Santa Clara County Office of Education

Xavier De La Torre, Ed.D.
County Superintendent of Schools

Item	Notes
Welcome and Introductions – Pat Miklica, Cathy McKim and All	
1. DBAS update –	
a. CalSTRS- Joyce	
i. Penalty and Invoice Process	
ii. STRS "Defined Benefit Request for Adjustment Form"	
iii. Multiple File Transmission Process Begins	
iv. Fiscally Accountable District's & Community Colleges Pilot-Submission to STRS	
b. CalPERS- Joyce	
i. Pre-Payroll Audit	
ii. 10-11 Month Reporting (equal payments)	
iii. Summer Work- Payment within the timelines (i.e. August work cannot be held until September EOM payroll)	
iv. Time Cards (specific guidance on prior period designation)	
v. Fiscally Accountable District's – Submit directly to PERS	
c. Payroll Items- Discussion	
i. Pay Schedule Discussion – Tami Camarena	
ii. W4 Screen- Pay Code Field is blank –	
d. Pension Reform- Summary Discussion- Cathy	
e. Healthcare Reform – Update- Cathy	
i. Vol ded Ranges: 2511-2913(Den), 6511-6999(Med), 4511-4518, 4901-4908 (Eye)	
f. Miscellaneous Questions/Concerns	

Item	Notes
2. TSB Update	
a. Security Template	
b. QCC Rollout – Status Update	
3. Miscellaneous Questions and Concerns - All	
4. Upcoming Meetings in 2012-13 – All	
a. Tuesday, January 15, 2013 – Milpitas room	
b. Wednesday, March 13, 2013 – Gilroy room	
c. Thursday, May 16, 2013 – Milpitas room	

Payroll User Group

October 16, 2012 Meeting Minutes

Note: The items in the minutes refer to the specific numbered agenda items.

1. A total of 29 districts were represented at this meeting.

2. Joyce Shen presented an overview of the retirement system process changes.

    a. CalSTRS Changes
        i. Penalty and Invoice Process – Joyce explained that the penalties received will be charged to each district right away. To delay could mean additional interest to the district. The district can still object to these charges and can do so after the fact. She also said that so far, these charges pertain to either Late Reports or Late Contributions remitted.

            Action – DBAS will send a minimally standard explanation to the district Financial staff when posting these penalty charges and request that they check with the Payroll staff to obtain the details.

            The Payroll staff can log on to the **Contribution Account Portal** in **SEW** to obtain the details by employee of these errors and the charges. If the report was late, they can see the number of days it was late. This information should clarify why the charge is being assessed. Joyce stated that the allowed reporting timeline for parttime employees to STRS is 75 days.

            In SEW; the **Contribution Account Portal** is a bit unstable which could affect the information obtained through it. However, a more stable link is **Penalty Assessment and Dispute Management**. This link offers the ability to find the details of the errors. Once you find your invoice, you can export it to download to Excel.

            TF for stale-dated checks – These are received by the district Budget/Financial staff. Should these employees have access to SEW? Districts were asking DBAS for some general directions to be sent to their district on this issue.

            Action – DBAS will review this process with the group at the next Fiscal Directors' roundtable meeting.

            Districts were asking if the employee should be charged for these fees. At this point, no since they are due to late report submission.
            Action – DBAS will be sending out instructions on this new process and SEW system accessibility to the districts.

            Important - Districts will have 60 days to submit and make these report adjustments. Keep in mind that they are **very** time sensitive.

Action – Since there have been many recent changes and requirements, DBAS will discuss this issue with the group at the next Fiscal Directors' roundtable meeting.

These corrections must be done on the 10th or end-of-month payrolls. Can they be done on the manual warrant payrolls also?

Action – Cathy McKim will verify if these corrections can be done on the manual warrant payrolls.

   ii. Defined Benefit Request for Adjustment – This form is sent to districts telling them they have 60 days to make these corrections. Typically they refer to historical lines. The employees should be charged for these transactions, if possible.

  iii. Multiple Submissions – The first STRS report submitted is from the end-of-month payroll. Any additional reports need to be submitted as supplemental. This will alleviate additional errors due to files not yet submitted. After the 10th payroll is processed, no more "partial" reports should be submitted. Instead, just partial supplemental reports will be accepted.

  iv. Fiscally Accountable Districts and Community Colleges Pilot – Starting in November, community colleges and independent districts will begin submitting their data to STRS individually.

b. CalPERS Changes
   i. Pre-Payroll Audit – Districts shared that they are performing their pre-payroll audit to verify the accuracy of their data.
  ii. 10- versus 11-month Employees - If a salaried classified employee works some days in August and continues working through June, it would be best to set them up as an 11-month employee. Also, remember that the monthly pay rate is always based on 100%, 8-hour day.
  iii. Summer Work - For PERS members, summer work for classified employees is reportable. August summer work must be paid no later than on the September 10th payroll.
  iv. Time Cards – paying part time employees. If the district pay periods straddle 2 months, they need to make appropriate changes to pay current time in that month and the prior month coded as prior. This is not a PERS requirement now, but we need to make appropriate changes so we are ready when it does become one.
  v. Fiscally Accountable Districts – PERS will be allowing independent and independent community college districts to submit their data directly to PERS.
  vi. Miscellaneous Concerns –
     1. PERS retirees can work up to 960 hours per fiscal year. More AC-P-C codes will be added to the system to enable the retirees' post retirement earnings to be reported to PERS.
     2. Non-member reporting – For hourly substitutes, working 1,000 hours at multiple districts qualifies them for membership. PERS is expanding their ability to capture these employees who qualify for membership. Also, TSB is working with QSS to create a way to track this cross-district information.
     3.
     Note: On the Credential Screen in QSS/QCC, if an employee works at multiple districts, that information is displayed for both CL and CE employees.

Action - If a district is notified that contributions are due to either STRS or PERS for employees who have resigned and still working in the county at other districts, would it be possible to for them to collect those contributions for the former district?   Cathy McKim will bring this concern to the next Fiscal Directors' roundtable meeting.

   c. Payroll Items
- i. <u>Pay Schedules Changes</u> – Some of the pay schedules from the end-of-month will be modified for use on the 10th-of-month payroll. They will be linked to all districts.
- ii. <u>Blank Pay Code Field</u> – It was brought to DBAS' attention that some districts have blank pay code fields on the W4 screen. When this occurs, a message will appear from the Payroll edits so district staff can make those corrections.

3. Pension Reform
   a. Cathy McKim compiled a comprehensive summary document of all the legislation that will affect both PERS and STRS members and retirees. This document will be sent along with these minutes for your review.

4. Healthcare Reform
   a. Cathy McKim shared that the medical benefit amounts will appear on the 2012 W2. No changes are required by the districts for this information to appear. DBAS will verify this data will display correctly by reviewing the 2011 W2 information.

5. TSB Update- See attached Update
   a. Document Management Systems
   b. Employee Self Service
   c. QCC Migration

6. The next Payroll User Group meetings will be on:

   a. Tuesday, January 15, 2013 – at SCCOE, Milpitas room
   b. Wednesday, March 13, 2013 – at SCCOE, Gilroy room
   c. Thursday, May 16, 2013 – at SCCOE, Milpitas room

_____	**Payroll Manager**	**09/10/2012**
Employer Signature	**Title**	**Date**
Pat Miklica	**408-453-6783**	**408-453-6751**
Printed Name	**Daytime Phone**	**FAX**

SANTA CLARA COUNTY OFFICE OF EDUCATION

Payroll User Group Meeting

DATE: 10/16/2012
TIME: 10:00-12:00
PLACE: Board Room

#	District Name	Name	E-MAIL
1.	MRSD	Laura Nolan	nolan @ mpesd.org
2.	MVWSD	Catherin Ng	
3.	LGUSD	Jesse Vela Sauer	
4.	MVSD	Que Pham	
5.	"	Sally Ouyang	
6.	Metro Ed	Sue Butler	
7.	Metro Ed	Julia Yu	
8.	FUHSD	Bob Gilbert	
9.	TSB-SCCOE	Mara Zequeira	
10.	FMSD	Vivian Nguyen	
11.	PAUSD	Becky Blake	
12.	HESD	Lisa Wymn	
13.	SBAS	Leigh Agure	
14.	DBAS	Sharon Osterto	
15.	Payroll CUSD	Pamela Nolan	
16.	SCCOE-PRL	Pat Mikulica	
17.	CUSD	Jeanine Villagco	
18.	WJMCCD	Paki Sadri	
19.	FMSD	Melissa Dumlao	
20.	SCCOE	Emanuel Cardenas	

#	District Name	Name	E-MAIL
21.	SCCOE	Laurie Shell	
22.	Sunnyvale	Cathie Plerney	
23.	Sunnyvale	Brenda Ortega	
24.	Ngu Nguyen	Evergreen	
25.	Jean Lian	Moreland	
26.	SCCOE	Kara Simenros	
27.	LASD	Laurie Gubilla	
28.	USD	Ana Leung	
29.	USD	Andee McRal	
30.	SBHPD	Kim Faraon	
31.	Union	Mary Barbara	
32.	Campbell USD	Maria King	
33.	Gilroy USD	Marianne Imlen	
34.	Gilroy USD	Robin Amakham	
35.	Orchard SD	Irma Nunez	
36.	Orchard SD	Danielle Cardinas	
37.	ASIUSD	Bridget Garnet	
38.	San Benito	Gonzalez	
39.	SCCOE	Laila Cabrera	
40.	SCCOE	Cindy Patterson	

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#	District Name	Name	E-MAIL
41.	Jeannette Edward	Jeannette Edward	
42.	Oak Grove	Corin Amielesu	
43.	Oak Grove	Helen Shu	
44.	"	Kelly Ng	
45.	Milpitas	Lulu Macagagal	
46.	Fulton	Leilani Tosibio	
47.	SCUSD	Lucia Visitacion	
48.	SCUSD	Julie Bennett please add →	
49.	SCUSD	Danielle WWES	jbennette@scusd.net
50.	MNUSD	Sheila Maes	
51.	NCSUSD		
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