Scenario - 1

• You have an employee whose regular assignment is a Classified IA, PERS Member.

• They have the Certificated Teaching Credential and work as a Substitute Teacher.

• Consider the following:
  • Do you need to offer them the opportunity to elect into STRS? If so what form would you provide? Is there a timing factor?
  • How would you set them up in Payroll? Could this be considered DUAL retirement?
  • Be sure to look at addons.
### Dual Retirement

**Adams, Charles D (2933) 4105 - Status: EM**

**Type:** 1 (Certificated)  
**Pay Cycle:** CES  
**Ret:** STRS-Pre 2013 (Member[Y]) - FT

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**Adams, Charles D (2933) 4105 - Status: EM**

**Type:** 1 (Certificated)  
**Pay Cycle:** CES  
**Ret:** STRS-Pre 2013 (Member[Y]) - FT

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Scenario - 2

- A Retired Teacher is returning to be a substitute teacher.
  - Is this allowed?
  - Pick a teacher to end their assignment as of 4/30/16
  - Change them to retiree and sub status
  - Pay them on the next Supplemental Payroll
  - Review the snapshot for STRS Reporting
Retiree - Setup

Review every Tab when change in status
### CES #10 - Certified Supplemental

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#### Retirement and Benefits

- **Pay Period**: 04/01/16 - 04/30/16 on 05/10/16
- **Status**: Future
- **(Last Final Computed CEOA/# - Ending 03/31/16 on 03/31/16)**
- **FTE**: 1.00000
- **Benefit FTE**: 1.00000
- **SS#**: ###-##-0707
- **Empd**: 000079
- **Approved**: TLEHMANN, 4/7/16 4:32 pm
- **Bargaining Unit**: IT

#### STRS Retirement Detail

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**Retirement Total**: 800.00

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**Employer Contributions**: 64.38

### CES #11 - Certified Supplemental

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#### Retirement and Benefits

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- **Status**: Future
- **(Last Final Computed CEOA/# - Ending 03/31/16 on 03/31/16)**
- **FTE**: 0.00000
- **Benefit FTE**: 0.00000
- **SS#**: ###-##-0707
- **Empd**: 000079
- **Approved**: TLEHMANN, 4/7/16 4:34 pm
- **Bargaining Unit**: IT

#### STRS Retirement Detail

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**Retirement Total**: 600.00

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**Employer Contributions**: 0.00

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**Which STRS Assignment code is correct for a retiree?**
Scenario - 3

• A Classified PERS Member works 6 hrs per day, but also worked at the game on Friday night for 4 hours.
• How many hours would be over time?
• How would this be reported to PERS?
• Review snapshot to see if PERS Reporting correctly
**McNamee, Kimberly K (001996) 6203, FTE 0.00000, Gross 88.90 Net 60.59**

PPR 17.78 {Hourly}, Hours: 0.00, Ret PERS-Pre 2013 (Member), PPC: CL1A, Pay Dt: 5/10/2016 (2016, CLS #1)

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**Pay99**

**Employee Payroll Snapshot**

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<tr>
<td>Address</td>
<td>710 English Street #5</td>
</tr>
<tr>
<td>City</td>
<td>PETALUMA, CA 94952</td>
</tr>
<tr>
<td>Pay Check</td>
<td>362 - PETALUMA HIGH SCHOOL</td>
</tr>
<tr>
<td>Time Sheet Site</td>
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<table>
<thead>
<tr>
<th>Service Period</th>
<th>Pay Cd</th>
<th>Pay Rate</th>
<th>Earnings</th>
<th>Overtime</th>
<th>Contributions</th>
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</thead>
<tbody>
<tr>
<td>T</td>
<td>Cd</td>
<td>Amount</td>
<td>Work Sched</td>
<td>M</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Code</td>
<td></td>
<td></td>
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<tr>
<td>ADJUST (OTNPER) Overtime PERS</td>
<td>4 16 0 4</td>
<td>17.78</td>
<td>35.56</td>
<td>71.12</td>
<td>4.21</td>
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<tr>
<td>ADJUST (XTRAHR) Extra Hours</td>
<td>4 16 0 4</td>
<td>17.78</td>
<td>35.56</td>
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</table>

**Subject Gross**

Total: 71.12