


RETIREMENT IN PEOPLESOFT

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Session Topics

- New Hire - SSN Name and Number
- Membership
- New Hire/Rehire Forms
- Rates
- Enrollment Process
- Retirees
- Alternative Retirement Systems
- Retirement Adjustments
- Misc. FAQs
- Retros
- Social Security
- Medicare
- Retirement Website and Additional Resources

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New Hires - SSN Name and Number

- Correct retirement reporting starts with the proper information being set up for an employee in HCM. It is crucial that the employee's Social Security Name and Number is entered in exactly as it appears on their Social Security Card.

IMPORTANT!

- Make sure to use the Person Search Query or Search by National ID with all new hires. Skipping this step can result in duplicate Empl IDs. Follow the CRC Job Aid: Adding a New Hire from Start to Finish Checklists.

Person Search Query:

Main Menu > Reporting Tools > Query > Query Viewer

M_PERSON_SEARCH

Search by National ID:

Main Menu > Payroll for North America > Employee Pay Data USA > Search by National ID

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CalPERS Membership

BASIS FOR MEMBERSHIP QUALIFICATION:

- Already a CalPERS member – Can check on my | CalPERS
- FTE .5 or greater
- Has completed 1,000 hours or 125 days in fiscal year if paid daily
- 20 hours a week for 1 year or more
- Right of Election – Used when an employee is a member of one retirement system and qualifies for another system and has the option to remain in the first system. (ex: PERS member that qualifies for STRS).

CalPERS is the nation's largest public pension fund for individuals who serve, or have served, the State of California through a career in public service.

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CalSTRS Membership

BASIS FOR MEMBERSHIP QUALIFICATION:

- Already a CalSTRS member
- FTE .5 or greater
- 60 hours or 10 days in a single pay period for part-time
- Non-member substitute educator who works 100 or more complete days in one district
- Permissive Election – part time and substitutes electing membership in Defined Benefit Program
- Right of Election - Used when an employee is a member of one retirement system and qualifies for another system and has the option to remain in the first system. (ex: STRS member that qualifies for PERS)

CalSTRS provides retirement, disability and survivor death benefits for full-time and part-time California public school educators.

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New Hire/Rehires Forms for Retirement



CalPERS

All forms are available on <http://www.sdcoe.net/business-services/financial-services/retirement-reporting/Pages/retirement-reporting-forms.aspx>

- **AESD-2 Member Action Request:** Hires, enrollments, retirees, change of name and/or address, unpaid leaves of absence, termination, retirement, and death.
- **AESD-139 Notice of Exclusion from CalPERS Membership:** Given to new hire/rehire that is excluded from CalPERS based on any reason(s) stated on this form (ex: part time, independent contractor, etc.).
- **CASD-801 Reciprocal Self-Certification Form:** Used to determine Prior CalPERS membership in a non-school agency as well as CLASSIC OR PEPRA rate plan.
- **SDCOE 308 Verification of Membership Status in a California Public Retirement System:** Given to new hire/rehire to check is they have been employed in ANY CAPACITY by a school district or public agency in California prior to present employment.
- **ES0372 Retirement System Election:** Given to new hires/rehires that qualify for membership; Classified or Certificated (send to retirement department).
- **ES-373 Acknowledgement of Receipt of Election Information Retirement System Coverage:** Given to new hires/rehires that qualify for membership; Classified or Certificated (kept in personnel file).

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New Hire/Rehires Forms for Retirement



CalSTRS:

All forms are available on <http://www.sdcoe.net/business-services/financial-services/retirement-reporting/Pages/retirement-reporting-forms.aspx>

- **ES0350 Permissive Membership:** Given to new hires/rehires who are not subject to mandatory qualifications. Used for part time and substitutes electing membership in Defined Benefit Program (send to retirement department only if electing membership).
- **ES0372 Retirement System Election:** Given to new hires/rehires that qualify for membership; Classified or Certificated (send to retirement department).
- **ES-373 Acknowledgement of Receipt of Election Information Retirement System Coverage:** Given to new hires/rehires that qualify for membership; Classified or Certificated (kept in personnel file).
- **SDCOE 308 Verification of Membership Status in a California Public Retirement System:** Given to new hire/rehire to check if they have been employed in ANY CAPACITY by a school district or public agency in California prior to present employment.
- **Certification Of Freedom From Contagious Or Infectious Disease:** Must be given to all STRS Retired new hires/rehires before their first day of work (send to retirement department).

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CalPERS Rate Plans

- **CLASSIC-** Members on or before 12/31/2012
7% Mandatory Employee Contributions
15.531% Employer Contributions as of 07/01/2017 (changes FY)
- **PEPRA-** Members on or after 01/01/2013
6.5% Mandatory Employee Contributions
15.531% Employer Contributions as of 07/01/2017 (changes FY)
- District 099 has different Employee and Employer Rates and Social Security Modification.
- PERS EPMC (District 061 only) is for CLASSIC Members only and set up in PeopleSoft by District.

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CalSTRS Rate Plans

- CLASSIC- Hired on or before 12/31/2012
10.25% Mandatory Employee Contributions
14.43% Employer Contributions as of 07/01/2017 (changes FY)
- PEPRA- Hired on or after 01/01/2013
9.205% Mandatory Employee Contributions
14.43% Employer Contributions as of 07/01/2017 (changes FY)
- Reduced Workload – CLASSIC only
10.25% Mandatory Employee Contributions
14.43% Employer Contributions as of 07/01/2017 (changes FY)

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Enrollment Process

- Enrollments in HCM are not automated and are done manually on a daily basis.
- Retirement Unit runs Enrollment query daily which picks up Job Data updates for three months prior to the day it is run. A second query for Future Dates is also run.
- These queries are loaded into an Access Database which generates several reports for the PERS and STRS units to review.
- It is important for all Job Data updates to be done correctly for the Retirement Unit to see if manual enrollments are needed.
- Employees are coded into retirement plans in several locations in HCM as well as the CalPERS or CalSTRS website.
- Monthly Enrollment deadline is the night of 1st Pre-Calc. All Job Data updates must be done in order for enrollment to be completed.

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Enrollment into Retirement Plan

District Responsibility – Job Data fields below must be completed before employee can be coded. Ensure that the position is set up correctly and consistent with the job assignment.

- 1.) Job Information:
 - Empl Class
 - Classified Ind
 - Full/Part

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Enrollment into Retirement Plan

District Responsibility – Job Data fields below must be completed before employee can be coded. Ensure that the position is set up correctly and consistent with the job assignment.

- 2.) Payroll:
 - FICA Status
 - Follow the CRC Job Aid: HR3 New Hires and Job Data Guide v5.0 Page 29

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Enrollment into Retirement Plan

District Responsibility – Job Data fields below must be completed before employee can be coded. Ensure that the position is set up correctly and consistent with the job assignment.

- 3.) Compensation:
 - Frequency
 - Make sure it matches the position

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Enrollment into Retirement Plan

District Responsibility – Job Data fields below must be completed before employee can be coded. Ensure that the position is set up correctly and consistent with the job assignment.

- 4.) SDCOE Job Data:
 - Verify CDAYS and Teacher Hours which come from Position Information and used to calculate annual pay rate for Certificated employees.
 - Mark Greater than 20 Hours Sched for Classified employees if applicable and enter effective date for greater than 20 hours or Hire Date if effective immediately.
 - FICA Status Override and Ignore in Rtrmt Enrlmt Process are for Retirement Reporting use only.

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Enrollment into Retirement Plan

Retirement Unit Responsibility -

- Enrollment Queries are run by Retirement daily and more often before 1st calc. Staff will review and code employees in the fields below. Coding may not be completed for any entries done after 1st Pre-Calc.
- EE Retirement Data – CalPERS or CalSTRS ID, membership date, original hire date, comments if needed.
- Benefit Program Participation – Elig Fld 2 or Elig Fld 4 for non-members and retirees.
- Retirement Plans – one for each district.
- FICA Status – Verify status that is entered in by District.

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Enrollments for Retirees

District Responsibility – Job Data fields below must be completed before employee can be coded. Retirees need to be coded as well.

- 1.) Job Information: Empl Class (Retiree); Classified Ind; Full/Part
- 2.) Payroll: FICA Status – Follow the guideline from Retirement– Retirees should be Medicare Only
- 3.) Compensation: Frequency – Make sure it matches the position
- 4.) SDCOE Job Data: Verify CDays and Teacher Hours for Certificated employees and nothing for Classified employees.
- 5.) I-30 Form be must Truck Mailed or Faxed to Retirement Unit before Certificated employees are paid.

Retirement Staff Responsibility -

- Enrollment Queries are run by Retirement daily and more often before 1st calc. Staff will review and code employees in the fields below. Coding may not be completed for any entries done after 1st Pre-Calc.
- EE Retirement Data – CalPERS or CalSTRS ID, membership date, retirement date, I-30 date
- Benefit Program Participation – Elig Fld 4 PERS-RET or STRS-RET
- FICA Status – Medicare only (Verify Only if time permits)

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Alternative Retirement System – Enrollments and Adjustments

Alternative Retirement Systems: Used by schools districts as an alternative to Social Security. These are the known plans set up in PeopleSoft:

- ARS - SDCOE FBC 3121 Plan
 - Apple
 - PARS
 - STRS Cash Balance
-
- Districts are responsible for setting up/enrolling their employees with ARS and maintaining the Job Data, Benefit Participation Program, Elig. Field 2.
 - When Elig. Field 2 field is updated, the Job Data, Payroll Tab, and FICA Status will change to "Medicare Only". Please review.
 - Districts are responsible for maintaining the Retirement Plan.
 - Districts are responsible for entering alternative retirement system adjustments on the payline to collect or refund employee and employer contributions.
 - CRC job aid for setting up/enrolling employee in ARS and making adjustments: Enrolling an Employee in ARS v2.0

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Retirement Adjustments in PeopleSoft

- Processed by the PERS/STRS Retirement Unit for missing or incorrect employee and/or employer contributions as soon as the error is discovered. **DO NOT PROCESS RETIREMENT ADJUSTMENTS FOR PERS OR STRS.**
- Processed on the employee's monthly cycle by adding a Payline for Subject Wages and RTR One-Time Deductions– coded with reason "Retirement Adjustment" – NO other entries can be processed on this line; please add a new payline if another adjustment line is needed and update the reason code (it will copy information from the previous line).
- PERS/STRS requires immediate reporting and payment for missed or incorrect contributions.
- Run Query RET_RET_ADJUSTMENTS to review any retirement adjustments for the current pay period. Please contact your PERS/STRS Contact (by DIST#) for any questions.
- Retirement Adjustments that can't be processed through the payline due to insufficient earnings or inactive employee status will be charged to the District via an auditor's transfer. It is then the District's responsibility to collect from the employee.

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Retirement Adjustment Example

- PERS/STRS Unit will add a Payline and subject wages earnings code and then enter in an addition or refund for employee (before tax) and/or employer (nontaxable) contributions on the RTR One-Time Deductions tab.

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Retirement– Misc. FAQs

- Earnings Codes – View CRC job aid. All creditable earnings are subject and reported to CalPERS and CalSTRS. Please use the correct earning codes for payments and adjustments. Be consistent.
- MCOP vs Additional Pay – Any special compensation (stipends, longevity, etc.) that are added as an MCOP increase the employee's hourly pay rate and will be used in overtime calculations. Any special compensation added as an additional pay will NOT increase an employee's hourly pay rate automatically.
- Additional Time Worked (ATW) – Use the correct earnings code that is consistent with the employee record position pay frequency. (Ex: Do not pay a Daily Employee using the HRLY earnings code and vice-versa)
- Pay Adjustments – HCM uses available work hours in a month to pro-rate earnings which is the same for subject wages. Keep this in mind when processing adjustments for late starts, mid month terminations, etc.
 - PAY ADJUSTMENTS ARE NOT TO BE PROCESSED AS RETRO PAY – RETRO IS ONLY FOR RATE CHANGES. Use the correct EARNINGS CODES, not ADJ or RETRO.
- Additional Tax Withholding – Due to the priority order of deductions in HCM, employees who have additional tax withholding amounts on their W-4 tax set-up may not have their mandatory retirement contributions withheld. These missed contributions show on the Deductions Not Taken query that should be run by districts during Pre-Calcs. Any missed contributions will be entered as a collection adjustment on the next payroll and if it still doesn't process the district will be charged via an auditor's transfer.

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Retros

RETRO Pay Procedures: Coming soon. Please allow enough time to process Salary Schedule updates and the Retro Payment. These are two separate processes that cannot be done on the same payroll. The Retro Payment process involves several units and audits. Please submit a HEAT ticket to the CRC to initiate the Salary Schedule update. The following month the Retro Payment can be processed.

- Retro Enhancement in PeopleSoft is currently in process and a revised Retro Pay Procedure will be provided soon.

Helpful Reminders:

- Use RETRO Earnings Codes: RRP (Retro pay subject to Retirement)
RNS (Retro pay NOT subject to Retirement)
- Use RETRO for a true Rate Change, not for prior period pay adjustments. Use the correct Earnings Code for pay adjustments, DO NOT use ADJ.
- Pay RETRO for time period when employee was active and paid.
- You can use a Pay Period Begin and End Date Range for several months only if the range is on the same Fiscal Year.

Example:

Retro Payline 1 Pay Period Begin:01/01/2016 Pay Period End Date: 06/30/2016

Retro Payline 2 Pay Period Begin:07/01/2016 Pay Period End Date: 09/30/2016

- Make sure to audit your RETRO pay during Pre-Calcs.
- Retirement Reporting Unit needs a copy of the spreadsheets used for Retro Pay calculations. CRC will send notification email with actions needed once salary schedule updates have been completed.
- If your district has already paid a retro in PeopleSoft and has feedback or suggestions for the retro queries, please email your PIT contact.

Social Security

Name changes:

- Name changes for "warrant" name are maintained in PeopleSoft by school districts. (Reference CRC HR3 Guide, search for "Additional Names")
- Name changes for "Social Security" name (Primary Name) are maintained by school districts. Please ensure that the "Social Security" name is updated only after a copy of Social Security card is provided by employee. Primary name must match the Social Security card name. (Reference CRC HR3 Guide, search for "Personal Information")

Number changes:

- Social Security number changes are made by the Retirement Reporting Unit. Please provide a copy of the Social Security card to SS/Medi Unit.
- Retirement Reporting Unit is verifying the Social Security number in the Social Security Number Verification System.
- Social Security number changes are also coordinated with Payroll Audit for State reporting and the PERS and STRS units as necessary.
- If incorrect Social Security number is discovered on a prior year W-2, a corrected W-2 is required.

Employees NOT paying into Social Security:

- Student Workers – Job Code (29530). Please ensure that this job code is only used for Student Workers.
 - A Student Worker is defined as someone attending classes at one of your schools AND working at your school district.

Medicare

FICA Status: Retirement does not review or audit FICA set up.

- Districts maintain in Job Data, Payroll tab, and FICA Status field. The default FICA status is Subject until updated. Please follow guidelines available on Retirement Reporting website:

http://www.sdcoe.net/business-services/financial-services/retirement-reporting/Documents/Retirement/PeopleSoftHCMNewHiresFICASTatusfieldinJobDatarev01_17.pdf

- Or follow the FICA Status guidelines available on CRC website: HR3 New Hires and Job Data Guide v5.0 pg. 29
- Retirees must be coded as Medicare Only on the Payroll Tab.

Employees NOT paying into Medicare:

- Student Workers – Job Code (29530). Please ensure that this job code is only used for Student Workers.
 - A Student Worker is defined as someone attending classes at one of your schools and working at your school district.

- Please follow the FICA Status guidelines available on Retirement Reporting website:

http://www.sdcoe.net/business-services/financial-services/retirement-reporting/Documents/Retirement/PeopleSoftHCMNewHiresFICASTatusfieldinJobDatarev01_17.pdf

- Or follow the FICA Status guidelines available on CRC website: HR3 New Hires and Job Data Guide v5.0 pg. 29

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SDCOE Retirement Reporting Website

<http://www.sdcoe.net/business-services/financial-services/retirement-reporting/Pages/retirement-reporting.aspx>

- Bulletins and Correspondence
- Employer Rates
- Year-to-Date Summary
- Retirement Reporting Forms and Documents
- Procedures
- Training
- W-2 Reporting

The screenshot shows the SDCOE Retirement Reporting Website interface. At the top, there is a navigation bar with tabs for "About SDCOE", "Superintended", "Board of Education", "Programs and Services", "Human Resources", "Educators", and "Parents". Below this, a breadcrumb trail reads "SDCOE > BUSINESS SERVICES > DISTRICT FINANCIAL SERVICES > RETIREMENT REPORTING > RETIREMENT REPORTING FORMS AND DOCUMENTS". The main content area is titled "Retirement Reporting Forms and Documents" and is divided into sections: "CalPERS Reporting", "CalSTRS Reporting", "Social Security & Medicare Reporting", and "Procedures". Each section contains a list of links to various forms and documents, such as "CalPERS AESO-2 Member Action Request for '0209 San Diego County Schools' 10/2014 (PDF)", "CalSTRS ES-273 Acknowledgment of Receipt of Election Information Retirement System Coverage (Rev. 8/00) (PDF)", and "Form W-2 (Rev. 8/2014) - Corrected Wage and Tax Statement - 50 in form (PDF)".

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Additional Resources

- CalPERS: www.calpers.ca.gov
- CalPERS Public Agency & Schools Reference Guide: <https://www.calpers.ca.gov/docs/forms-publications/pas-ref-guide.pdf>
- CalSTRS: www.calstrs.com
- Internal Revenue Service: www.irs.gov
- Social Security Administration: www.ssa.gov
- SDCOE Payroll Audit: <http://www.sdcoe.net/business-services/payroll-audit/Pages/payroll-audit.aspx>
- SDCOE Customer Resource Center: <http://crc.sdcoe.net>

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Retirement Reporting Unit Contact Information

SDCOE Communication policy is with Payroll/HR District Personnel Only.

- Please do not release the names or contact information of County Office Personnel to your employees to ensure safety.
- Please do not copy employees in email inquiries. We may need to let you, the employer, know something that you may not want employee to know before you act on it.

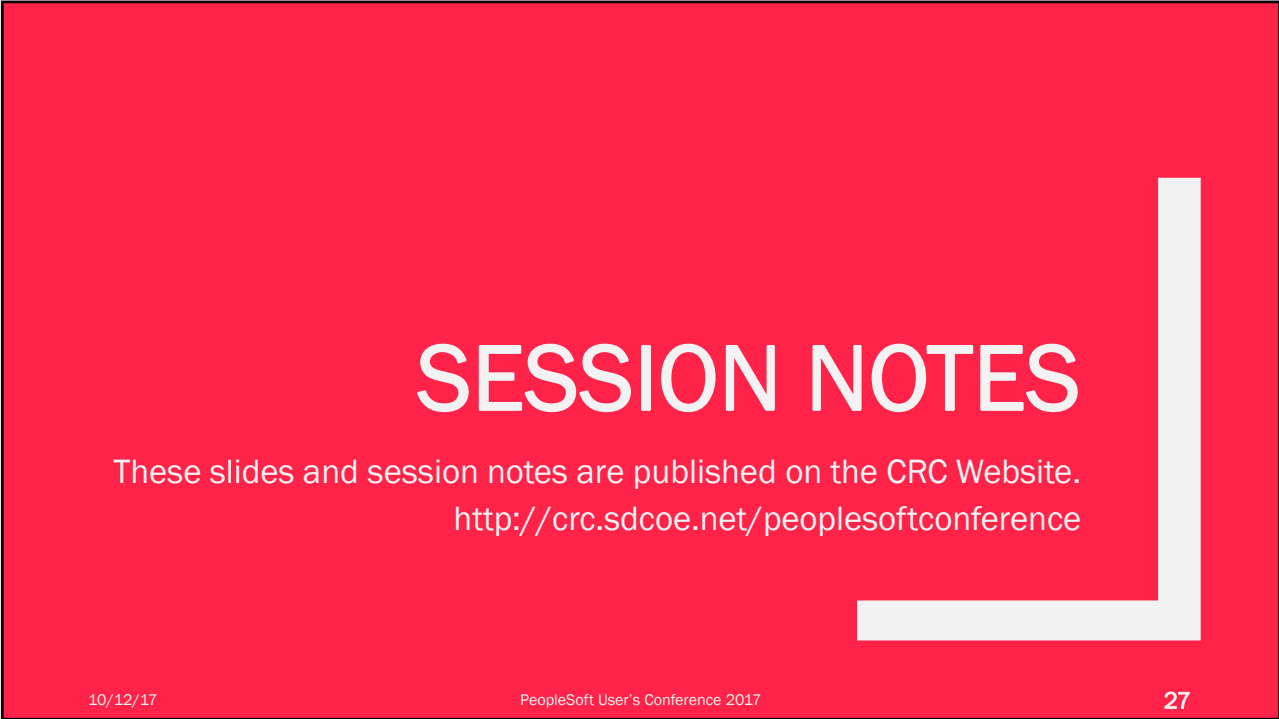
Staff Assignments by Unit and District:

<http://www.sdcoe.net/business-services/financial-services/Pages/staff-assignments.aspx>

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SESSION NOTES

These slides and session notes are published on the CRC Website.
<http://crc.sdcoe.net/peoplesoftconference>

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