

Sonoma County Office of Education
Business Services

EXTERNAL PAYROLL AND FINANCE UPDATES
DBUG: April 27, 2023

Updates:

Employee Overpayments – 25% Rule-Assembly Bill 185

- ❖ **Reminder** - Assembly Bill 185 includes Education Code Section 44042.5 which provides new parameters for wage overpayments for school districts, charters and county offices of education. This Ed Code was added on September 27, 2022
 - **IMPORTANT: This does not apply to sick leave over usage**
 - If an employee has overused their sick leave, you are able to take the full dock from the employee's pay regardless of the 25% rule. This is not considered a wage overpayment and therefore sick leave over usage does not apply to this rule
- ❖ Link to Ed Code 44042.5
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=44042.5

IRS Form 8821 has been sent to all district Superintendents for review and signature

- ❖ Jing Liu needs to be added as an authorized user for IRS Federal Tax Reporting purposes
 - SCOE External Payroll and Finance is in charge of the federal tax reporting for all districts. Jing needs to be added in order to assist with questions regarding the tax reporting.
 - This is an FYI in case you receive questions from your superintendent on this
 - **Attached** is an example of the form

Social Security website changed – March 25, 2023

- ❖ Social Security Number Verification Service – Every user, including existing members will need to go through an Authentication and Registration process after March 25, 2023
- ❖ See **attached** for more information
- ❖ Highly recommended to have at least one person signed up for this service. It is necessary to verify SSNs before hiring
 - <https://www.ssa.gov/employer/ssnv.htm>
- ❖ **Some users are experiencing problems with this process. If you encounter an issue, please call:** 1-800-772-6270 or 1-888-772-2970 – BSO Technical Assistance Line

- **Tip:** If you have a personal social security account and try to create an account it will tell you “*Account already exists*”
 - You will need to **log in with your personal account** and then link it to your specific district/charter school
 - If you do not remember your username or password to your personal account, go through the process of retrieving this by clicking the Forgot Username or Password
 - Once you log into your personal account – go to My Profile to link to your district or charter
 - A code will be sent to you via USPS Mail. Be patient, as this process takes a little bit of time

CalPERS Board adopted 2023-24 CalPERS Employer Contribution Rate: 26.68%

❖ Projected rates going forward:

Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29
Projected Rates	27.70%	28.30%	28.70%	30.00%	29.80%

❖ See attached notice from School Services of CA

NEW CalSTRS Forms online

- ❖ Permissive Membership - https://www.scoe.org/files/Permissive_Membership.pdf
- ❖ Retirement System Election Form - https://www.scoe.org/files/Retirement_System_Election.pdf
- ❖ Reduced Workload: https://www.scoe.org/files/Reduced_Workload_Program_Eligibility_Certification.pdf
 - Reminder - Reduced workload applications and supplemental documents are sent to Alli Britton – CalSTRS Technician. Do not send these directly to CalSTRS. (Abritton@scoe.org)

Crowe Audit – Rainy day lunch coverage not creditable – CalSTRS

- ❖ A recent CalSTRS audit determined that payment to teachers who cover rainy day lunch is not considered creditable service
 - Per CalSTRS, this lunch coverage does not require a credential and therefore should not be creditable
 - Please be mindful of this going forward
 - Questions – please reach out to Alli Britton – Abritton@scoe.org

Reminders:

Boxes at SCOE

- ❖ Each charter and district have a box at SCOE in the Business Services office. Please check this box if you are coming by to pickup items.



CalPERS Late Reporting Fees

- ❖ Fees will be calculated and invoiced for late appointment entries into CalPERS
 - CalPERS retirees must have an active appointment in Pers **within 30 days of hire** to avoid a \$200.00 late fee
 - Send CalPERS enrollment form to Maria Aguayo – Maquayo@scoe.org
 - This is a recurring fee. If there is no appointment set up for this retiree for multiple months, there will be multiple \$200.00 late fee charges
 - See **attached** circular from CalPERS regarding this
 - There is another fee for regular late enrollment. The fee for this is \$500.00. A new employee needs to be set up with an appointment **within 90 days of hire.**
 - On top of the \$500.00 fee, the LEA is liable for both the member and employer late contributions due on the member's account
 - See **attached** circular from CalPERS regarding this
 - Always look up new hires in CalPERS upon hire. This is an important step as there is a chance that a new hire could be a CalPERS retiree, or a member of CalPERS.

Manual Payroll Entries cannot be entered before the 1st of the month

- ❖ Please be mindful when entering manual payroll transactions into the system.
 - Manual payroll entries cannot be entered until the 1st of the month
 - If they are entered before this date it impacts the reporting for payroll taxes, CalSTRS and CalPERS for the end of the month payrolls.
 - Please make sure your payroll staff is reminded of this.

Tax Information Authorization

▶ Go to www.irs.gov/Form8821 for instructions and the latest information.
 ▶ Don't sign this form unless all applicable lines have been completed.
 ▶ Don't use Form 8821 to request copies of your tax returns or to authorize someone to represent you. See instructions.

OMB No. 1545-1165
For IRS Use Only
Received by: _____
Name _____
Telephone _____
Function _____
Date _____

1 Taxpayer information. Taxpayer must sign and date this form on line 6.

Taxpayer name and address XYZ School District 6321 HIGHWAY 116 FORESTVILLE, CA 95436	Taxpayer identification number(s) 94-2342990
	Daytime telephone number 707-887-9767
	Plan number (if applicable)

2 Designee(s). If you wish to name more than two designees, attach a list to this form. **Check here if a list of additional designees is attached** ▶

Name and address JING LIU 5340 SKYLANE BLVD. SANTA ROSA, CA 95403	CAF No. _____ PTIN _____ Telephone No. 707-524-2954 Fax No. 707-578-0487
Check if to be sent copies of notices and communications <input checked="" type="checkbox"/>	Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>

Name and address	CAF No. _____ PTIN _____ Telephone No. _____ Fax No. _____
Check if to be sent copies of notices and communications <input type="checkbox"/>	Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>

3 Tax information. Each designee is authorized to inspect and/or receive confidential tax information for the type of tax, forms, periods, and specific matters you list below. See the line 3 instructions.

By checking here, I authorize access to my IRS records via an Intermediate Service Provider.

(a) Type of Tax Information (Income, Employment, Payroll, Excise, Estate, Gift, Civil Penalty, Sec. 4980H Payments, etc.)	(b) Tax Form Number (1040, 941, 720, etc.)	(c) Year(s) or Period(s)	(d) Specific Tax Matters
EMPLOYMENT	941	2021-2025	NOT APPLICABLE
EARNED INCOME	1099	2021-2025	NOT APPLICABLE
PAYROLL	W-2	2021-2025	NOT APPLICABLE

4 Specific use not recorded on the Centralized Authorization File (CAF). If the tax information authorization is for a specific use not recorded on CAF, check this box. See the instructions. If you check this box, skip line 5 ▶

5 Retention/revocation of prior tax information authorizations. If the line 4 box is checked, skip this line. If the line 4 box isn't checked, the IRS will automatically revoke all prior tax information authorizations on file unless you check the line 5 box and **attach a copy** of the tax information authorization(s) that you want to retain ▶
 To revoke a prior tax information authorization(s) without submitting a new authorization, see the line 5 instructions.

6 Taxpayer signature. If signed by a corporate officer, partner, guardian, partnership representative (or designated individual, if applicable), executor, receiver, administrator, trustee, or individual other than the taxpayer, I certify that I have the legal authority to execute this form with respect to the tax matters and tax periods shown on line 3 above.

▶ IF NOT COMPLETED, SIGNED, AND DATED, THIS TAX INFORMATION AUTHORIZATION WILL BE RETURNED.

▶ DON'T SIGN THIS FORM IF IT IS BLANK OR INCOMPLETE.

Signature	Date
Print Name	Superintendent <small>Title (if applicable)</small>

Social Security Business Services Online

Updated registration process

On March 25, 2023, we are updating how you sign up for a Business Services Online (BSO) account for the following services:

- Wage File Upload
- W-2 Online
- W-2C Online
- AccuWage Online
- Social Security Number Verification Service (SSNVS)

BSO users will need a separate Social Security online account, for example, a *my Social Security* account that was created before September 18, 2021, or have an existing [Login.gov](#) or [ID.me](#) account.

If you do not have a Social Security online account or a Login.gov or ID.me account, you will need to create one from our [Social Security Sign in page](#). This is a new requirement to access BSO employer services.

Once the credentialing and authentication process has been completed, current BSO User ID(s) will be associated with your new credential.

<https://www.ssa.gov/bsowelcome.htm>

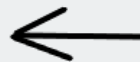
Employers

For employers to:

- Report wages
- View submission and report status
- Act on resubmission notices
- Verify Social Security numbers

[Log in](#)

[Create account](#)




[Employer information](#)

[Customer support for wage reporting](#)

For questions: employerinfo@ssa.gov

If you do not have a My Social Security Account (personal account)- Click on create an account and it will take you to this next page. Click on create account at the bottom in blue.



Social Security

Sign In

Accounts created **before** September 18, 2021 shou
Username and Password.

Username

[Forgot Username?](#)

Password


[Forgot Password?](#)

[Sign in](#)

[Sign in with !\[\]\(9255d04e742e62906414430aacfc8ff2_img.jpg\) LOGIN.GOV](#)

[Sign in with !\[\]\(e5a36de9ed1eae317a0ad49fbfeb36f4_img.jpg\) ID.me](#)

[Learn more](#)

[Create an account](#) 

This will take you to the Login.gov website. Where you will have to click [create an account](#)



SSA is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password

Show password

Sign in

First time using Login.gov?

Create an account ←

Go through the steps of creating the account through Login.gov. Once this is done it will link to your current BSO username through Social Security.

FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

By The Way... CalPERS Sets 2023-24 Employer Contribution Rates

 **BY MICHELLE MCKAY UNDERWOOD**

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posted April 21, 2023

As expected, this week, the California Public Employees' Retirement System (CalPERS) Board adopted the 2023-24 schools employer contribution rates at 26.68% and projects outyear rates as follows:

Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29
Projected Rates	27.70%	28.30%	28.70%	30.00%	29.80%

The outyear projections will fluctuate based on future investment returns and other demographic changes. The 2023-24 rate will not change from here, and the next anticipated update to outyear estimates is expected fall 2023, after the release of the 2022-23 valuation this summer. As such, school employers (including community colleges) should utilize these rates as they update their multiyear projections.

For additional information, see "[CalPERS Set to Adopt 2023-24 Employer Contribution Rate](#)" in the April 2023 Fiscal Report.



California Public Employees' Retirement System
P.O. Box 942715 | Sacramento, CA 94229-2715
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442
www.calpers.ca.gov

Membership

Circular Letter

March 6, 2020

Circular Letter: 200-009-20

Distribution: IV, V, VI, X, XII, XVI

To: All CalPERS Employers
Subject: Notification of Reported Late Appointment (Enhanced myCalPERS Functionality)

Purpose

The purpose of this Circular Letter is to inform you of upcoming system enhancements to the Notification of Reported Late Appointment process in myCalPERS. In March 2020, the first enhancement will be implemented to automate the arrears determination for late enrollments. It will require all employers to report payroll during the arrears period through their normal payroll reporting process in myCalPERS.

Background Information

Under Government Code (Gov. Code) section 20283, employers have 90 days to establish membership and report retirement contributions to CalPERS. If the enrollment is entered after the 90-day window, your agency is liable for **both** the member and employer contributions due on the member's account, along with a \$500 administrative cost. When an employee qualifies for membership with CalPERS, it is important you enroll them in a timely manner. Enrollments completed on time will reduce your cost associated with late enrollments and ensure our members receive the service credit they are entitled to.

Process

When an enrollment is entered late in myCalPERS, the Notification of Reported Late Appointment letter will automatically be generated and sent indicating the arrears determination.

If you agree with the arrears determination, report payroll as soon as possible, but no later than 60 days from the date of the letter. If you do not agree with the determination, you will have 30 days to provide additional information along with supporting documentation to potentially change the determination.

After 30 days, the Notification of Employer Paid Arrears Processing letter is sent reminding you to report payroll within 30 days and you will automatically be billed for the \$500 administrative cost.

Payroll Reporting

Beginning March 2020, payroll should be reported after the appointment is entered in myCalPERS. The Notification of Reported Late Appointment letter sent to your agency will identify the arrears period date range to report payroll. The arrears period payroll should be reported as **Prior Period Adjustments** via an Adjustment Report or included in your agency's normal **Earned Period Report**. Once posted, payroll transactions are viewable within the member's Service or Transaction History. Contributions should be reported in accordance with any resolutions or bargaining agreements your agency has on file in myCalPERS. Your agency cannot collect these contributions from the member, per Gov. Code section 20283.

Viewing the Arrears Determination in myCalPERS

You will be able to view determinations associated with your agency under the member's CalPERS ID. A new panel will be added to the Appointment List page and viewable to contacts with the Business Partner Retirement Enrollment Permission role.

Agency Contact

It is important to ensure your agency has a primary arrears administrator contact in myCalPERS. Notify your system access administrator of any updates needed to your agency's contact information.

Additional Enhancements

We are developing additional enhancements pertaining to arrears determinations, service credit purchase, and membership reviews. We will communicate these enhancements prior to their release.

Questions

If you have any questions, visit our website at www.calpers.ca.gov, or contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief
Employer Account Management Division



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Membership

Circular Letter

August 2, 2018

Circular Letter: 200-048-18

Distribution: IV, V, VI, X, XII, XVI

To: All CalPERS Employers
Subject: Enrolling and Reporting Retired Members

Purpose

The purpose of this Circular Letter is to follow up on the California Public Employees' Retirement System (CalPERS) Circular Letter [200-010-18](#) and provide additional information regarding the amendment to Government (Gov.) Code section 21220 of the Public Employees' Retirement Law (PERL). The my|CalPERS system has been updated in accordance with this new law and CalPERS will begin assessing fees July 1, 2018.

Enrollment

An employer shall enroll a retired member within 30 days of the effective date of hire or a fee of two hundred (\$200) dollars will be assessed per month until the retired annuitant is enrolled in my|CalPERS.

CalPERS will not be assessing fees retroactively for retired members enrolled late. For example, if a retired member was hired on January 1, 2018 but the employer did not enroll the retired member until August 1, 2018, the employer will only be assessed one \$200 fee for the late enrollment.

Payroll Reporting

An employer shall report and post retired annuitant payroll records within 30 days following the last day of the effective earned period. Payroll records can be submitted in either an earned period report or an adjustment report. Records must be posted within 30 days following the

last day of the record earned period, or a \$200 fee will be assessed per month until the payroll information is posted.

CalPERS will not be assessing fees retroactively for retired annuitant payroll missing or reported late. For example, any missing or late payroll periods with earned period end dates prior to July 1, 2018, will not be assessed a \$200 fee.

Employers will need to confirm missing payroll for retired annuitants that they do not expect to report payroll for. Employers should use the Payroll Schedule local navigation link to confirm missing payroll prior to the earned period report due date to avoid being assessed a \$200 fee for each retired annuitant. You may also use the Retirement Appointment Reconciliation screens to maintain enrollments and confirm missing payroll. Failure to report or confirm missing payroll timely will result in a fee. For additional information regarding the Retirement Appointment Reconciliation functionality please refer to [my|CalPERS Retirement Appointment Reconciliation Student Guide](#) and Circular Letter [200-003-17](#).

Compliance

CalPERS encourages all employers to review all of their retired annuitant appointments for compliance before CalPERS begins assessing fees. Each retired annuitant currently working at your agency should have an appointment in my|CalPERS. If a retired annuitant has separated from your agency, please be sure that their appointment has been separated in my|CalPERS.

Questions

If you have any questions, please call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief
Employer Account Management Division