From:	Lena Young-Gallardo
To:	BSD-CBO List; BSD-FinMgrsMeet List; Persadmin List; Newpy List
Cc:	BSD-ExecutiveStaffList
Subject:	Bulletin - CalPERS Out of Class Reporting
Date:	Tuesday, June 25, 2024 11:13:08 AM
Attachments:	Bulletin -CalPERS Reporting Out-of-Class Hours Worked Annual Reminder FY 2023-24.pdf image001.png AnnualOut-of-ClassValidationNotice_1719241516086.pdf

---

Hi all,

Please see the attached bulletin and notice for details on reporting CalPERS Out of Class Hours for Fiscal Year 2023-24. This is a yearly requirement with the reporting due each year on July 30th. Out of Class Hours not reported may be subject to penalties.

Thanks,
Lena

Transforming lives through education
Lena Young-Gallardo, Director
District Financial Services
San Bernardino County Superintendent of Schools
760 E. Brier Drive, San Bernardino, CA 92408
P: 909.388.5701 | F: 909.388.5735
http://www.sbcss.k12.ca.us

San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

DATE: June 25, 2024

TO: Chief Business Officials, Directors of Fiscal Services, Personnel Administrators, and Payroll Technicians
San Bernardino County School Districts (K-12, Community Colleges, ROP's)

SUBJECT: CalPERS Reporting Out-of-Class Hours (GC Section 20480) – FY 2023-2024

This bulletin is a reminder that each district is required to report out-of-class hours to the California Public Employees' Retirement System (CalPERS). This mandate is an **annual** reporting that pertains to CalPERS **Classic and PEPRA** members. **The reporting is due by July 30, 2024.**

Effective January 1, 2018, Assembly Bill (AB) 1487 added Government Code (GC) Section 20480, which requires agencies to report hours worked in out-of-class positions. As of July 1, 2019, CalPERS requires out-of-class hours to be reported in My|CalPERS. Each district will receive CalPERS notification letters directly as follows:

1. Annual Notice: CalPERS will send a letter in June to advise employers that the out-of-class hours reporting is due by July 30th each year.
2. Failure to Comply Notice: CalPERS will send this letter in August to employers that did not submit the out-of-class hours report.

Note: Submit the report even if the notification was not received.

Please refer to My|CalPERS Out-of-Class Reporting Student Guide for step-by-step instructions on how to complete this annual process. Employers are required to submit the hours for each fiscal year (i.e. 2023-2024 which is from July 1, 2023 to June 30, 2024).

If you have any questions regarding this bulletin, please contact Michelle Johnston at Michelle.Johnston@sbcss.net.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Signed Lena Young-Gallardo
Lena Young-Gallardo, Director
District Financial Services

LYG:kb
Attachments

CalPERS

California Public Employees' Retirement System
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or **888**-225-7377)
TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

June 24, 2024

MICHELLE JOHNSTON
San Bernardino County Schools
760 E BRIER DR
SAN BERNARDINO, CA 92408

CalPERS ID: 5934160794

Subject: Notice to Report Out-of-Class Appointments

Dear MICHELLE JOHNSTON,

The purpose of this letter is to inform your agency to report all out-of-class appointments in myCalPERS for the prior fiscal year pursuant to Government (Gov.) Code section 20480. Gov. Code section 20480 requires contracting agencies and school employers to track the total hours worked by an employee serving in an out-of-class appointment and report the hours no later than 30 days following the end of the fiscal year. Total hours worked includes overtime hours and any additional hours for which a participant received compensation.

An out-of-class appointment is an appointment to an upgraded position or higher classification by an employer or governing board or body in a vacant position for a limited duration. Per this section, a "vacant position" refers to a position that is vacant during recruitment for a permanent appointment. A vacant position does not refer to a position that is temporarily available due to another employee's leave of absence.

Reporting of out-of-class hours must be submitted in myCalPERS by July 30 for the prior fiscal year. Employers with one of the following myCalPERS access roles can navigate to these pages by selecting the Reporting global tab, then selecting **Out-of-Class Validation.**

- Business Partner AR/Billing OR AR/Billing RO
- Business Partner Payroll OR Payroll RO
- Business Partner Retirement Enrollment OR Retirement Enrollment RO

We are here to assist you. If you have any questions, please visit our website at **www.calpers.ca.gov** or call us toll free at **888 CalPERS** (or **888**-225-7377).

Sincerely,

Employer Account Management Division

myCalPERS 2625