

SDCOE Retirement Reporting

PERS Summer School Reporting

In PeopleSoft, it is a manual process for school districts to inform the Retirement Reporting unit when employees with 10- or 11- month 1.0 FTE positions are also working during the summer months in the positions that are coded for overtime PERS-OT in Elig Fld 4 in Manage Job screen during the regular school year.

Who is affected?

Any PERS employee with a **1.00 FTE working in a 10- or 11- month position AND working during the months of June, July or August** in a different (Overtime) hourly position.

Employees who meet the above criteria must have their Overtime position coding changed by SDCOE Retirement team to collect PERS.

What actions are required by Districts?

Notify SDCOE Retirement of any employees who will qualify, and which positions need to be changed.

- Provide employee id#, name, empl. rec#, and the summer school service months of those requiring updates.
- Upload this list to your PERS folder in Business Services Secure File Transfer Portal (BSSFTP) and send email confirmation to benjamin.vickery@sdcoe.net once completed.

Important Notes: Failure to change the retirement coding in PeopleSoft during the summer may result in incorrect retirement contributions and service credit for the member. If this occurs, adjustments will be needed on the next available payroll. When employees return to their regular monthly positions in August or September, the retirement coding will be changed back to PERS-OT (for PERS overtime) in Elig Fld 4.

If you have any questions, please contact Ben Vickery at benjamin.vickery@sdcoe.net or (858) 295-6734.