

## How to handle Certificated/CalSTRS furloughs in PeopleSoft HCM.

May 2020

\*\*\* Certificated/CalSTRS and Classified/CalPERS furloughs are treated differently \*\*\*

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### Certificated/CalSTRS furloughs:

- Salary Schedules (**Submit a Service Now Incident**) are decreased.
- A decrease to Salary Schedules will reduce monthly earnings.
- Certificated Calendar Days (CDAYS) are decreased.
- By decreasing Salary Schedules and CDAYS, employees will still receive 1.0 service credit (if 100% FTE).
- Daily payrate is not affected.
  
- Note: Members with less than 25 years of service can use non-consecutive three years for final compensation if in a furlough situation.

### Mid-year corrections: (If reversing a furlough mid-year)

- Increase Salary Schedule (**Submit a Service Now Incident**).
- Increase CDAYS.
- Calculate a salary computation worksheet (AKA pinksheet) on each employee.
- May require a **Payline Adjustment** for lower salary (for days to days calculation).
- May require a **Payline Adjustment** for higher salary (for days to days calculation).
- Will require a positive Retroactive Pay (**RETRO**) transaction for months already paid.
  
- Note: SDCOE is fully enforced for all CalSTRS, Secure Employer Website (SEW) edits related to **RETROs**. Transactions entered must balance.
  
- Note: Effective July 1, 2012, CalSTRS Penalties & Interest are in effect for positive **and** negative adjustments.

**Mid-year corrections: (If increasing a furlough mid-year)**

- Decrease Salary Schedule (**Submit a Service Now Incident**).
- Decrease CDAYS.
- Calculate a salary computation worksheet (AKA pinksheet) on each employee.
- May require a **Payline Adjustment** for higher salary (for days to days calculation)
- May require a **Payline Adjustment** for lower salary (for days to days calculation)
- Will require a negative **RETRO** transaction for months already paid.
  
- Note: SDCOE is fully enforced for all CalSTRS, Secure Employer Website (SEW) edits related to **RETROs**. Transactions entered must balance.
  
- Note: Effective July 1, 2012, CalSTRS Penalties & Interest are in effect for positive **and** negative adjustments.

Send Certificated Calendar Days (CDAYS) revisions to [Retiremt@sdcoe.net](mailto:Retiremt@sdcoe.net) OR fax to (858) 279-2953.

**Reference:**

- CalSTRS Employer Information Circular Letter, Volume 24; Issue 4, April 30, 2008.

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Note: Please do not incorporate holidays, vacations, donations, etc. with furloughs without contacting CalSTRS for review and approval.

Questions: Contact Tammy Britt, Retirement Reporting, [tbritt@sdcoe.net](mailto:tbritt@sdcoe.net), (858) 569-5341