
STRS MONTHLY REPORT PROCESS (PAY-W064)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to prepare a monthly report of member and non-members earnings to send to CalSTRS via the County Office of Education.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 Monthly report that reflects creditable compensation for employees that are members and non-members of CALSTRS.
- 4.2 STRS – State Teachers' Retirement System
- 4.3 SCOE – Sacramento County Office of Education

5.0 WORK INSTRUCTION:

- 5.1 Go into ESCAPE
- 5.2 Enter into STRS module
- 5.3 Select Retirement Period and enter the month for reporting purposes
- 5.4 Go into Pay Day.
- 5.5 Enter dates for each Pay Day.
- 5.6 For each Pay Day, Load Vendors and print the following reports: Payroll Transmittal, Miscellaneous Deductions, and STRS Buy Backs.
- 5.7 Prepare worksheets in Excel using totals from financial reports.
- 5.8 Print STRS Monthly Report.
- 5.9 Fax worksheets, STRS Buybacks, and final page of report to Sacramento County Office of Education contact at (916) 228-2480.
- 5.10 Verify member status, pay code, pay rates and earnings for accuracy.
- 5.11 Discrepancies must be verified in ESCAPE payroll system for any changes.
- 5.12 Changes are highlighted and noted for correction to STRS report.

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5.13 Corrections are also made by RETONLY lines in future payroll for corrections to STRS database when necessary.

5.14 Periodically check to ensure report remains in balance.

5.15 Report is finalized by necessary corrections to report by printing out a final report and updating changes to financial documentation for SCOE as backup.

6.0 ASSOCIATED DOCUMENTS:

6.1 STRS monthly report.

6.2 Accumulated history of employees for reporting period.

6.3 Monthly payroll printouts with summaries.

6.4 Reduced Workload Program participants.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Monthly report	File cabinet in office	Two years, current and previous fiscal year. After two years, send to warehouse.	None. Must keep all payroll records per Internal Audit Department.	Access with approval of Payroll Services Department.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/03/04	A	Initial Release

*** End of procedure ***