
CALSTRS REFUND OF CONTRIBUTIONS (PAY-W066)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to help guide employees in refunding contributions made into CALSTRS for service credit towards retirement.

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 A refund of all member contributions, tax-deferred contributions and interest credited on those contributions after a member has terminated employment with the California Public School System.
- 4.2 STRS – State Teachers’ Retirement System

5.0 WORK INSTRUCTION:

- 5.1 Employee/member initiates process by obtaining a Refund Application from CALSTRS by contacting the office or downloading the form from the CALSTRS website: www.calstrs.com.
- 5.2 Employee completes the Refund Application along with the district Resignation/Retirement form. These forms in their original format are submitted to the Retirement team. The original Resignation/Retirement form is submitted to the Personnel analyst so that a termination date may be entered in the system.
- 5.3 Log into ESCAPE
- 5.4 Enter Personnel module.
- 5.5 Enter Personnel.
- 5.6 Hit <Enter>, Access Methods, Hit <Enter>, Person Locator and enter last name & first name or social security number, hit <F3>. Once name and SSN appear hit <Enter> two times.
- 5.7 Once in personnel record, <Alt T> for termination date, if there is a date, enter that date in Section C - Last day of Employment and Section D - Termination Date of the Refund Application. The application cannot be completed until there is a termination date in the Personnel record for the employee.
- 5.8 Complete the appropriate information in the application retain a copy for district files and return the original to employee.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 STRS Refund Application (RF1360).

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6.2 Sacramento City Unified School District Resignation/Retirement form.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Check and Backup	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:

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

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