



## District Business and Advisory Services

Bulletin: 23-007

Date: September 28, 2022

To: District Chief Business Officers  
 District Fiscal Directors  
 District Human Resource and Payroll Managers  
 Charter School Administrators

From: Susan Ady, Director - District Business Services  
 Nghia Do, Advisor - District Business Services

Re: **Action Required: Refund of Fiscal Year 2021-22 California State Teachers' Retirement System (CalSTRS) Excess Contributions**

The District Business and Advisory Services (DBAS) has now received the CalSTRS refunds for excess contributions made during FY 2021-22. Attached is a listing, by district, of excess employer and member contributions as determined by CalSTRS.

Excess contributions commonly occur when a member works for more than one employer or performs extra duties above the contracted days or hours, accumulating service credit in excess of one year. The service credit and contributions in excess of one year cannot be reported in the CalSTRS Defined Benefit (DB) program. These excess contributions and service credit are reported in the Defined Benefit Supplement (DBS) program at contribution rates which are lower than that of the Defined Benefit Plan. Therefore, earnings transferred from DB to DBS accounts result in an overpayment of employer and employee contributions. The table below illustrates the difference between the DB and DBS contribution rates for FY 2021-22.

FY 2021-22	DB Contribution Rate	DBS Contribution Rate	Difference (Excess)
<b>Employer</b>	16.9200%	8.2500%	8.6700%
<b>2% @ 60 Members</b>	10.2500%	8.0000%	2.2500%
<b>2% @ 62 Members</b>	10.2050%	9.0000%	1.2050%

CalSTRS has already notified members who should receive a refund of excess contributions by listing the refund as a separate line item in the member's annual statement.

In accordance with the attached report, DBAS has processed the return of excess employer and employee contributions that is due to each school district. For each district, funds were transferred to the following fund-object:

- Dependent school districts: 010-9920
- County Office of Education: 800-9920
- Fiscally Accountable/Independent school districts: 010-9920
- Charter schools: payments were made through Automated Clearing House (ACH)

The refund of the FY 2021-22 employer contribution expenditures should be accounted for as revenue in the current fiscal year (California State Accounting Manual (CSAM) Procedure 560). Districts will be responsible for re-classifying the refund of the employer contributions to an appropriate revenue object code.

**Actions Required by Districts:**

For active employees, the refund should be processed as a negative amount in the deduction (PD) screen using [Vol-Ded code 8113 STRS PRIOR PERIOD ADJUSTMENT](#).

For terminated employees, the refunds should be processed by setting up a “penny pay line” for each former employee as follows:

- Create a penny (.01) pay line using [Stat-Ded NNNN](#) and [AC-P-C code 00-0-0](#)
- Select ‘[Y – Yes, one time](#)’ for the option ‘[OK to pay?](#)’ in Termination (TE) screen
- Use [Vol-Ded code 8113 ADD STRS PRIOR PERIOD ADJUSTMENT](#) with a negative refund amount in the Employee column in the deduction (PD) screen
- Use [Vol-Ded code 7308 MISC. COLLECTIONS/REFUNDS](#) to collect a penny (.01) from the penny (.01) pay line. This penny (.01) may be posted to fund 010 object 9946 in the District’s ledger (Optional)

**Important: Districts must refund ONLY the excess member contributions for both active and terminated employees by December 12, 2022.**

Districts can choose to process employee refunds on their own or authorize their DBAS accounting specialist to perform a mass upload of refunds to the employees’ QCC PD screen. Please contact your DBAS accounting specialist for any further instructions or support on how to perform a mass upload of refunds.

Whether processing refunds on your own or by authorization to your DBAS accounting specialist for support in making a mass upload of refunds to the employees’ PD screen, districts must perform:

- The establishment of the “penny pay line” for terminated employees.
- The reconciliation between the voluntary deduction report for Vol-Ded code 8113 and the detailed spreadsheet of the CalSTRS refund received from DBAS to avoid any over/under refunded amounts to the employees.

Refunds will be listed as a negative amount and displayed as “STRS PRIOR PERIOD ADJUSTM” on the employee’s paystub.

DEDUCTIONS	TAX DEFERRED	EMPLOYER	EMPLOYEE
FEDERAL TAX			335.27
STATE TAX			164.20
MEDICARE		126.11	126.11
STRS	Y	1,380.30	980.47
UNEMPLOYMENT INSURANCE		4.35	
WORKER’S COMP. INSURANCE		144.90	
STATUTORY DEDUCTION TOTAL		1,655.66	1,606.05
<b>ADD STRS PRIOR PERIOD ADJUSTM</b>	Y		<b>-54.89</b>
MED1 CAL PERS	Y		868.13
DUE MT HAMILTON CTA/NEA			117.80
EYE VISION SERVICE PLAN		15.31	
DEN DELTA DENTAL/CE #6178		155.05	
MED CAL PERS		1,706.00	
DFR DEFERRED PAY WITHHOLD			1,155.56
VOLUNTARY DEDUCTION TOTAL		1,876.36	2,086.60

*Please distribute this memo within your District as deemed appropriate.*

**FY2021-22 SUMMARY OF STRS EXCESS CONTRIBUTIONS - DEPENDENT**

<b>Report Unit Number</b>	<b>Report Unit Name</b>	<b>Excess Member Contributions</b>	<b>Excess Employer Contributions</b>	<b>Total Contributions</b>
43104	ALUM ROCK UNION ELEMENTARY SD	37,084.39	166,797.72	203,882.11
43107	BERRYESSA UNION ELEMENTARY SD	13,394.87	57,733.48	71,128.35
43108	CAMBRIAN SD	9,059.23	39,309.83	48,369.06
43109	CAMPBELL UNION ELEMENTARY SD	8,888.06	40,291.46	49,179.52
43112	EVERGREEN ELEMENTARY SD	31,700.21	136,243.56	167,943.77
43113	FRANKLIN-MCKINLEY ELEMENTARY SD	19,901.79	90,265.39	110,167.18
43117	LAKESIDE JOINT SD	84.53	570.38	654.91
43119	LOMA PRIETA JOINT UNION ELEMENTARY SD	399.41	1,621.51	2,020.92
43120	LOS ALTOS ELEMENTARY SD	6,282.43	30,606.98	36,889.41
43121	LOS GATOS UNION ELEMENTARY SD	11,155.01	45,901.08	57,056.09
43122	LUTHER BURBANK SD	1,822.73	7,129.56	8,952.29
43126	MORELAND ELEMENTARY SD	(3,289.48)	(10,389.69)	(13,679.17)
43128	MOUNT PLEASANT SD	4,573.51	20,675.55	25,249.06
43129	MOUNTAIN VIEW WHISMAN SD	5,717.29	27,522.94	33,240.23
43130	OAK GROVE ELEMENTARY SD	18,893.86	82,119.67	101,013.53
43131	ORCHARD ELEMENTARY SD	2,544.70	12,933.74	15,478.44
43136	SARATOGA UNION ELEMENTARY SD	7,782.82	31,531.66	39,314.48
43137	SUNNYVALE SD	20,107.65	92,474.41	112,582.06
43139	UNION ELEMENTARY SD	8,386.42	38,962.90	47,349.32
43151	CAMPBELL UNION HIGH SD	61,880.68	272,289.80	334,170.48
43153	FREMONT UNION HIGH SD	62,665.92	263,263.32	325,929.24
43156	LOS GATOS-SARATOGA JOIN UNION HIGH SD	18,535.86	73,727.39	92,263.25
43157	MOUNTAIN VIEW-LOS ALTOS UNION HIGH SD	37,885.49	159,154.70	197,040.19
43162	METROPOLITAN EDUCATION DISTRICT	1,536.77	7,852.20	9,388.97
43163	NORTH COUNT REGIONAL OCCUPATIONAL PROGRAM	26.98	122.67	149.65
43181	PALO ALTO UNIFIED SD	63,869.60	277,065.65	340,935.25
43183	GILROY UNIFIED SD	71,735.80	314,208.34	385,944.14
43184	MORGAN HILL UNIFIED SD	23,978.09	105,598.36	129,576.45
43185	MILPITAS UNIFIED SD	51,316.41	240,367.51	291,683.92
43188	SANTA CLARA UNIFIED SD	93,723.64	406,834.41	500,558.05
43190	SANTA CLARA COE	74,559.83	308,442.94	383,002.77
	<b>TOTAL</b>	<b>766,204.50</b>	<b>3,341,229.42</b>	<b>4,107,433.92</b>

**FY2021-22 SUMMARY OF STRS EXCESS CONTRIBUTIONS - FISCALLY ACCOUNTABLE/INDEPENDENT**

<b>Report Unit Number</b>	<b>Report Unit Name</b>	<b>Excess Member Contributions</b>	<b>Excess Employer Contributions</b>	<b>Total Contributions</b>
43152	EAST SIDE UNION HIGH SD	186,818.86	816,907.94	1,003,726.80
43171	FOOTHILL DE ANZA CCD	224,502.18	916,063.08	1,140,565.26
43172	GAVILAN JOINT CCD	36,081.20	156,028.23	192,109.43
43175	WEST VALLEY-MISSION CCD	5,795.96	22,333.79	28,129.75
43176	SAN JOSE EVERGREEN CCD	143,245.84	592,670.82	735,916.66
43182	SAN JOSE UNIFIED SD	161,397.70	712,857.44	874,255.14
<b>TOTAL</b>		<b>757,841.74</b>	<b>3,216,861.30</b>	<b>3,974,703.04</b>

**FY2021-22 SUMMARY OF STRS EXCESS CONTRIBUTIONS - CHARTER SCHOOLS**

<b>Report Unit Number</b>	<b>Report Unit Name</b>	<b>Excess Member Contributions</b>	<b>Excess Employer Contributions</b>	<b>Total Contributions</b>
43105	VOICES MORGAN HILL	35.47	255.12	290.59
43106	VOICES MOUNT PLEASANT	-	-	-
43141	BULLIS CHARTER	7,112.44	36,722.31	43,834.75
43143	CHARTER OF MORGAN HILL	9.64	37.13	46.77
43146	DISCOVERY CHARTER	1,725.24	8,656.15	10,381.39
43147	ROCKETSHIP MATEO SHEEDY ELEMENTARY	6,681.15	46,631.15	53,312.30
43148	UNIVERSITY PREPARATORY ACADEMY CHARTER	4,321.21	23,342.24	27,663.45
43149	VOICES COLLEGE-BOUND ACADEMY	29.43	211.79	241.22
43158	GILROY PREP SCHOOL	29.00	210.54	239.54
43159	CORNERSTONE ACADEMY PREPARATORY	678.96	4,270.16	4,949.12
43160	SUMMIT PUBLIC SCHOOL: TAHOMA	457.43	2,983.10	3,440.53
43167	ROCKETSHIP MOSAIC ELEMENTARY	1,446.84	10,011.09	11,457.93
43169	SUMMIT PUBLIC SCHOOL: DENALI	223.64	1,230.71	1,454.35
43186	DOWNTOWN COLLEGE PREP-SAN JOSE USD	2,202.60	13,891.31	16,093.91
43187	DOWNTOWN COLLEGE PREP-ALUM ROCK SD	2,411.79	13,216.15	15,627.94
43240	ACE CHARTER	2,966.15	17,035.56	20,001.71
43252	THE FOUNDATION FOR HISPANIC EDUCATION	2,632.50	12,523.27	15,155.77
43282	SUNRISE MIDDLE SCHOOL	1,291.87	7,297.47	8,589.34
43352	SAN JOSE CONSERVATION CORPS	22.82	97.33	120.15
43452	ESCUELA POPULAR ACCELERATED FAMILY LEARNING SCHOOL	829.60	4,049.61	4,879.21
<b>TOTAL</b>		<b>35,107.78</b>	<b>202,672.19</b>	<b>237,779.97</b>