



Santa Clara County Office of Education

Charles Weis, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-014

Date: July 20, 2011

To: District Fiscal Directors
District Payroll and HR Directors and Managers

From: Cathy McKim

Re: STRS Retirement Error Identification and Correction – Dependent Districts

Districts within Santa Clara County who Process Payroll Via The SCCOE-QSS Business System

This is a reminder that all STRS retirement information, including Charter School data must be processed via the F496 Prelist process. District payroll staff must upload the F496 retirement edits report to the STRS retirement system (SEW) and correct all errors identified by SEW. Payroll will be locked after the Districts submit an error free F496 report to their respective District Business and Advisory Services (DBAS) service teams. This report must be signed by the authorized signer of the District and should include the payroll contact name and phone number of the person(s) that will be available to answer questions, if needed. DBAS will confirm that there are no additional errors. Once confirmed, the District will be ready for payroll processing.

If errors are detected, DBAS will work with the designated payroll staff to make the required corrections. Since payroll can not be released until all errors are cleared; it is imperative that District staff be available to clear any errors within the time allotted.

For background information and instructions for this process, please see the Retirement Error Identification and Correction Informative Bulletin # 11-045 posted at the following link:
http://www.sccoe.org/docs/DBASBulletins/11-045-DBAS%20Bulleting-F496_0.5602075.pdf

Separate instructions will be provided for Fiscally Accountable Districts within Santa Clara County who submit Retirement Information via Data Files

Please share this information as deemed appropriate.