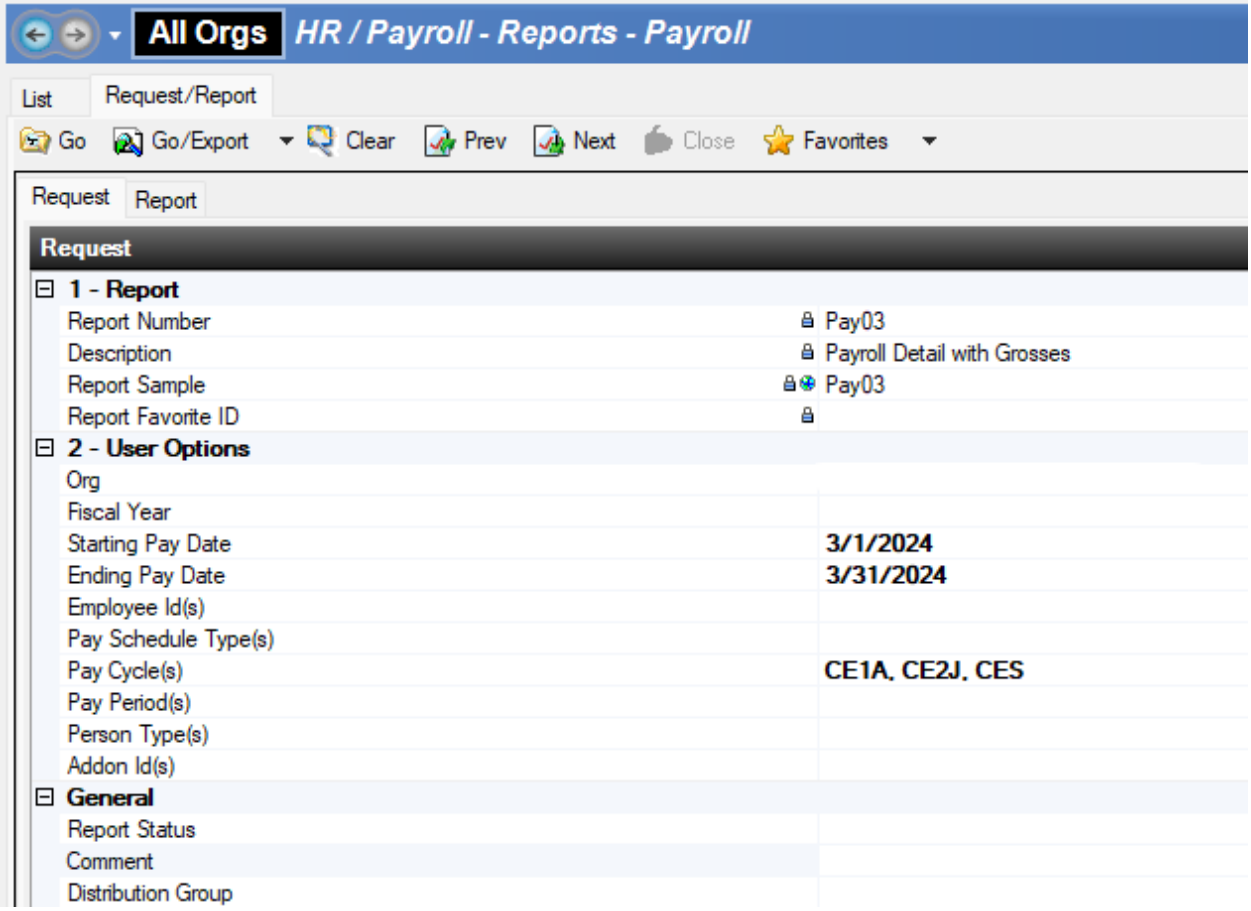
OASDI Audit

Before submitting payroll please run the below audit to confirm OASDI deductions are accurate. This audit needs to be **done twice**. Once with certificated pay cycles and again with classified pay cycles.

HR/Payroll → Reports → Payroll → Pay03

1) Run the first report with all Certificated pay cycles (work on the certificated side)

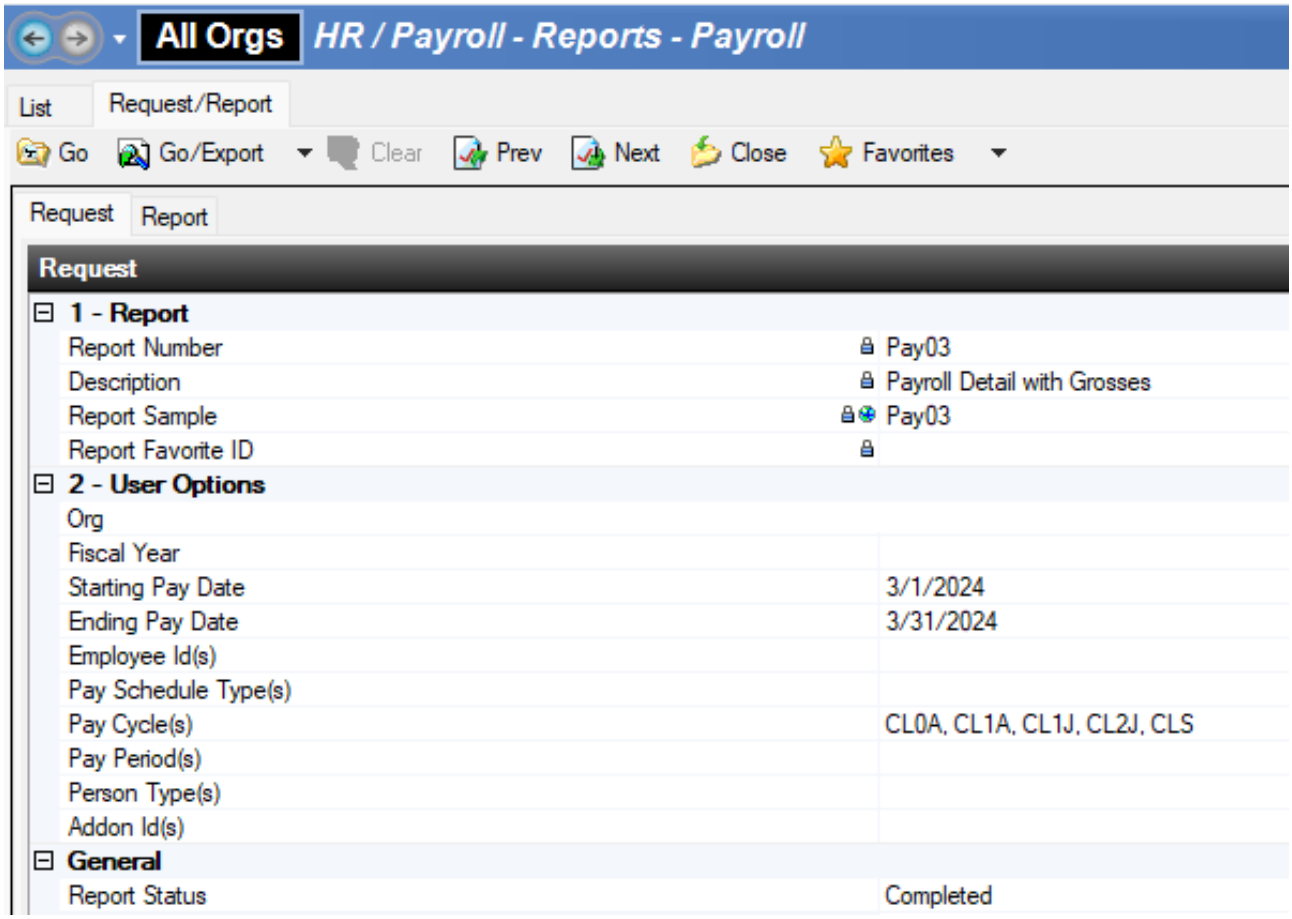


Once the report is complete, double check the OASDI column for accuracy

- CalSTRS members should not have OASDI deductions
- CalSTRS non-members should have OASDI deductions
- CalSTRS retirees should not have OASDI deductions

Tip: When working on the certificated pay cycle audit, look at the employees who have OASDI first. Confirm that these employees should really have OASDI deductions based on their retirement status.

2) Run the second report with all Classified pay cycles (work on the classified side)



Once the report is complete, double check the OASDI column for accuracy

- CalPERS members should have OASDI deductions
- CalPERS non-members should have OASDI deductions
- CalPERS retirees should not have OASDI deductions

Tip: When working on the classified pay cycle audit, look at the employees who do not OASDI first. Confirm that these employees really should not have OASDI deductions based on their retirement status.

Check out the Retirement and Tax Setup Guide for more information on how to set up retirement and tax for employees