Credential Audit Pay Holds

SCOE HR Credential Department performs a Credential Audit Pay Holds in order to comply with CA Education Code 45037 that a certificated employee must have a valid teaching credential with the CA Commission on Teacher (CTC). There can be penalties and revenue losses.

Local education agencies receive state funding for reported average daily attendance on the condition that pupils are taught by teachers who hold valid certification documents (*Education Code* Section 46300).

More information: https://www.cde.ca.gov/fg/au/ag/teachercredpenalty.asp

SCOE HR Credential does a weekly upload from CTC into the system for credentials. The logic of the upload is anyone with Sonoma listed as their last known county of employment in CTC should be on the upload report. Unfortunately, staff within the county don't always automatically appear on that list. We prefer to receive an update from the districts when an educator renews so we can confirm the credential records will come through.

Districts will be notified if there is a Pay Hold before payroll is processed. A paper check with be processed instead of Direct Deposit. The check will be available for pick up at SCOE HR Credential Department.

Pay Holds can be found in Credential Reports on the ***Cred94 County Holders with Pay Holds Report***, Adjust Payroll and Employee Management. The Credential records can be viewed in Employee Management in the Creds Tab.

We highly recommend to review the ***Cred92 County Holders with Expiring Credentials*** on a regular basis. Reports can be scheduled to send a reminder with an attachment.

Questions regarding Credential Audit Pay Holds, please contact SCOE HR Credential Department

Jenny Reeder or Hunter Ferrara by email credentials@scoe.org

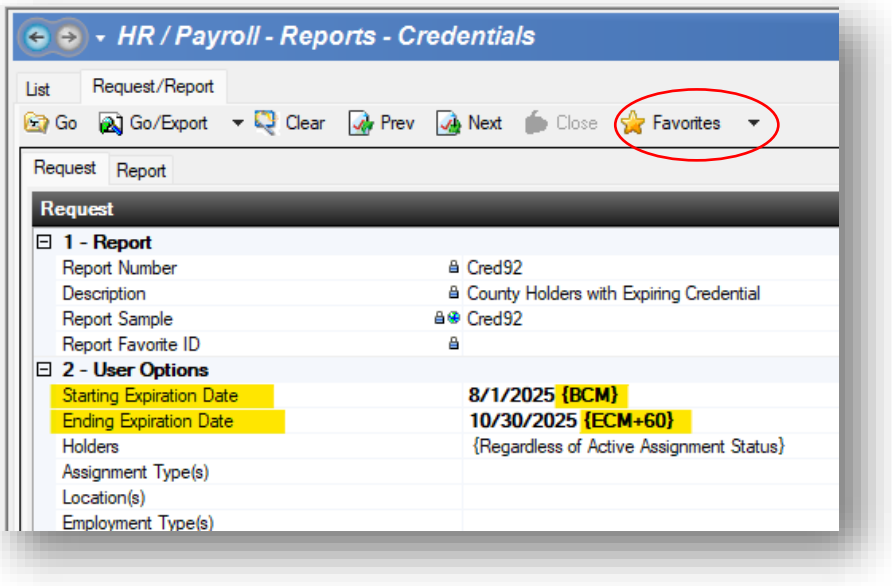
Cred92 County Holders with Expiring Credentials

This report lists all credential holders of expiring credentials. The report has an option to limit expiring credentials by date range and to those holders having an assignment active after the credential expires.

It prints name, masked social security number, assignment organization, document type and number, credential code, term code renewal codes with their descriptions and expiration date.

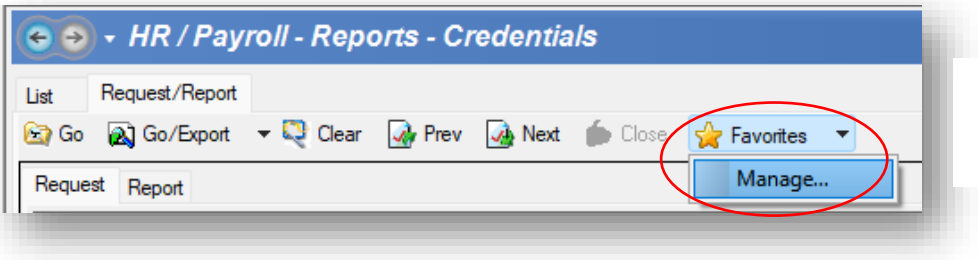
Go to HR/Payroll – Reports– Credentials

Create a Report Favorite and Schedule notification with attachment.



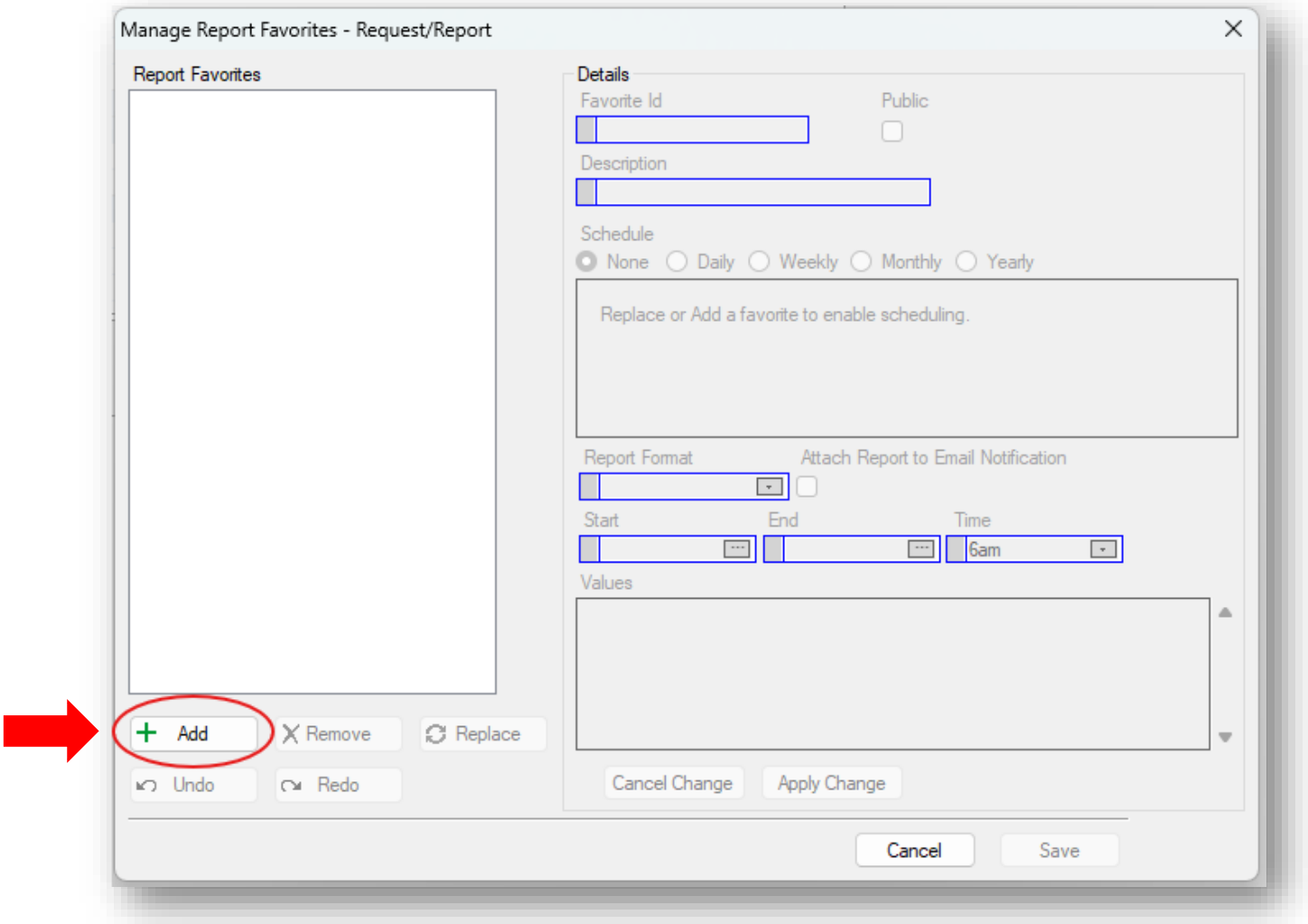
- Starting Expiration Date: Use Date Mnemonics to create a Report Favorite
- BCM = Begin of Current Month
- Ending Expiration Date: Use Date Mnemonics
- ECM + 60 = End of Current Month + 60 Days
- Go to Favorites
- Click on Manage

Create Report Favorite and Schedule Report

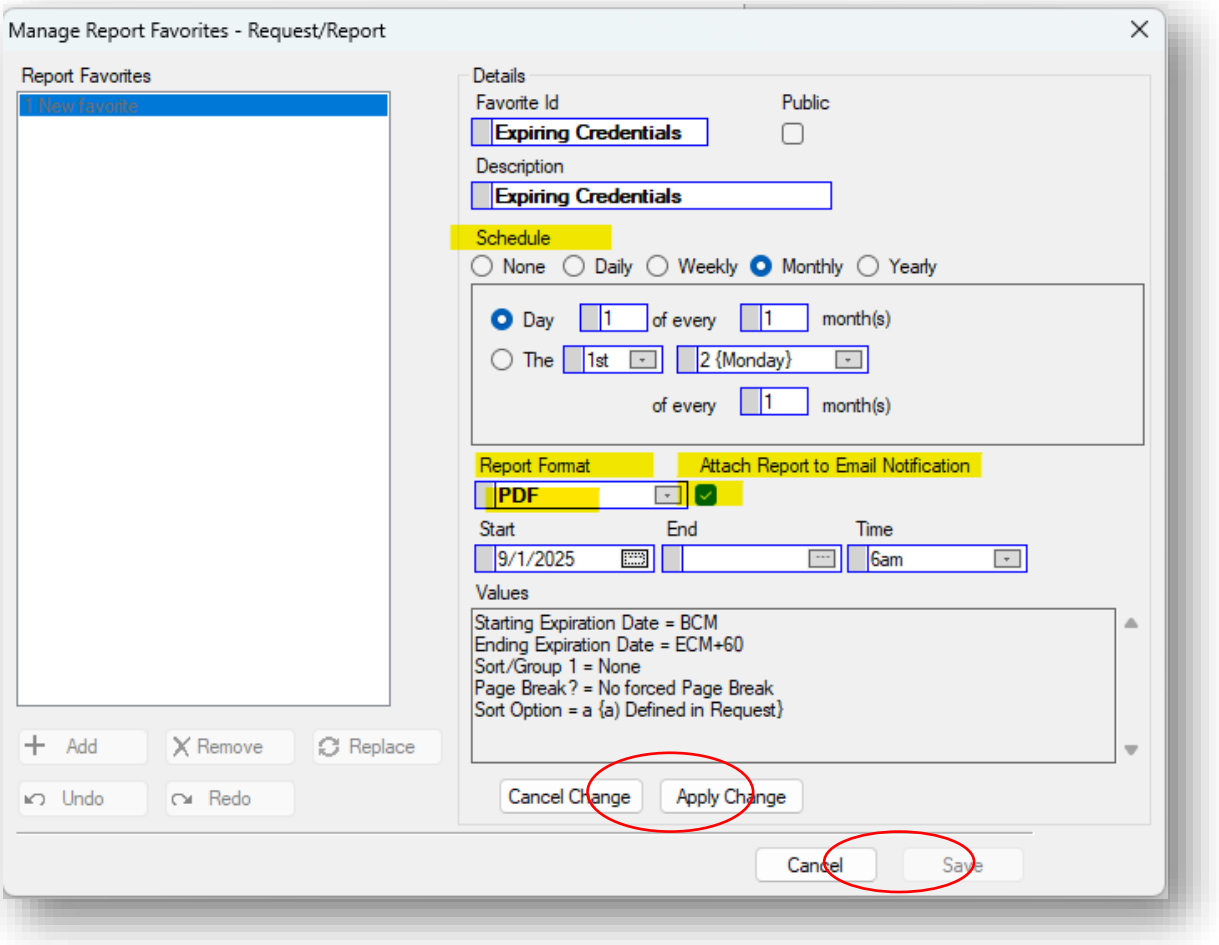


- Click on Favorite
- Click on Manage

- Click on Add



- Click Add
- Favorite Id: Enter Name of your report
- Description: Enter Description
- Schedule: Click on Daily, Weekly or Monthly
- Report Format: Select Format of Report
- Click Box to Attach Report to Email Notification
    - If there is a Social Security Number on the report the notification will be emailed and the report will be available in Report Favorites
- Start Date: Enter date to start
- Click Apply Change
- Save



Example Cred92 Holders with Expiring Credentials

Cred92a **Holders with Expiring Credentials**

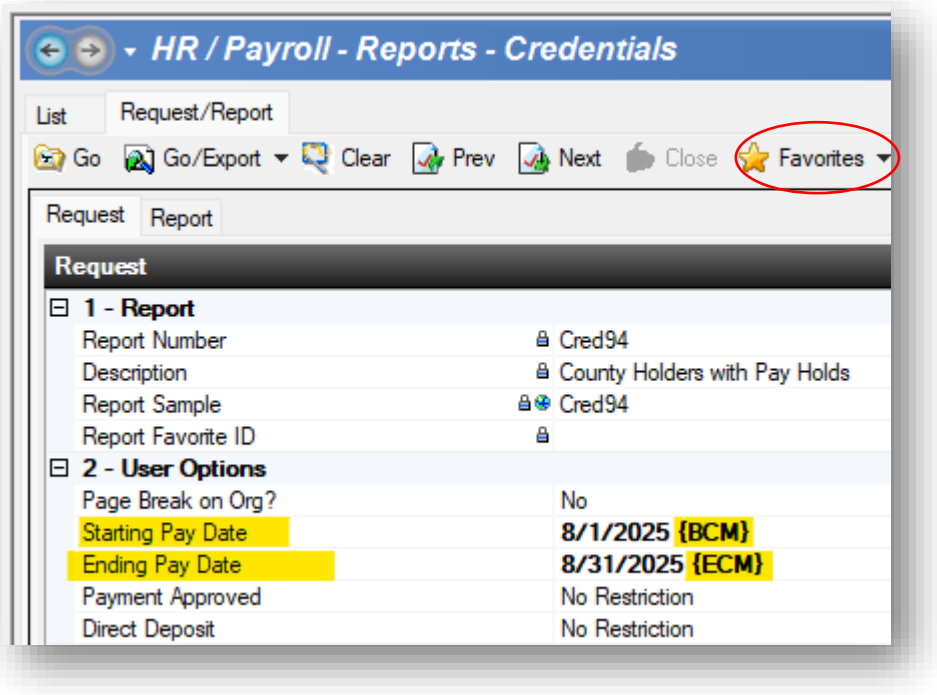
Include Holders Regardless of Assignment Status **Expires 08/01/2025 through 10/30/2025**

Name Employment Type	SSN4	Orgs	Doc Type	Document#/Title Term/TC Requirement	Renewals	Expires
Mouse, Mickey Regular Substitute	####	015 088 084 085 081 063 087	State	240237797 SUBP - 30-Day Substitute Teaching Permit EM - Emergency	P30 - To renew this permit, the holder needs to submit an application and fee through his or her employing school district or county office of education, or directly to the Commission.	09/01/2025
Mouse, Minnie Regular	####	084 081 087	State	200133115 TC1 - Single Subject Teaching Credential CL - Clear	R20 - To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the expiration date. The renewal period is five years.	08/01/2025

Hold Reason	Description
ExpCred	All credentials that match the Cred Pay Code in the pay matrix are expired
NoMatch	Person's credentials do not match credentials required by Cred Pay Code in the pay matrix
RstrCty	A restricted county was specified in the credential and it does not match the California COE number for this county
RstrDist	A restricted district was specified in the credential and it does not match the CDS number for the district where this assignment is held
RstrAgy	A restricted agency was specified in the credential and it does not match the agency where this assignment is held. Or, there is no restricted district specified in the credential or a restricted district that is not equal to the employee's assignment
NoPerson	This error only appears in the Cred Validation field when adding an assignment that requires a credential for an employee that does not have an associated Credential Holder record. As soon as you save/close the Employee or Position record, the software automatically creates the Credential Holder record, copying in the appropriate fields from the Employee record. Once the Employee or Position record is saved, the error will change to NoCreds
BadTerm	The Term in the credential does not match any term defined in the Term List, or the *Hold Pay* field in the Term record is set to yes. If this is the case, all persons with a credential with this term will generate a pay hold every time the Credential Audit process is run.
BadPayCd	The pay code in credential does not match any of the pay codes in the Pay Matrix
NeverPay	The *Hold Pay* field in the Holder record is set to Yes. The Credential Audit process will generate a Pay Hold for the employee every time it is run
NoCreds	Person has no credentials in the system

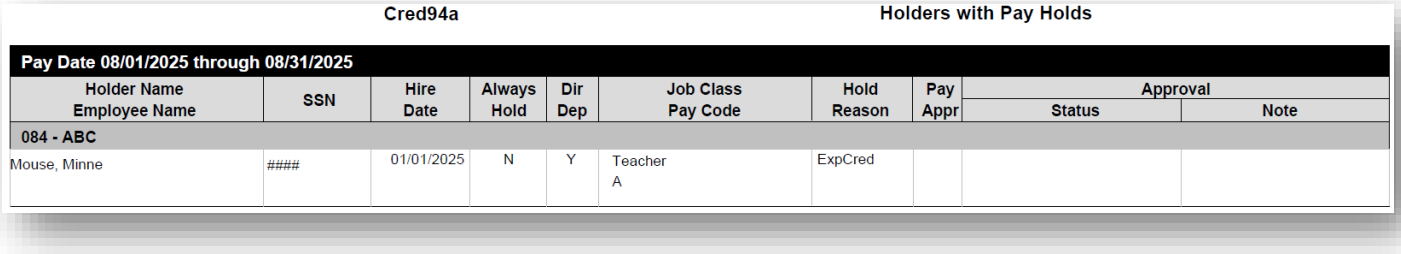
Cred94 County Holders with Pay Holds

This report prints all credential holders who have a hold on their paychecks. This may be due to a problem with their credentials such as expired or missing.



- Starting Expiration Date: Use Date Mnemonics to create a Report Favorite
- BCM = Begin of Current Month
- ECM = End of Current Month
- Ending Expiration Date: Use Date Mnemonics
- Go to Favorites
- Click on Manage

Example Cred94 Holders with Pay Holds



Cred94a — Holders with Pay Holds

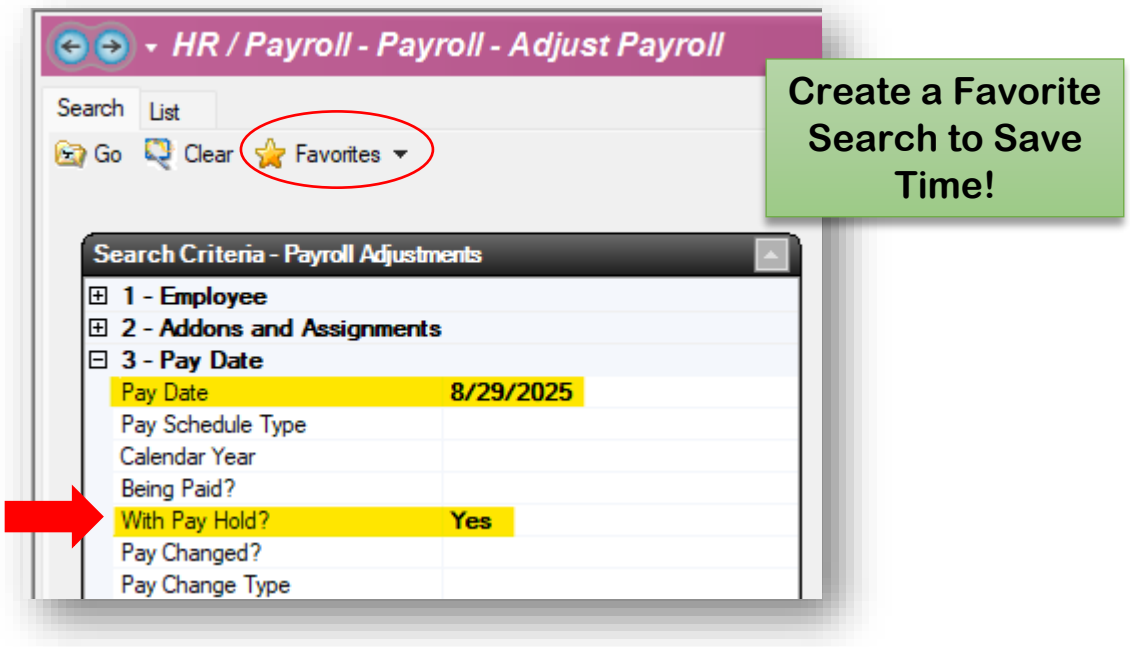
Pay Date 08/01/2025 through 08/31/2025

Holder Name / Employee Name	SSN	Hire Date	Always Hold	Dir Dep	Job Class / Pay Code	Hold Reason	Pay Appr	Approval Status	Approval Note
084 - ABC									
Mouse, Minne	####	01/01/2025	N	Y	Teacher A	ExpCred			

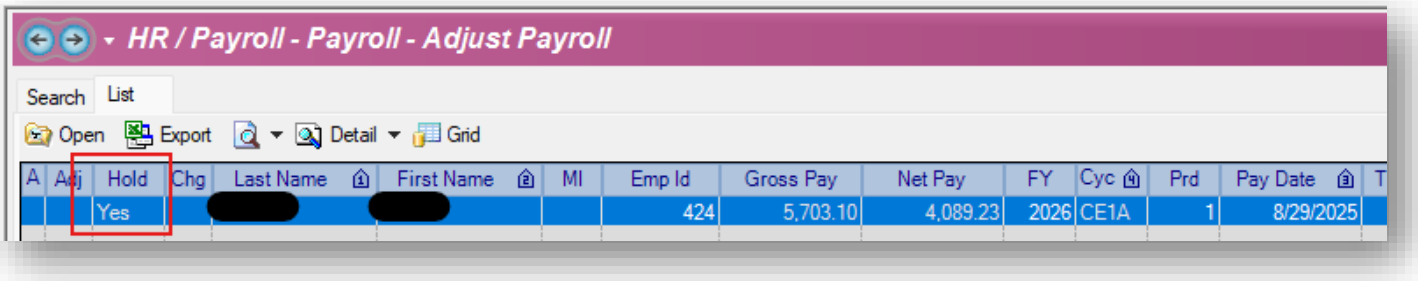
Adjust Payroll

Pay Holds can also be found in Adjust Payroll.

Go to HR/Payroll – Payroll – Adjust Payroll



- Pay Date: Use Calendar to select the last working day of the month
- With Pay Hold?: Yes
- Click on Favorite
- Click Manage to Save the Search

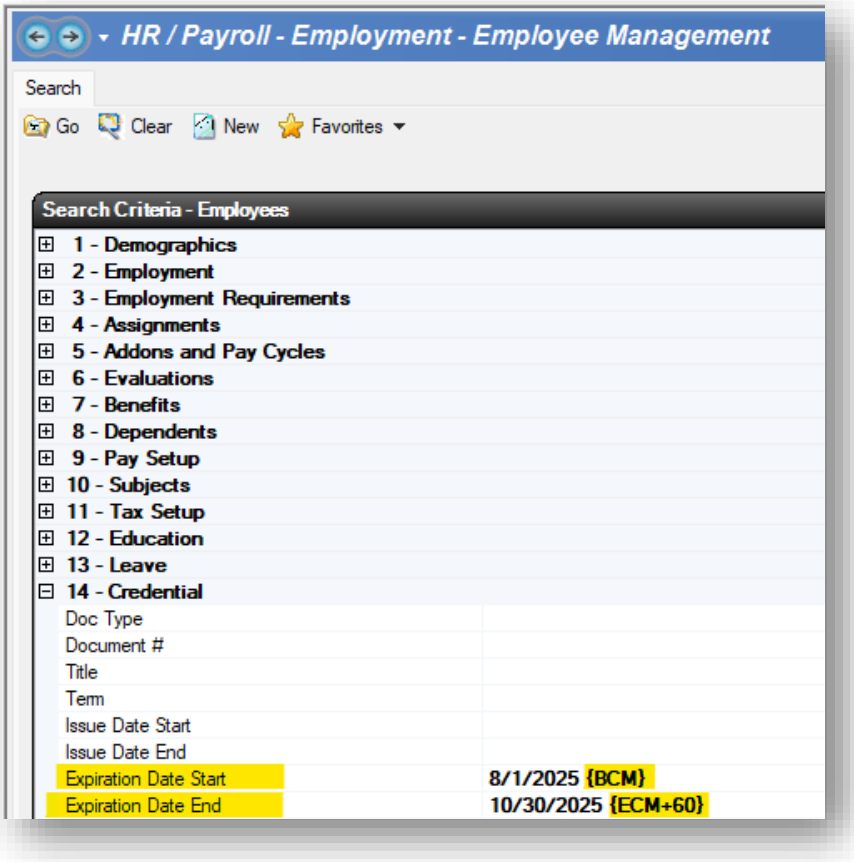


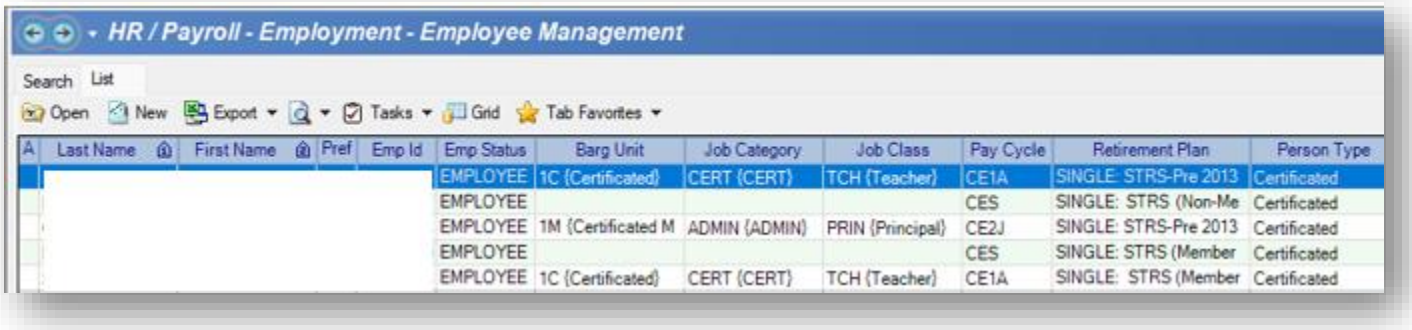
Employee Management

Credentials can be viewed in Employee Management in the Creds Tab. This Tab is read only for Districts. Ability to search by employee or by Credential information, such as Expired Credentials.

Go to HR/Payroll – Employment – Employee Management

- Section 14 – Credential
- Expiration Date Start: BCM Begin Calendar Month
- Expiration Date End: ECM+60 End Calendar Month + 60 Days
- Include Archived: No





- Open the Creds Tab to view Expires Date

