

Retirement Reporting Unit Retro Pay Procedures

Salary schedule updates and retros are a two-step process that gets completed over a minimum of two months.

Salary schedule updates must be completed successfully first on one payroll month and only then can the retro payments be processed on the following payroll month. It is recommended that these two separate processes be done during different months to ensure enough time for the districts to calculate retro amounts as well as allow adequate time for auditing and uploading into PeopleSoft. Doing so will help ensure accurate retirement calculations and reporting. The CRC, Post Implementation Team (PIT), and Retirement Unit all work together for the retro process.

1. The school district's Disclosure of Collective Bargaining Agreement, required by AB 1200, must be on file at the San Diego County Office of Education (SDCOE) before any retro or off-salary schedule bonus pay is entered in the SDCOE Payroll System.

http://www.sdcoe.net/business-services/financial-services/business-advisory-services/Documents/collective_bargaining_disclosure.xls

2. Per the CRC, salary update spreadsheets are due 3 weeks prior to the creation of paysheets. For your new salary schedules to be processed a HEAT ticket will need to be submitted to initiate the process. The link to the CRC's guide for updating salary schedules is below. Please be advised that the school district must manually calculate the salary schedule updates that get entered on the spreadsheets sent to the CRC/PIT for upload into PeopleSoft.
 - a. Salary schedule updates must be completed successfully and audited.
 - b. Mass employee Job Data update is run, and all employees Job Data records will need to be audited to ensure that the correct pay rates were updated. Pay close attention when auditing terminated/inactive employees as the mass employee Job Data process will NOT updates for them.

<http://crc.sdcoe.net/announcements/peoplesoftnews/salaryupdatespreadsheetsaredue3weekspriortothecreationofpaysheets>

3. After the salary schedules are completed another HEAT ticket needs to be submitted to process a retro (some salary schedule updates do not require retro pay).

a) Your district will receive guidance from CRC on Monthly and Hourly Retro queries that will need to be run to perform the calculations for the retro payment amounts. Retro queries are a tool to assist with the calculation of retroactive payments. District personnel will need to calculate and audit the retro payments.

4. The Retirement Reporting Solutions unit will be forwarded the Retro HEAT ticket and will contact the district requesting the following for use in auditing their retro:

- a. One Excel workbook with the following 5 tabs completed:
 - i. Original unmodified query.
 - ii. Retro payment calculations with formulas and auditing comments/notes for manual modifications. Show original earnings code and translated retro earnings codes used.
 - iii. Final retro payment calculations.
 - iv. Completed Excel to CI template.
 - v. Balancing reconciliation showing total lines of original query and totals of each retro earning code count and retro payment totals.

b. RETROACTIVE PAY – CERTIFICATED and/or CLASSIFIED form(s).

<https://www.sdcoe.net/business-services/financial-services/retirement-reporting/Documents/Retirement/RETROACTIVEPAY-CERTIFICATED.pdf>

<https://www.sdcoe.net/business-services/financial-services/retirement-reporting/Documents/Retirement/RETROACTIVEPAY-CLASSIFIED.pdf>

5. The Retirement Reporting Solutions unit will review and contact district if any changes are needed on the Excel to CI template. PIT will only upload the retro Excel to CI template once the Retirement Reporting Solutions unit approves it. The template must be attached to a HEAT ticket 3 weeks prior to the paysheet creation date for the month that you will be requesting the retro payment unless an earlier date is specified by PIT due to a holiday.

Retro Tips:

- Please review all retros for certificated employee for late hires, early terminations, pay docks, hourly pay, or daily pay. Certificated employees who have had salary computation worksheets completed will need to have a new one created to calculate their retro amount.
- Keep in mind that some earnings are NOT subject to retirement. The earning codes on the queries used to calculate retro need to be translated over on the Excel to CI template with the retro earning codes (CRC will provide this) which will correctly process the correct retirement subject wages, you may not use RRP and RNS.
- Make sure you know if you will be paying retro on base only or base plus any MCOPs. MCOPs are combined with the REG earnings, pay rates, and hourly rates on the retro queries used to calculate retro. However, when reporting retro for STRS PEPRA, PERS CLASSIC, and PERS PEPRA members the MCOP retro amount and base retro amount need to be reported separately. This is a manual process to identify these employees, split the earnings for the retro payment amounts, and calculating the correct hourly rate used on the Excel to CI template. If not paid correctly the retirement reporting will be incorrect for the employee(s).

Please contact Carolyn Squeo, Retirement Technician (CalPERS and CalSTRS), for any questions or assistance:

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