



Santa Clara County Office of Education

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Interim 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

Date: July 29, 2014

To: District Chief Business Officers
District Fiscal Directors
Human Resource and Payroll Personnel
Charter School Administrators

From: Nghia Do, Advisor

Re: Prior Fiscal Year Adjustments/Retro Pays for State Teachers' Retirement System (STRS)

The purpose of this bulletin is to inform Districts of an issue associated with the STRS' rate change in the QCC system.

Currently, the QCC payroll and retirement modules in 2014-15 are unable to calculate two different rates. If Districts issue earnings and/or make adjustments that belong to a prior fiscal year, the employee and employer contributions for STRS will be calculated using the new rate 8.15% and 8.88% instead of the old rate of 8.00% and 8.25% respectively. This will cause an error when the contributions are posted in STRS because it is calculated using the current STRS rate for the earnings rather than the rate for prior fiscal years.

While waiting for QSS to develop an enhancement to support different STRS rates, we require the following solution:

1. Use VolDed code 8112 in PD screen to refund or collect the contribution difference caused by the rate change for both employee and employer.
2. Provide DBAS staff a list of all employees who have salary adjustments and/or retro pay from prior fiscal year so we can adjust in the QCC retirement module

Please note that the VolDed code 8112 should ONLY be used for this type of situation, where it involves the reporting of prior fiscal years. If you are doing a correction that involves backing out a pay line from a prior fiscal year and re-reporting it due to an incorrect **Ret/base, pay code, contribution code or date**, you don't have to collect or refund any contributions. DBAS staff will have to adjust the rate and contributions on the final report.

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

Please distribute this information within your District as deemed appropriate.