



Santa Clara County Office of Education

Jon R. Gundry  
County Superintendent of Schools

## Informational Bulletin

*For Santa Clara County Districts*

### District Business & Advisory Services

Kolvira Chheng: Director- DBAS: 408-453-6510

Bulletin: 15-003-Addendum

Date: October 28, 2014

To: District Chief Business Officers  
District Fiscal Directors  
Human Resources and Payroll Personnel

From: Kolvira Chheng, Director, DBAS

Re: Update for Prior Fiscal Year Adjustments/Retroactive Pay for State Teachers' Retirement System (STRS)

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The purpose of this bulletin is to notify districts of a temporary solution related to QCC's inability to apply varying STRS rates when adjusting prior year earnings.

While we are still waiting for QSS to develop an enhancement to provide a permanent fix, we have developed a process to automate the corrections. Bulletin 15-003 communicated required steps to perform when processing prior fiscal year retroactive salary adjustments. The below action items replace the original steps communicated on July 29, 2014.

Districts will now be required to do the following:

1. Notify DBAS ahead of time when payroll processing affects prior year earnings, such as a retro
2. Notify DBAS when Districts have completed entering all the pay lines and are ready to close

This solution will also work for payments that are associated with the Defined Benefit Supplemental (DBS) Account, which include but are not limited to one-time off-schedule payments and recruitment/signing bonuses with AC-P-C code 71-0-6.

Please note that this solution will not clear STRS errors coded MO-V001 during payroll process; however, they will be cleared by DBAS staff in the final report submitted to STRS. As a reminder, Districts should be running the F496 STRS prelist report to identify and clear all other errors not coded MO-V001 prior to closing payroll.

If you need further assistance, please contact the DBAS accounting specialist for your District.

*Please distribute this information within your District as deemed appropriate.*