

**From:** [Retirement](#)  
**Subject:** CalPERS reporting, new requirement, off salary schedule payment  
**Date:** Tuesday, May 18, 2021 12:26:07 PM

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Hello payroll and human resources contacts: (pr/hr email list as Bccs).

On April 24, 2021, CalPERS had a myCalPERS release.

[myCalPERS Release: April 24, 2021 - CalPERS](#) (complete notice)

This email is about **one** of the items affecting school districts (highlighted below):

Program	Category	Subject	New/Enhanced Functionality
CalPERS	Payroll Reporting	Payroll Reporting Validations	<p>New payroll reporting validations have been implemented in myCalPERS:</p> <ul style="list-style-type: none"><li>• Reporting of excess service credit within an earned period</li><li>• Reporting of excess special compensation within an earned period</li></ul> <p>In the event the above occurs, the following error messages will display:</p> <ul style="list-style-type: none"><li>• The calculated value of time worked exceeds the maximum limits defined by CalPERS. (CRB00358)</li><li>• Special compensation amount exceeds the allowable limit for [special compensation type]. (CRB00357)</li></ul> <p>For both new validations, when thresholds are met, records will error and not post until the error is resolved.</p>

Excerpt from the CalPERS reference guide:

<https://www.calpers.ca.gov/docs/forms-publications/pas-ref-guide.pdf>

**“Off-Salary-Schedule Pay** — Compensation in addition to base salary paid in similar lump-sum amounts to a group or class of employees. These payments are routinely negotiated through collective bargaining in lieu of increases to the salary schedule. These payments are based on a similar percent of scheduled salary not to exceed 6% per fiscal year. The contracting agency or school employer may adopt similar action for non-represented groups or classes of employment as were negotiated through collective bargaining.”

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When negotiating an Off Salary Schedule Payment as a percentage of the existing salary

schedule, this new edit will require a change in how you are currently paying. When paying an Off Salary Schedule Payment with PeopleSoft, HCM earnings code **OSP-Off Schedule pay PERS**, you will need to enter by month, for each applicable month. Lump sum amounts for one month are no longer allowed because they will be subject to the edit mentioned above. This new edit will stop the special compensation from posting to a member's account.

Additionally, when paying during the year but negotiated for the salary schedule in effect for the entire year, that payment will result in a need for future dated pay. That option does not exist in PeopleSoft HCM, or in CalPERS reporting. In those negotiations, it may be necessary to negotiate that the payment be made after the fiscal year ends (i.e. July).

Additional, an Off Salary Schedule Payment is not to exceed 6% per fiscal year. Any amount over 6% must be paid using PeopleSoft, HCM earnings code **OFN-Off Schedule Without PERS**.

Please reply to this email if you have any questions.

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For **other** Retirement Reporting inquiries, please contact the appropriate contact directly as detailed on staff assignments:

<http://www.sdcoe.net/business-services/financial-services/Pages/staff-assignments.aspx>

This [retiremt@sdcoe.net](mailto:retiremt@sdcoe.net) email **does not** go to all retirement reporting staff members.

Thank you,  
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