CORRECTION TO STRS ERRORS (PAY-W060)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction is applied to communicate to the retirement team about STRs errors and how to correct the errors.

2.0 RESPONSIBILITY:

2.1 Lead Payroll Technician

2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

_____   _____
Signature   Date

3.1 Supervisor IV, Payroll Services

4.0 DEFINITIONS:

4.1 STRS errors can occur in various ways. Often errors are communicated to the retirement team through the Sacramento County Office of Education (SCOE), State Teachers Retirement System (STRS), and/or directly from an employee. Various methods are used to forward the errors to the retirement team. When we notified of any error(s) the retirement team needs to research them and make the corrections as deemed necessary.

5.0 WORK INSTRUCTION:

5.1 How errors are communicated to the retirement team:

5.1.1 State Teachers Retirement System

5.1.1.1 Written correspondence from the CalSTRS Actuarial & Employer services Division with Payroll Detail Information printouts attached

5.1.1.2 STRS - Request for Adjustment (EO756)

5.1.1.3 Phone calls

5.1.2 Sacramento County Office of Education

5.1.2.1 Monthly Memorandums generated right after the review of a Monthly STRS Report

5.1.2.2 Written correspondence, i.e. copy of a Member Annual Statement of Account STRS information record with corresponding notes, or copies of a STRS report with corresponding notes

5.1.2.3 Phone calls

5.1.2.4 E-mails

5.1.3 SCUSD employee

5.1.3.1 Written correspondence

5.1.3.2 Phone calls

5.2 Research the error

5.2.1 Review the Employee Payroll Snapshot (ref. Monthly STRS Report procedure)

5.2.2 Review the employee's Personnel Tracking Record (ref. Monthly STRS Report procedure)

5.2.3 Pull a STRS Accumulated History Report for the employee – When in Escape in the Payroll module and the correct person's name is highlighted, Hit <Ctrl H> and enter dates for history, i.e., 01/01/01 – 12/31/01.

5.3 Enter the correction(s) in Escape

5.3.1 If the employee is no longer on an active pay cycle enter a RETONLY Add-on first (ref. RETONLY Add-on procedure)

5.3.2 In Escape hit Enter on Modules

5.3.3 Hit Enter on Payroll

5.3.4 Hit Enter on Pay Cycle

5.3.5 Hit the F10 key

5.3.6 Enter the employees' social security number and hit Enter

5.3.7 When the name is highlighted, hit Enter

5.3.8 Verify that you are in the correct pay cycle and pay period

5.3.9 Hit the plus sign to move to the next pay period and hit the minus sign to go to the previous pay period, as required

5.3.10 Once you are in the correct pay cycle, hit Enter on the employee's name

5.3.11 In the Payroll Employee Detail Screen enter the following fields:

5.3.11.1 Add'l – Enter RETONLY

5.3.11.2 Description – Enter a brief description, i.e. Refund Due Emp Rtd

5.3.11.3 Eff Dt – Enter the effective date. If you are backing out or making a correction to an entry that was already reported to STRS, the effective date must match the dates of the original entry.

5.3.11.4 Pay Rate – Enter the correct pay rate or the pay rate that was on the original entry that you are backing out or correcting

5.3.11.5 Units – Enter the number of units based on what the earnings should be. The Earnings field will be auto populated by multiplying the Pay Rate and Units together. The earnings must match the original entry if you are backing out or correcting a previous entry.

5.3.11.6 Hit the Page Down key to go into the retirement screen

5.3.11.7 Srvc Beg and Srvc End – verify that the correct dates are reflected

5.3.11.8 Ovr – there are two options you can enter on this field. N for No Modification Allowed or Y for Force Modify This Earning. Enter a Y only if the Effective Date is prior to January 1, 2001. This will modified the contribution rate, which has a different calculation rather than the straight 7 percent.

5.3.11.9 Wrk – verify or correct this field to the appropriate Work Schedule Code. This field must match the original entry if you are backing out or correcting a previous entry.

5.3.11.10 Contrib Cd – verify or correct this field to the appropriate Contribution Code. This field must match the original entry if you are backing out or correcting a previous entry.

5.3.11.11 Retire Rate – verify or correct this field to the appropriate Pay Rate. This field must match the original entry if you are backing out or correcting a previous entry.

5.3.11.12 Hit the Page Up key to go back up to the first screen

5.3.11.13 Tab down to the Warrant Message and type in F10 and then your initials

5.3.11.14 Hit the F10 key

5.3.11.15 Enter a detailed description of the correction(s) being entered

5.3.11.16 Hit F3 to save your entries

6.0 ASSOCIATED DOCUMENTS:

6.1 STRS – Request for Adjustment

6.2 Employee Payroll Snapshot

6.3 Employee's Personnel Tracking Record

6.4 STRS Accumulated History Report

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Check and Backup	STRS history file cabinet in office	Two years, current and previous fiscal year. After two years, sent to warehouse.	None. Must keep all payroll records per Internal Audit Department.	Access with approval of Payroll Services Department.

8.0 REVISION HISTORY:

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Sacramento City Unified School District

Date:	Rev.	Description of Revision:
10/14/04	A	Initial Release

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