

## PERS Summer School Reporting

In PeopleSoft, it is a manual process for school districts to inform the Retirement Reporting unit when employees with 1.0 FTE 10 or 11 month positions are working during the summer months in the positions that are coded for overtime PERS-OT in Elig Fld 4 during the year.

Please review the information below:

**Who is affected:** Any PERS employee with a **1.00 FTE working in a 10 or 11 month position AND working during the months of July and August** in a different (Overtime) hourly position.

Employees who meet the above criteria must have their Overtime position coding changed to collect PERS.

Notify our office of any employees who will qualify, and which positions need to be changed.

Provide employee id#, name, and empl. rec#

Send to Retirement Reporting, Room 605, attn: Carolyn Squeo. You may also email the reports to [csqueo@sdcoe.net](mailto:csqueo@sdcoe.net) or fax them to (858) 279-2953.

**Important Note:** Failure to change the retirement status during the summer may result in incorrect retirement contributions. If this occurs, adjustments will be made on the next available payroll. In August or September when employees return to their regular monthly positions, the codes are changed back to PERS-OT in Elig. Fld. 4 for PERS overtime.

If you have any questions, please contact Carolyn Squeo at [csqueo@sdcoe.net](mailto:csqueo@sdcoe.net) or (858) 569-5309.