

Sonoma County Office of Education
Business Services

EXTERNAL PAYROLL AND FINANCE UPDATES
DEBUG MEETING: November 18, 2021

Reminders:

- **Payments over 1 million dollars need to be completed via wire transfer**
 - ❖ Splitting the payment over multiple checks is not allowed in the same AP run
 - ❖ See wire transfer links below:
 - Instructions:
https://www.scoe.org/files/Wire_Transfer_Procedures_for_LEAs_pdf_10_2021.pdf
 - Form: https://www.scoe.org/files/Wirerequest_Revised_10_25_2021-fillable.pdf

- **AV next week (November 23rd & 24th)**
 - ❖ If your regular AV is scheduled for Tuesday or Wednesday, please reply to the google doc sent out by Scott Greenwood last week
 - Please reach out to Scott if you did not get the google document:
sgreenwood@scoe.org
 - ❖ November Regular payroll will be delivered on Monday, **November 29th** – unless your AV usually falls on a Wednesday.
 - If your regularly scheduled AV day is Wednesday and your district/charter is available for AV, the payroll will be delivered Wednesday, **November 24th** ***(Please specify your availability via the google document sent out)***
 - ❖ Please note appointments are still required to pickup and drop off items at SCOE
 - *Exception:* If a district/charter is at SCOE for a meeting/event and needs to pick something up, we can accommodate without an appointment

- **PERS/STRS Retirement - One on One Meetings**
 - ❖ New Payroll/HR employees, or employees who need a refresher on the retirement tab, rules, forms
 - ❖ Highly encourage employees to reach out to Alli and Maria for one on one training regarding retirement

- **W-2 Reporting coming soon – Workshop scheduled for 12/10/2021**
 - ❖ Run Pay31 W-2 Error Report
 - Contact carend@scoe.org and helpdesk@scoe.org to help clear these errors
 - ❖ Please make sure your employees have updated their addresses if they have moved recently

➤ **Earnings Limit 403B for 2021 calendar year**

- ❖ 403B & 457 Plans: **\$19,500**
- ❖ Catch up contributions, individuals age 50 or over: **\$6,500**
 - **Reminder** – There is a way to set up deduction limits in Escape. If your district is not utilizing this function please contact helpdesk@scoe.org to set this up
 - Run Pay34 report if your district is not set up with these earnings limits to make sure no employee goes over the limit for the calendar year

➤ **Employee Overpayments**

- ❖ SCOE Business Services and SCOE IT will be instituting a new procedure to better capture accurate W-2 Reporting
- ❖ The practice has been that employee overpayments are entered into payroll or system generated if the assignment is overpaid. This is then verified for accuracy and the negative net pay is zeroed out using the Repay deduction code. (9213 Object Accounts Receivable)
- ❖ When an overpayment is not recovered from the employee in the same calendar year, this can create inaccurate W-2 reporting with earnings being understated.
- ❖ When your district/charter has an employee overpayment, it will need to be reviewed case by case on how the situation needs to be handled.
- ❖ Please contact carend@scoe.org or helpdesk@scoe.org for any assistance you might need with this process