



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

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

Bulletin: 12-015

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

Fiscally Accountable Districts within Santa Clara County who Submit Retirement Information via Data Files

Effective September 1, 2011, all STRS retirement information must be submitted error free. This will include Charter School retirement data that is currently being included in your submission files.

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. 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, your District will be notified to make the required corrections and resubmit your file. Since STRS files cannot be submitted with errors, it is critical that all errors be corrected within the time allotted.

For background information and instructions for this process, please see the Appendix B in 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 to Districts within Santa Clara County who Process Payroll via the SCCOE-QSS Business System

Please share this information as deemed appropriate.