



## 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: 12-070

Date: November 23, 2011

To: District Payroll and Human Resource Directors and Managers  
District Fiscal Directors

From: Cathy McKim District Business & Advisory Services  
Cindy Buck Technology Services Branch

Re: Reported Payroll Deduction Discrepancies  
Use Additional Caution During Payroll Processing

---

Please be aware that several payroll deduction discrepancies have been reported. All of the reported items have been isolated to the Payroll Deduction (PD) screens and are detailed in the following pages.

District Business & Advisory Services (DBAS) and the Technology Services Branch (TSB) are working collaboratively to investigate and resolve these issues; however, we want to communicate the reported problems and advise you to take additional precautions before releasing future payrolls for processing.

Please share this information as deemed appropriate.



## 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: 12-070

- Deductions identified as percentage based will be calculated as flat amounts because the code for percentage has disappeared. In QSS, employee and employer deductions can be set up as flat amounts (“ ”), percentages (“P” or “G”) or declining balances (“D”) by setting a code in the type (T) column on the PD screen.

DBAS identified 15 employee garnishments where the “G” code disappeared and without correction would have calculated as a flat dollar amount. DBAS has manually reviewed and corrected all affected garnishment deductions and TSB has reported the problem to QSS for further advice. Districts are being asked to cautiously review their employee/employer deductions to make sure that any percentage based deductions such as union dues are set up as expected.

- One-time deductions would remain on the payroll deduction screen after the deduction has been completed. In QSS, employee and employer deductions can be set up to be deducted one time (“1”), multiple times (“2”-“9”), or during every payroll run (“12” or “26”) by coding deduction schedule (DS) appropriately. During the payroll processing update all DS codes that are not coded to be deducted during every payroll run are automatically set to decline by one number, with one time deductions being removed completely.

The problem was identified and the software has been corrected. The one time deductions in question were manually removed and the eight districts affected were notified. DBAS and TSB continue to analyze the deductions that were setup to be deducted multiple times and when identified, will update the deduction schedule appropriately and notify the districts affected.



## 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: 12-070

- It appears that during the September end of month payroll, some employee/employer deductions were arbitrarily skipped. In QSS, the employee deduction (PD) screen has the ability to designate a beginning and ending date that are specific to each deduction. Somehow, these dates were randomly set to 00/00/0000. During the processing of payroll, the deductions that had the erroneous dates were skipped.

The problem has been identified and the software has been corrected. DBAS and TSB continue to identify any prior month's deductions that may have been skipped in the manner described above and will notify the districts that may have been affected.