

**SAN DIEGO COUNTY OFFICE OF EDUCATION  
 CHARTER SCHOOL SERVICES  
 ORACLE/PEOPLESFT (HCM AND FINANCE)  
 FEES AND CHARGES 2018-19**

<u>ORACLE/PEOPLESFT (HCM &amp; FINANCE)</u>	<u>2016-17</u>	<u>2017-18**</u>	<u>2018-19**</u>
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**HUMAN CAPLITAL MANAGEMENT (HCM)\***

Vendor Maintenance	\$5.66		
Upgrades	2.98		

\*Fees based on Prior Year W-2s

**FINANCE\***

Vendor Maintenance	1.32		
Upgrades	0.49		

\*Fees based on Prior Year P-2 ADA

**SDCOE SUPPORT FEE\***

HCM	1.82		
HCM and FINANCE	3.13		

\*Fees based on Prior Year P-2 ADA

\*\* Two year moratorium on all maintenance, upgrade and support fees effective with fiscal year 2017-18 per Governing Board approval on 9/13/17.

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<b><u>FINANCIAL INFORMATION SYSTEM (FIS)</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>
Additional Operator Guide - Update	\$66.22	\$66.22	\$67.25
FIS Retraining Fee (per hour)	99.84	99.84	101.40
On Site Financial Services (per hour)	241.45	241.45	245.22
Startup Fee for New Charter Schools	1,203.19	1,203.19	1,221.96
Reactivation Fee (within same fiscal year)	603.12	603.12	612.53
<b><u>BUDGET PREPARATION SYSTEM (BPS)</u></b>			
Additional Extracts (in excess of 5)	410.58	410.58	416.99
Additional Operator Manual	66.22	66.22	67.25
<b><u>PURCHASING SYSTEM</u></b>			
Additional Operator Manual	66.22	66.22	67.25
<b><u>STORES INVENTORY SYSTEM</u></b>			
Additional Operator Manual	66.22	66.22	67.25
<b><u>PAYROLL SYSTEM</u></b>			
Negotiable Warrants (annual charge will be calculated based on number of Negotiable Warrants produced per previous Calendar Year).**	1.53/warrant	1.53/warrant	1.55/warrant
Request for copies of Warrants (In Excess of 3)	4.07/warrant	4.07/warrant	4.13/warrant
Request for Payroll Research and Copies of Records	65.20/hr.	65.20/hr.	101.40/hr.
Additional Operator Manual	66.22	66.22	67.25
Payroll Retraining Fee (per hour)	99.84	99.84	101.40
On Site Payroll Services (per hour)	241.45	241.45	245.22
Startup Fee	2,407.40	2,407.40	2,444.96
Reactivation Fee (within same fiscal year)	1,203.19	1,203.19	1,221.96
Wire Transfer Fee (Vendor)	30.57/transfer	30.57/transfer	31.05/transfer
W-2s/1095C - Additional copies/reprints-unfolded	62 cents ea.	62 cents ea.	63 cents ea.
W-2s/1095C - Additional copies/reprints-folded	87 cents ea.	87 cents ea.	88 cents ea.
W-2s/1095C - CD Replacement	50.94	50.94	51.73
Corrected 1095C Forms/TIN Corrections		5.50/form	5.59/form

\*\* Fee will be waived if 98% of employees are on direct deposit each month.



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<b><u>RETIREMENT RESEARCH</u></b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>
Special Research for Charters with STRS and PERS Retirement Corrections, Error Factors over the Allowable Limits, and W-2c and W-3c Corrections/Adjustments Returned or Processed after IRS Discovery Period	\$65.20 per hour, person or form	\$65.20 per hour, person or form	\$101.40 per hour

**RETIREMENT REPORTING**

**Independent Payroll Systems**

(School Districts, Community Colleges and Charter Schools with their own Payroll Systems.)

Monthly Disk Merge, STRS and PERS	304.62	304.62	309.37
Each Replacement Disk	203.76	203.76	206.94
Payroll/Retirement Disk Testing - each Disk (after the third disk)	710.09	710.09	721.17
Change in Independent Payroll Service Provider: Up front disk testing fee or independent payroll setup and testing fee (up to three disks)	2,535.76	2,535.76	2,575.32
Retirement Retraining Fee (per hour)	99.84	99.84	101.40

**CHARTER STARTUP WITH SDCOE**

Employees previously paid using no payroll system reconstruct employee STRS, PERS, W-2, and Employer 941 (per hour)	65.20	65.20	101.40
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**NOTE: Payment of Retirement Contribution**

The STRS and PERS employee and employer contribution for the Charter (independent payroll district) will be charged to the charter-granting district. The charter and granting district will need to have an MOU to hold sufficient funds with the granting district to cover the contribution liability each month. Due dates: STRS - three banking days prior to the 5th and 15th, PERS - three banking days prior to the 15th and 30th. These dates may be adjusted by the County Superintendent for holidays and office schedules.

**HUMAN RESOURCE SERVICES**

Fingerprint Clearinghouse & Livescan Setup Fee	128.30*	128.30*	130.30*
Fingerprint Clearinghouse	0.21 per P-2 ADA	0.21 per P-2 ADA	0.21 per P-2 ADA
LiveScan Rolling Fee (Dual Certification/Clearinghouse)	26.27*	26.27*	27.00*
*Credit/Debit Card Convenience Fee (Transaction charge at time of service)	2.00	2.00	2.00