



District Business & Advisory Services

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Bulletin: 18-028B

Date: June 15, 2018

To: District Chief Business Officers
District Fiscal Directors
District Personnel and Payroll Directors

From: Nghia Do, District Business Advisor

Re: **Important Update:** Fiscal Year 2018-19 Pay Types for Out-of-Class Appointment and Temporary Upgrade Pay

The purpose of this bulletin is to inform districts that the following pay type has been added in the QCC Master File to use for reporting special compensation to California Public Employees' Retirement System (CalPERS).

- TUP = Temporary Upgrade Pay

Action Required:

- On July 11, 2018, the Technology Services Branch Operations (TSB Operations) will perform a mass update to replace pay type OUT to pay type TUP in the QCC pay line (PR) screen
- Starting Fiscal Year 2018-19, Districts should use the pay types TUP and OUT/OUTN for the purpose of tracking and reporting to CalPERS:
 - ✓ Use pay type TUP for reporting special compensation Temporary Upgrade Pay
 - ✓ Use pay types OUT/OUTN for reporting out-of-class appointment that is limited to 960 hours each fiscal year. Please note that the pay type OUTN is a normal-like pay type that is used for benefit posting, but not for encumbering.

Please distribute this memo within your District as deemed appropriate.