
STRS PAYROLL RETIREMENT ERROR LOGS (PAY-W061)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to retrieve, review and clear payroll error logs errors pertaining to retirement.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

Authorized Signature on File

4.0 DEFINITIONS:

- 4.1 Correction of retirement errors generated in pay cycle(s).

5.0 WORK INSTRUCTION:

- 5.1 Sign into Escape.
- 5.2 Select Payroll module.
- 5.3 Enter Process, Pay Cycle.
- 5.4 Select, Pay Cycle.
- 5.5 At the prompt enter the appropriate pay cycle i.e. M10A, M10N, M10S, M11N, M12N, M10C, M11C, M12C, M2, M3, S1, CANL, OVR, and MAKP.
- 5.6 Enter the appropriate number for the pay period that is being checked for errors.
- 5.7 Once each pay cycle has been loaded, <Ctrl E> to review errors, <Ctrl P> to print out list, and escape from error list.
- 5.8 Review list for STRS or PERS retirement errors for necessary corrections.
- 5.9 <Ctrl C>, arrow down, and enter PSL number to review record for error correction. PERS 12 & 14 on error listing of S1, MAKP, OVR, CANL, M10N, M10S, M11N, and M12N must be looked at carefully as the 12's are buybacks and adjustments. The 14's are PERS buybacks as well. Buyback error listings are notification of the buyback and are not correctable on the report. STRS errors are found in the M10A, M10C, M11C, M12C, MAKP, OVR, CANL and M2. STRS errors are more commonly dates out of service period, missing status code, ADJR or ADJ does not reflect correct member status or pay codes.
- 5.10 Once errors are correct, those that are correctable will disappear when a full pay cycle compute with labor is run.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Pay cycle error logs.

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Pay Cycle Error Log	N/A	None	Discard as desired	N/A

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/14/04	A	Initial Release
07/16/07	B	Correction to Identification in Record Retention Table

***** End of procedure *****