

**SAN DIEGO COUNTY OFFICE OF EDUCATION  
 CHARTER SCHOOL SERVICES  
 ORACLE/PEOPLESOFT (HCM AND FINANCE)  
 FEES AND CHARGES 2024-25**

<u>ORACLE/PEOPLESOFT (HCM &amp; FINANCE)</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
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**HUMAN CAPITAL MANAGEMENT (HCM)\***

Vendor Maintenance			
Upgrades			
HCM New Fee**	3.76	4.07	4.10

\*\*Fees based on PY P-2 ADA

\*Fees based on Prior Year W-2s

**FINANCE\***

Vendor Maintenance			
Upgrades			
Finance ERP Support	2.05	2.22	2.24
*Fees based on Prior Year P-2 ADA			

**SDCOE SUPPORT FEE\***

HCM	2.05	2.22	2.24
FINANCE	1.49	1.61	1.62
HCM and FINANCE			
*Fees based on Prior Year P-2 ADA			

**PBCS\***

PBCS (Offline Charter)	0.29	0.31	0.31
*Fees based on Prior Year P-2 ADA			

**SAN DIEGO COUNTY OFFICE OF EDUCATION  
CHARTER SCHOOL SERVICES  
FEES AND CHARGES 2024-25**

<b><u>PAYROLL SYSTEM</u></b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>
Negotiable Warrants (annual charge will be calculated based on number of Negotiable Warrants produced per previous Calendar Year).**	1.75/warrant	1.89/warrant	1.90/warrant
Request for copies of Warrants (In Excess of 3)	4.68/warrant	5.06/warrant	5.10/warrant
Request for Payroll Research and Copies of Records	114.73/hr.	124.06/hr.	125.00/hr.
Additional Operator Manual	76.09	82.28	82.90
Payroll Retraining Fee (per hour)	114.73	124.06	125.00
On Site Payroll Services (per hour)	277.45	300.01	302.29
Startup Fee	2,766.28	2,991.18	3,013.91
Reactivation Fee (within same fiscal year)	1,382.55	1,494.95	1,506.31
Wire Transfer Fee (Vendor)	35.13/transfer	37.99/transfer	38.28/transfer
W-2s/1095C - Additional copies/reprints-unfolded	71 cents ea.	77 cents ea.	78 cents ea.
W-2s/1095C - Additional copies/reprints-folded	99 cents ea.	1.07 ea.	1.08 ea.
W-2s/1095C - CD Replacement	58.53	63.29	63.77
Corrected 1095C Forms/TIN Corrections	6.32/form	6.83/form	6.88/form

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

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CHARTER SCHOOL SERVICES  
FEES AND CHARGES 2024-25**

**PAYROLL SERVICES (Cont'd)**

**2022-23**

**2023-24**

**2024-25**

**TYPED WARRANT LIMIT FEE**

There will be a \$2.55 charge for each typed warrant per typed warrant cycle in excess of the following typed warrant limit based on the charter's ADA.

ADA	Typed Warrant Limit	Typed Warrant Limit	Typed Warrant Limit
1 - 3,000	15	15	15
3,001 - 6,000	30	30	30
6,001 - 10,000	45	45	45
10,001 - 15,000	60	60	60
15,001 - 20,000	75	75	75
20,001 - and higher	90	90	90

**LEAVE ACCOUNTING SYSTEM**

Downloading Fee (per hour)	\$114.73	\$124.06	\$125.00
Leave Retraining Fee (per hour)	114.73	124.06	125.00

**RETROACTIVE PAY**

Retro Reports ordered by SDCOE for Charters (per hour)	114.73	124.06	125.00
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**HUMAN RESOURCES/PERSONNEL AND POSITION CONTROL**

HR/PCS Retraining Fee (per hour)	114.73	124.06	125.00
On Site Payroll Services (per hour)	277.45	300.01	302.29

**EDUCATIONAL SERVICES**

On site individual support for Curriculum, Instruction, Strategic Planning, Communications, Pupil Services, Special Education, Safe Schools and Related Services (per hour).	139.03	150.33	151.47
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**STATEWIDE BENEFIT CHARTER SCHOOL-FISCAL AGENT SERVICE FEE**

High Tech High Statewide Benefit Charter School	5,080.65	5,493.71	5,535.46
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**SAN DIEGO COUNTY OFFICE OF EDUCATION  
CHARTER SCHOOL SERVICES  
FEES AND CHARGES 2024-25**

<b><u>RETIREMENT RESEARCH</u></b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</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	\$114.73 per hour	\$124.06 per hour	\$125.00 per hour
<b><u>RETIREMENT REPORTING</u></b>			
<b><u>Independent Payroll Systems</u></b> (School Districts, Community Colleges and Charter Schools with their own Payroll Systems.)			
Monthly File Merge, STRS and PERS	350.03	378.49	381.37
Each Replacement File	234.14	253.18	255.10
Payroll/Retirement File Testing - each File (after the third File)	815.95	882.29	889.00
Change in Independent Payroll Service Provider: Up front file testing fee or independent payroll setup and testing fee (up to three files)	2,913.77	3,150.66	3,174.61
Retirement Retraining Fee (per hour)	114.73	124.06	125.00
<b><u>CHARTER STARTUP WITH SDCOE</u></b>			
Employees previously paid using no payroll system reconstruct employee STRS, PERS, W-2, and Employer 941 (per hour)	114.73	124.06	125.00

**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*	146.35	158.25	159.45
Fingerprint Clearinghouse	0.29	0.31	0.32 per
	P-2 ADA	P-2 ADA	P-2 ADA
LiveScan Rolling Fee (Dual Certification/ Clearinghouse)*	28.00	30.28	28.00
*Credit/Debit Card Convenience Fee (Transaction charge at time of service)	3.00	3.24	3.00

**SAN DIEGO COUNTY OFFICE OF EDUCATION  
BUSINESS ADVISORY AND ACCOUNTING SERVICES  
FEES AND CHARGES 2024-25**

<b><u>FINANCIAL REPORTING</u></b>	<b><u>2022-23</u></b>	<b><u>2023-24</u></b>	<b><u>2024-25</u></b>
Financial Data Analysis Tool			
Multi-year Projection			
General Fund Composite			
Five-year Comparison			

Fees for the above services will be charged based upon the size of the district as follows:

**ADA**

Direct Service Districts	No Charge	No Charge	No Charge
Other Districts:			
Up to 3,000	\$1,998.31	\$2,160.77	\$2,177.19
3,000 - 6,000	3,595.09	3,887.37	3,916.91
Over 6,000	4,994.02	5,400.03	5,441.07

**COMMERCIAL WARRANTS**

District Specific (Special Order)			
Commercial Warrant Stock			
Per Warrant Ordered by SDCOE	Actual Cost*	Actual Cost*	Actual Cost*
Data File Prep for Bank Reconciliation	114.73	124.06	125.00
(off-line only)	per hour	per hour	per hour

\*Actual costs will be taken from the vendor invoices.

**RETIREMENT REPORTING**

Research and Corrections (per hour)	125.00
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