\$ 120.00
OTRETIRE	\$ 15.00	2		\$ 30.00	\$ 30.00
OTHALF	\$ 7.50		2	\$ 15.00	
Total Earnings		30	2	\$ 465.00	\$ 450.00

Note: Only the base earnings are reported to CalPERS up to 40 hours, which is why only \$450.00 goes to retirement instead of the \$465.00 that includes the “half” piece of the time and a half.

CalPERS Circular Letter 200-028-22 (See attached)

- The State Social Security Administrator (SSSA) will not be issuing the Annual Maintenance Fee invoices for fiscal year 2022-23
- The fees collected during the previous fiscal years have exceeded their targeted amount to fund the anticipated expenditures for the next fiscal year



California Public Employees' Retirement System
P.O. Box 942715 | Sacramento, CA 94229-2715
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442
www.calpers.ca.gov

Announcements

Circular Letter

May 11, 2022

Circular Letter: 200-028-22

Distribution: IV, V, VI, X, XII, XVI

To: Public Employers with an Existing Section 218 Agreement
Subject: State Social Security Administrator Program Funding

Purpose

The purpose of this Circular Letter is to inform you that the State Social Security Administrator (SSSA) will not be issuing the Annual Maintenance Fee invoices for fiscal year 2022-23.

This decision was made because the fees collected during previous fiscal years exceed our targeted amount to fund anticipated expenditures for the next fiscal year.

Background

The SSSA started collecting an Annual Maintenance Fee on July 1, 2019. The purpose of the fee is to fund the SSSA and the services it provides, including:

- Serve as the liaison between Social Security Administration (SSA), the Internal Revenue Service, public entities, and stakeholders
- Process modifications for public entities to provide coverage for their employees
- Maintain Section 218 related records
- Perform education and outreach including monthly webinars about Social Security coverage for public employers
- Conduct the Annual Information Request to ensure tax compliance with respect to Social Security and Medicare withholding for all public entities in California

Additional Information

The SSSA will still send the required Annual Information Request form to gather information related to your employee coverage.

The \$650 contracting fee will not be affected by this decision and will continue to be assessed when an agency establishes a new Section 218 Agreement or amends an existing Section 218 Agreement.

The SSSA will provide future communications once the invoices and respective rates are re-established.

Questions

To learn more, read [Understanding State Social Security Fees](#) located on the CalPERS website.

If you have any questions, email the [SSSA Office](#) or call SSSA directly at (916) 795-0810. You may also call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief
Employer Account Management Division