Sonoma County Office of Education

Frontline ERP
Dual Retirement Setup

Revised November 2025

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Dual Retirement

Determining the retirement system is based upon the position classification, not the individual. The retirement and membership status must be established at the time the employee is hired by the district in a certificated or classified position. It is necessary to determine the status each time the employee changes positions. It is also possible for employees to work in both classifications, this is called Dual Retirement.

Retirement Systems

- California State Teachers Retirement System **(CalSTRS)**
  - Requires a Credential, Permit or Certificate
- California Public Employees Retirement System **(CalPERS)**
  - Non-credential, Meets CalPERS qualifications
- Alternate Retirement/Social Security Plans **(OASDI)**
  - Does not meet CalSTRS or CalPERS Requirements

CalSTRS Qualifications and Mandatory Membership

- Certificated work must be offered to elect STRS at any time **(Form ES350)**
- An employee hired for a single (not combined) position of .50 FTE or above
  - Membership begins on the first day of employment
- Substitute who works 100 days in a single district in one fiscal year
  - Membership begins 1st day of the following month
- Part-time hourly or daily employees (not subs) who work 60 hours or 10 days in a single month
  - Membership begins 1st day of the following month
- Existing member is always a member unless refunded or retired
- Hired in a qualifying PERS position can elect **(Form ES372)**

CalPERS Qualifications and Mandatory Membership

- An employee hired in a position with minimum .50 FTE or above
  - Membership begins on the first day of employment
- Works 1000 hours in a single district in one fiscal year
  - Membership begins 1st day of the following month
- Existing member is always a member unless refunded or retired
- Hired in a qualifying STRS position can elect (Form ES372)

Verify Member Status

- CalPERS Employer - https://www.calpers.ca.gov/ get access from Maria Aguayo, PERS Retirement Analyst, maguayo@scoe.org
- CalSTRS Employer - https://sew.calstrs.com/NeospinESSPRD/wfmLoginE.aspx get access from Alli Britton, STRS Retirement Analyst, abritton@scoe.org

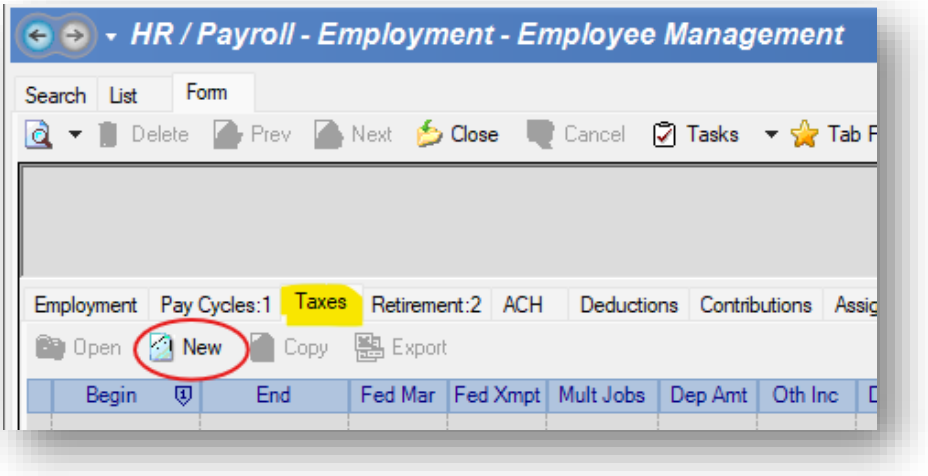
Employee Management

When employees work in both certificated and classified classifications, they must be set up to report to OASDI, PERS and STRS retirement systems. The Taxes Tab, Retirement Tab, Assignment and Addons Tab allow for the setup of Dual Retirement. The employee may be a member or non-member of each system.

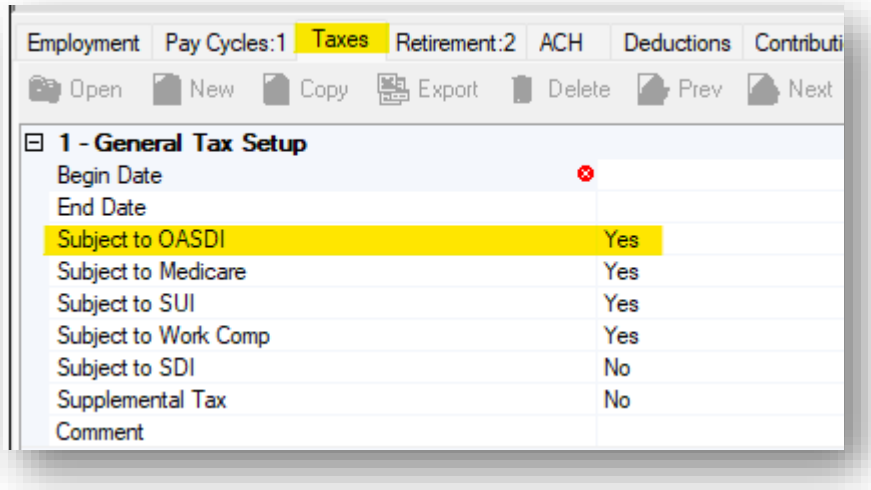
Taxes Tab Setup

This Tab allows the setup of employee information for Federal and State Taxes, as well as OASDI. When working in both classification, OASDI must be set to Yes. If the employee is Retired from PERS, then it would be No for OASDI.

Go to HR/Payroll – Employment – Employee Management – Taxes Tab



- Click New to start



- Enter the Begin Date
- Subject to OASDI: Yes

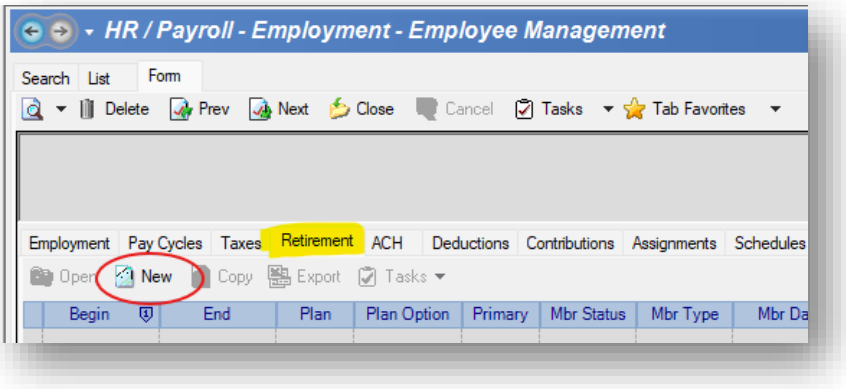
(Exception if Retired from PERS, then OASDI is No)

- Review all fields
- Complete required
- Save/Close

Retirement Tab Setup

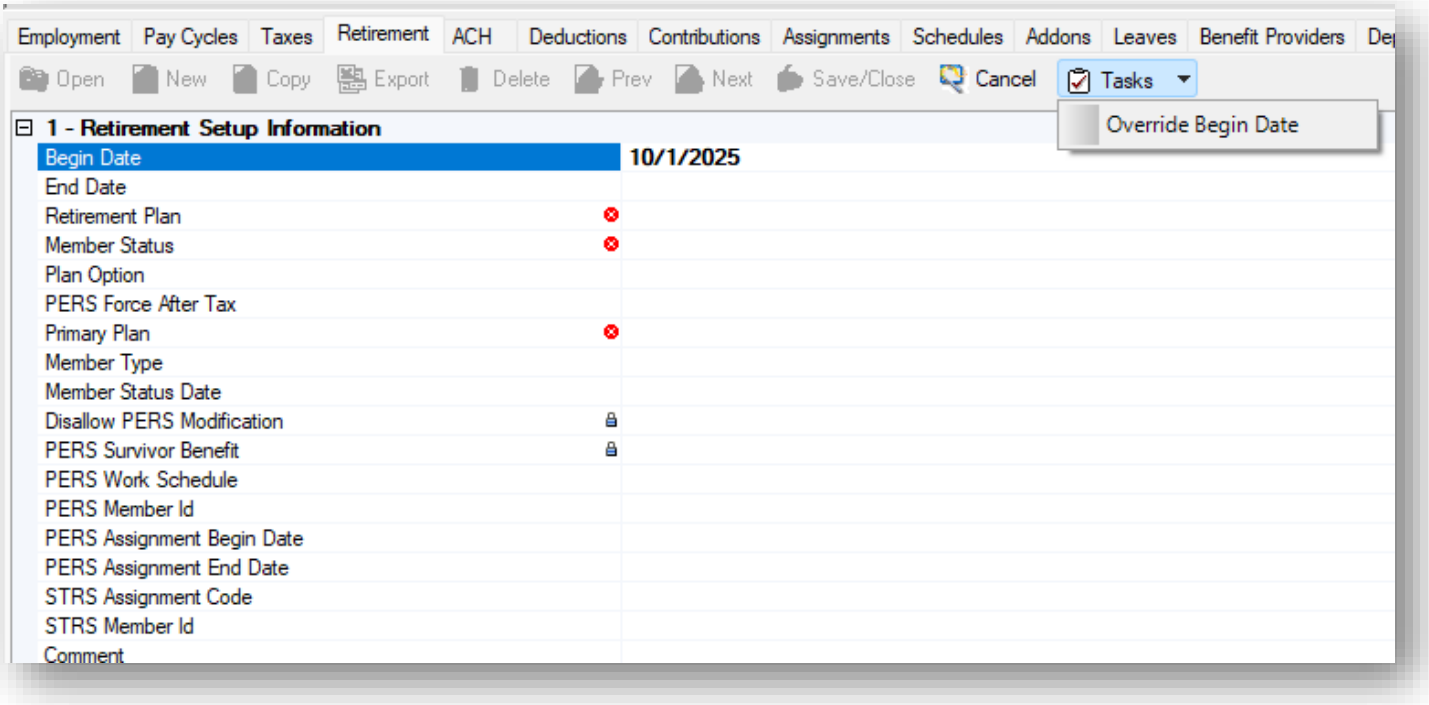
When employees work in both certificated and classified classifications, they must be set up with both retirement systems in the Retirement Tab to report to CalPERS and CalSTRS correctly.

Go to HR/Payroll – Employment – Employee Management – Retirement Tab



- Click New to start

- Review all the fields, complete the required fields in order to Save the record
- Begin Date: Must be the first of the month
  - This can be back dated if needed by entering the Begin Date with the previous month
  - Go to Tasks to override
- Use the dropdown menu for the fields to view the options

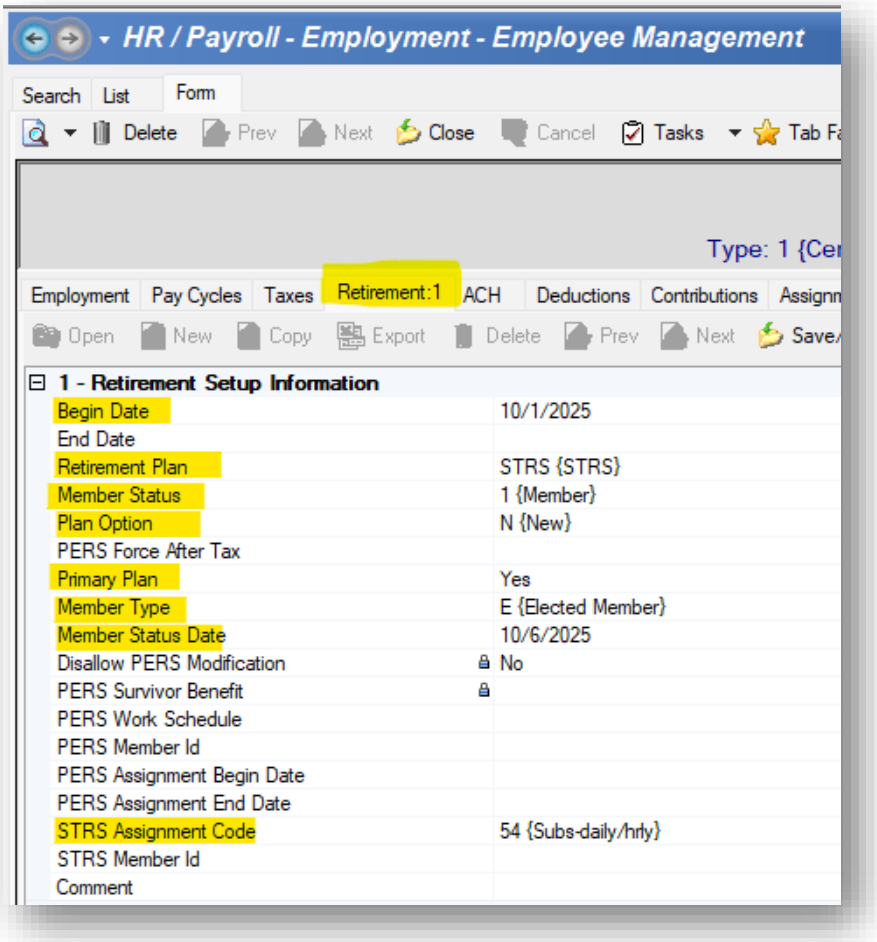


1. Example Dual Retirement

A new hire will be working as a substitute teacher and a substitute Special Ed Instructional Assistant. The employee has elected to be a STRS Member. PERS doesn't allow employees to elect membership; therefore, this employee would be a non-member.

The Retirement Tab will need to be set up with both retirement systems. There can only be one Primary Retirement. Once that is setup, then go to the Addon Tab to add the retirement to the applicable addons.

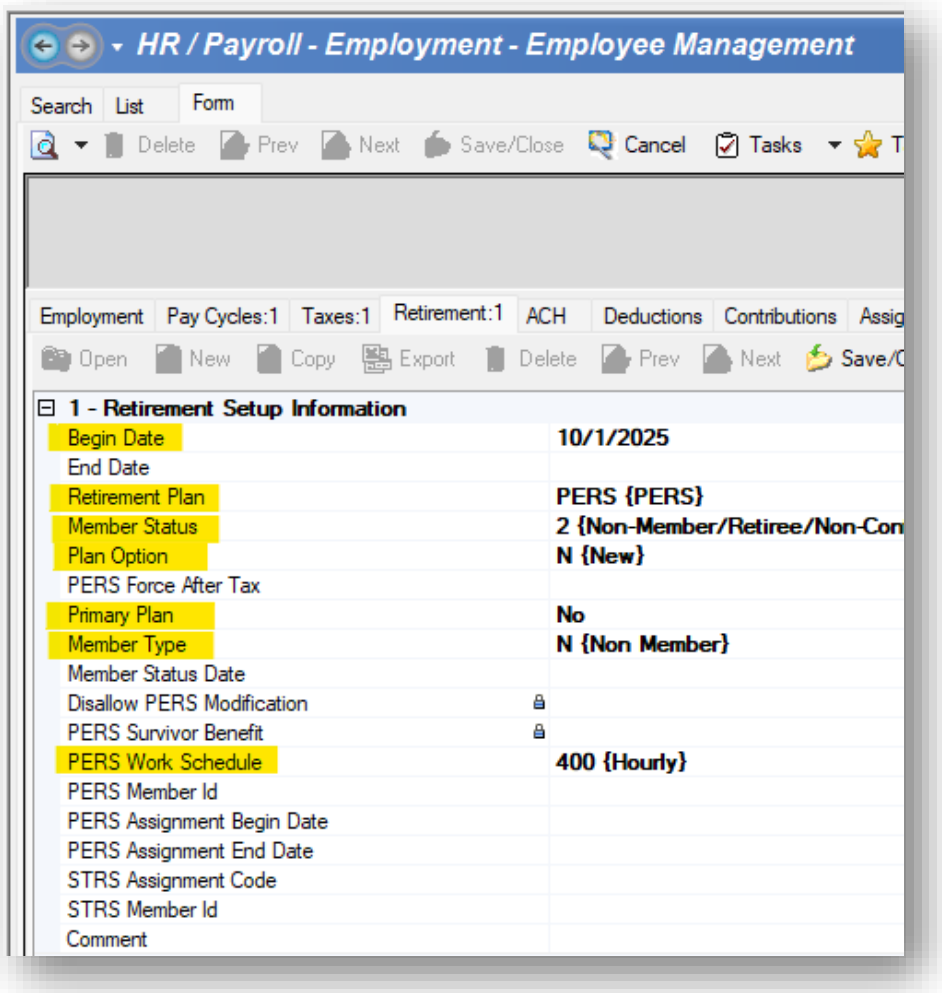
Retirement Tab Setup - Certificated Sub Teacher STRS Member



- Click New
- Begin Date: Enter the first of the month
- Retirement Plan: STRS
- Member Status: 1{Member}
- Plan Option: N {New}
- Primary Plan: Yes
- Member Type: E{Elected}
- Member Status Date: Enter the first day worked
- Member Id: Alli Britton will enter for new members, for existing member the district must get from CalSTRS.
- Save/Close

Retirement Tab Setup - Classified Sub PERS Non-Member

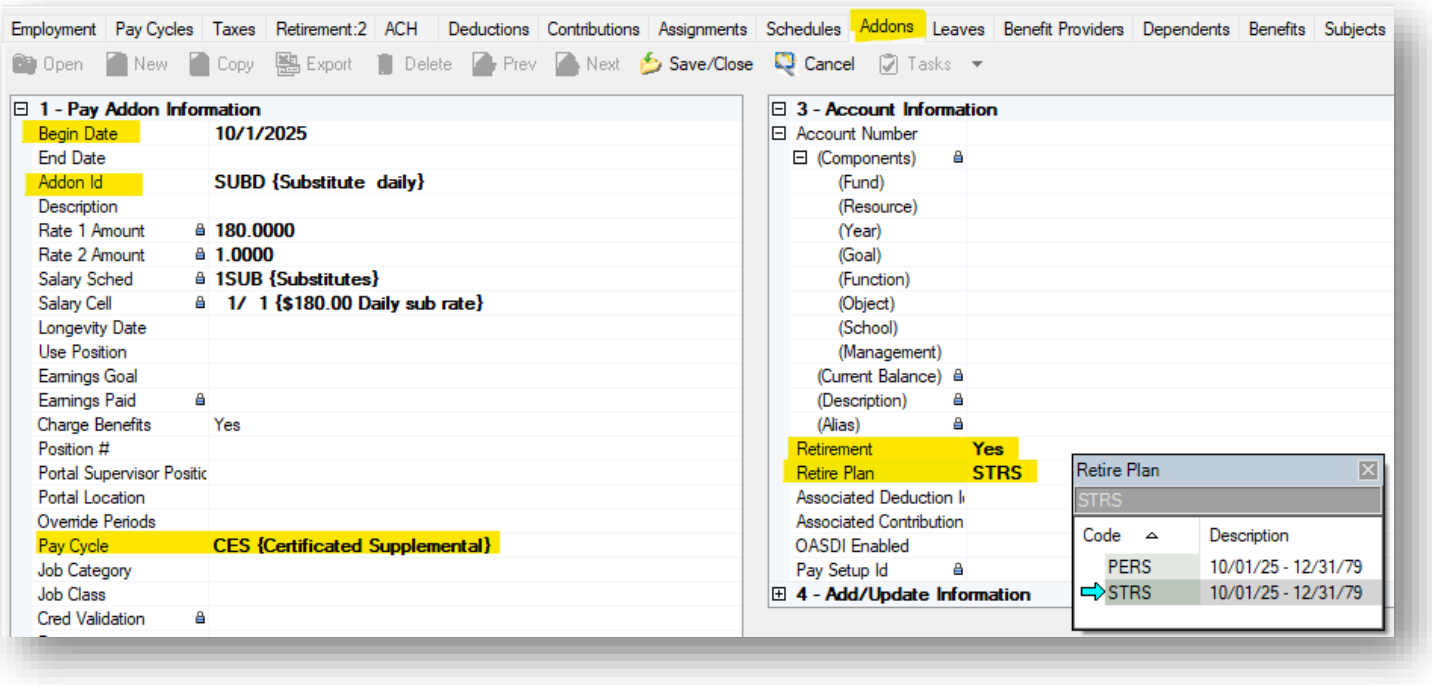
- Click New
- Begin Date: Enter first day of the month
- Retirement Plan: PERS
- Member Status: 2{Non-Member}
- Plan Option: N {New}
- Primary Plan: No
- Member Type: N{Non-Member}
- PERS Work Schedule: 400 {Hourly}
- Save/Close
- Next go to the Addon Tab



Addons Tab Setup

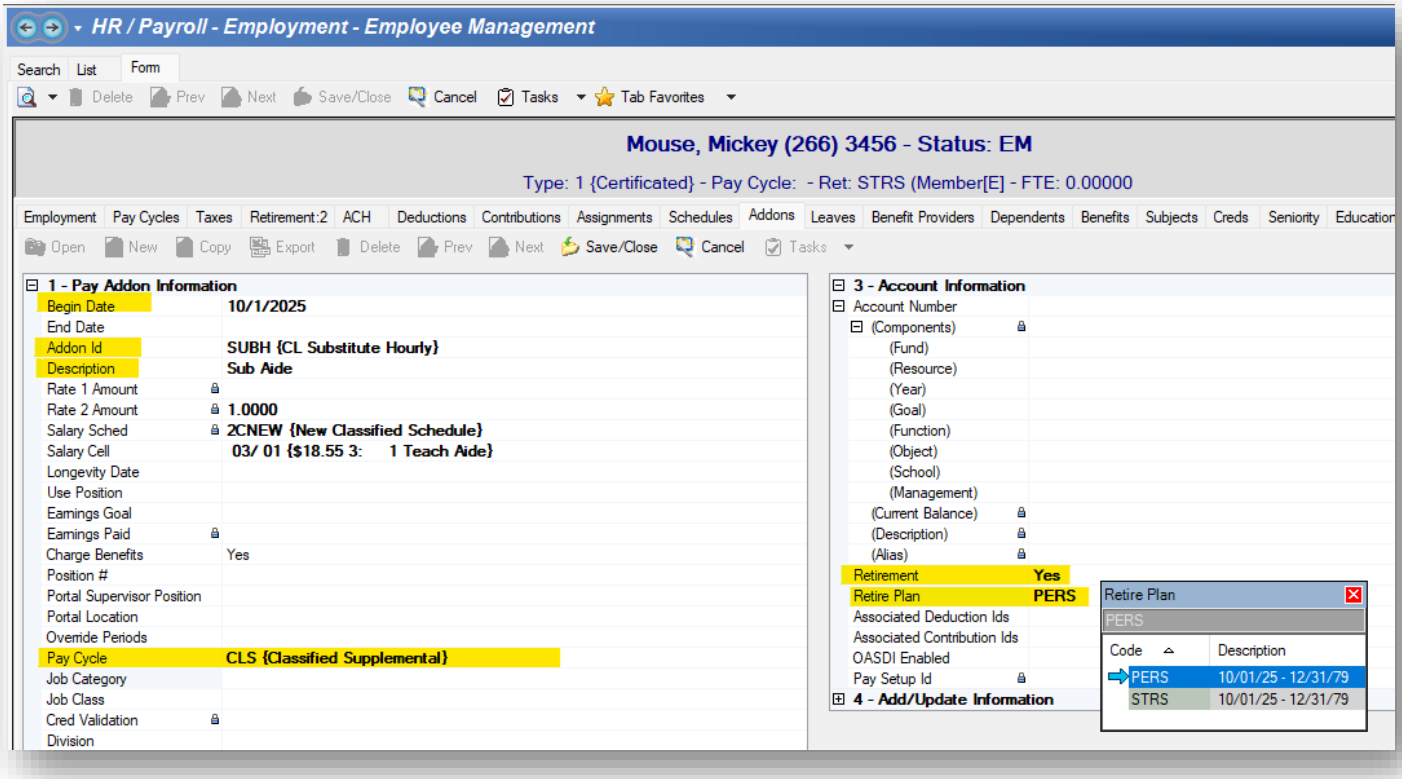
Addons are used for pay that is not Assignment pay. Employees can have as many Addons as needed. The Addon set up also allows multiple Pay Cycles. It's recommended to give an employee working in both classifications, one for Certificated Supplemental (CES) and one for Classified Supplemental (CLS).

Certificated Sub Teacher – Retire Plan STRS

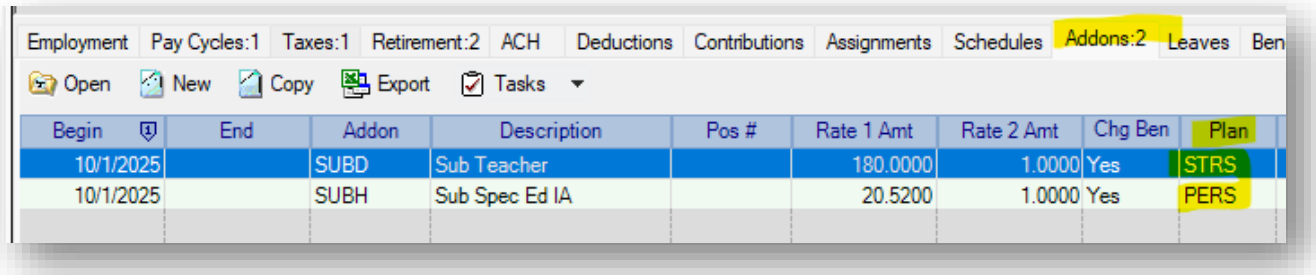


- Click New
- Begin Date: Enter the first day of the month
- Addon Id: SUBD {Sub Daily} This will vary by district codes
- Pay Cycle: CES
- Retirement: Yes
- Retirement Plan: STRS
- Save/Close
- Add more Addons with same setup to populate in Adjust Payroll

Classified Sub Addon Setup – Retire Plan PERS



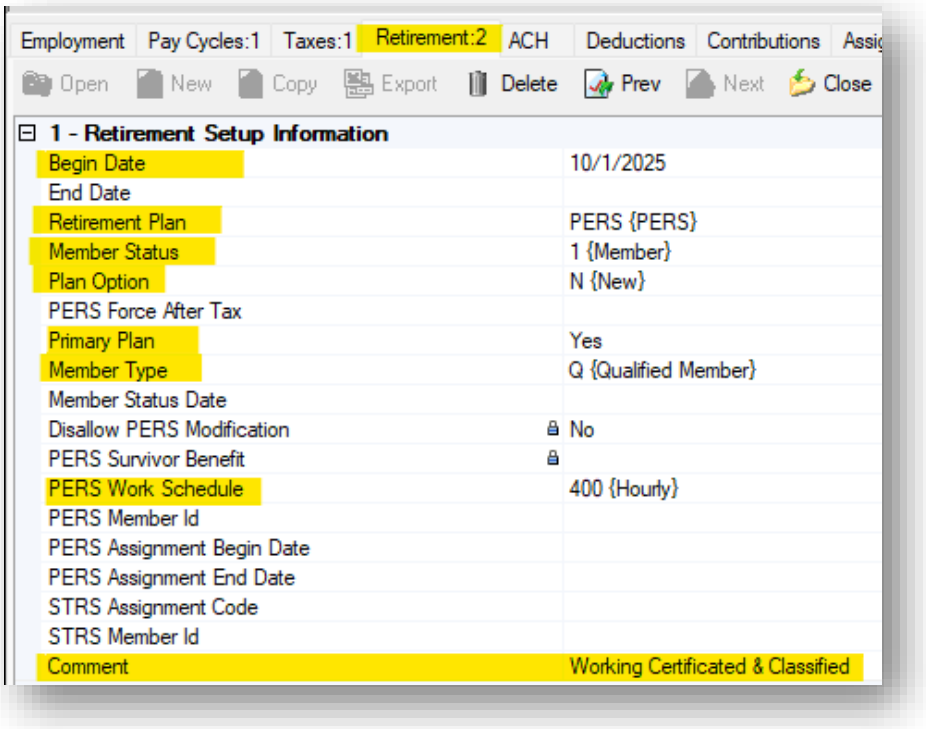
- Click New
- Begin Date: Enter the first day of the month
- Addon Id: SUBH {Sub Hourly} This will vary by district codes
- Pay Cycle: CLS
- Retirement: Yes
- Retirement Plan: PERS
- Save/Close
- Add more Addons with same setup to populate in Adjust Payroll



2. Example Dual Retirement

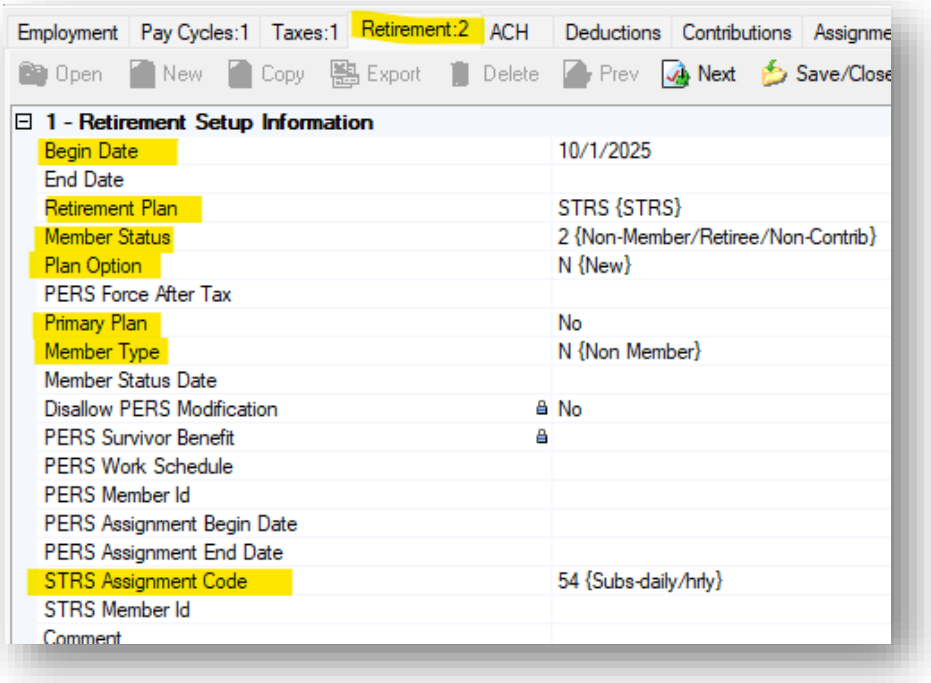
A Classified Instructional Assistant is working 6 hours a day or .75 FTE. They are a qualified PERS member. Occasionally, the employee is also a substitute teacher and has not elected STRS at this time. This will need to be set up as dual retirement in the Assignment and the Addon Tabs. The Retirement Tab allows for one primary retirement. It's recommended that the primary is based on the Assignment that has the most hours worked.

Retirement Setup - Classified Instructional Assistant PERS Member



- Click New
- Begin Date: Enter first day of the month
- Retirement Plan: PERS
- Member Status: 1{Member}
- Plan Option: New
- Primary Plan: Yes
- Member Type: Q{Qualified Member}
- PERS Work Schedule: 400 {Hourly}
- Save/Close

Retirement Setup - Certificated Sub Teacher – STRS Non-Member



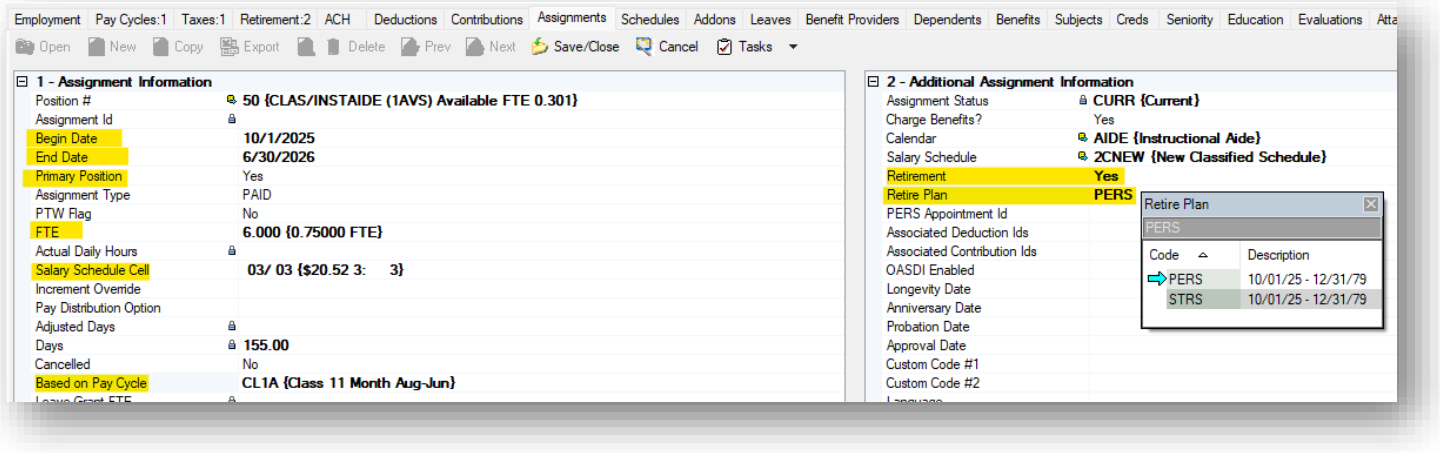
- Click New
- Begin Date: Enter first day of the month
- Retirement Plan: STRS
- Member Status: 2{Non-Member}
- Plan Option: New
- Primary Plan: No
- Member Type: N{Non Member}
- STRS Assignment Code 54 {Subs-daily/hrly}
- Save/Close

- Go to the Assignment Tab

Assignment Setup

Classified Instructional Assistant Retire Plan PERS

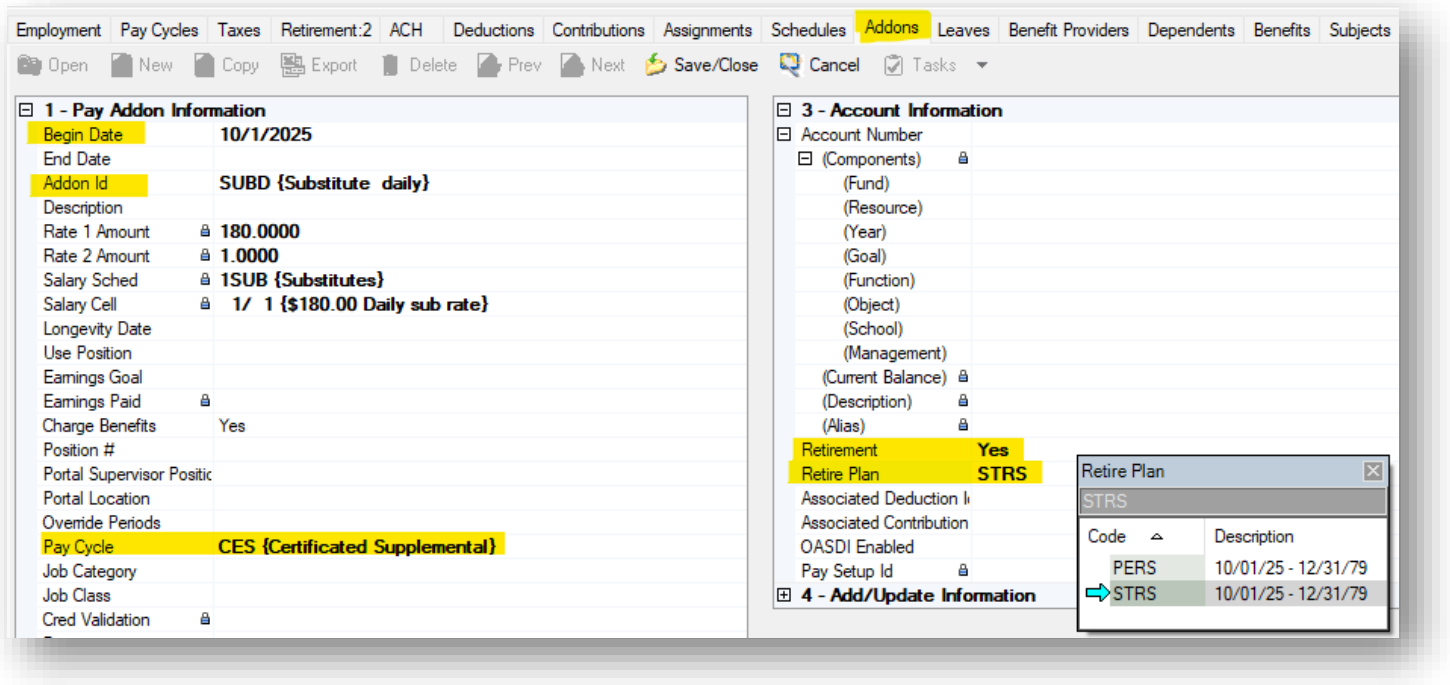
- Enter the Assignment Criteria
- Retirement: Yes
- Retire Plan: PERS
- Save/Close



- Go to the Addons Tab

Addons Setup

Certificated Sub Teacher – Retire Plan STRS



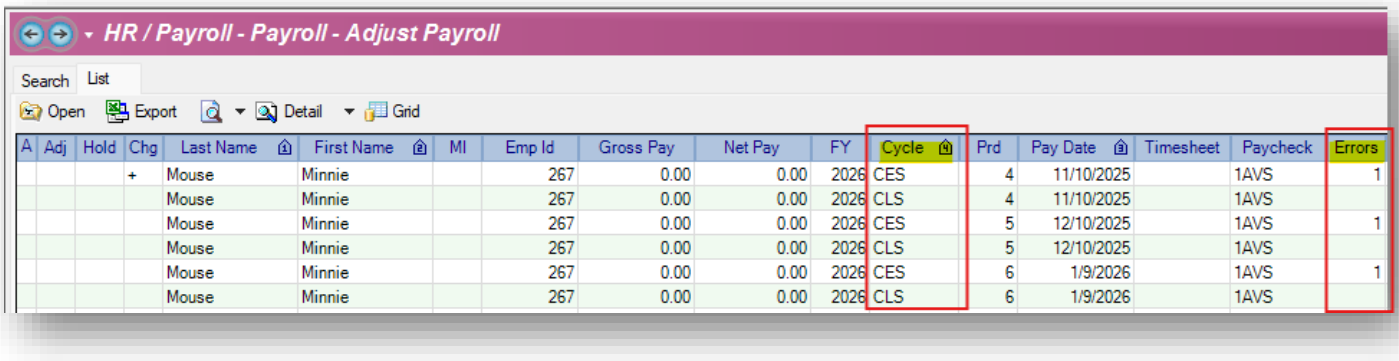
- Click New
- Begin Date: Enter the first day of the month
- Addon Id: SUBD {Sub Daily} This will vary by district codes
- Pay Cycle: CES
- Retirement: Yes
- Retirement Plan: STRS
- Save/Close
- Add more Addons with same setup to populate in Adjust Payroll

Adjust Payroll

The Addons will now populate in Adjust Payroll to add units for hours worked. Keep in mind when adding "new Addons" with the same codes, it will default to the Addon setup and not look at Employee Management Addon setup. This is why it's recommended to add multiple Addons in Employee Management with the Retirement Setup.

Go to HR/Payroll – Payroll – Adjust Payroll

- Employee Id: Enter Partial last name and select from the drop down or Enter Last Name
- Or Enter the Pay Date to get a list of all employees
- Click Go



A	Adj	Hold	Chg	Last Name	First Name	MI	Emp Id	Gross Pay	Net Pay	FY	Cycle	Prd	Pay Date	Timesheet	Paycheck	Errors
			+	Mouse	Minnie		267	0.00	0.00	2026	CES	4	11/10/2025		1AVS	1
				Mouse	Minnie		267	0.00	0.00	2026	CLS	4	11/10/2025		1AVS	
				Mouse	Minnie		267	0.00	0.00	2026	CES	5	12/10/2025		1AVS	1
				Mouse	Minnie		267	0.00	0.00	2026	CLS	5	12/10/2025		1AVS	
				Mouse	Minnie		267	0.00	0.00	2026	CES	6	1/9/2026		1AVS	1
				Mouse	Minnie		267	0.00	0.00	2026	CLS	6	1/9/2026		1AVS	

With Dual Retirement there should be a certificated and classified pay cycle. In this case CES {Certificated Supplemental} and CLS {Classified Supplemental}.

Review Errors

Districts must review and resolve errors prior to processing payroll. It is much easier to resolve errors before payroll is processed than after. Fatal errors or Labor errors will not allow payroll to submit or process the payroll.

- Open the pay line and go to the Errors Tab
  - The Errors will also populate on the **Pay22 Payroll Errors Report** to review all

Troubleshooting Payroll Errors

Frontline provides a list of payroll errors by category with an error message and troubleshooting to help with a course of action to resolve the error. Users must be logged into Frontline ERP for this link to work or search in Online Tools:

https://caerp-help.frontlineeducation.com/hc/en-us/articles/360052323354-Troubleshooting-Payroll-Errors

Example Errors – Category PERS

1. **Error: My CalPERS Member Id has not been set up for this employee**

2. **Error: The PERS retirement status between this employee and the system wide person retirement data does not match. You may want to check the retirement setup for this employee and make certain it is accurate.**

Review on CalPERS website for membership status and retirement option (New or Pre-2013). Complete the SCOE PERS Enrollment and CalPERS Reciprocal Self-Certification forms and send to Maria Aguayo, Retirement Analyst, maguayo@scoe.org

- **SCOE PERS Enrollment Form:** https://resources.finalsite.net/images/v1742236438/scoeorg/kzlhdcecbmeqaofzf2p3/PERSEnrollmentFillableFormupdated031425.pdf
- **CalPERS Reciprocal Self-Certification Form:** https://resources.finalsite.net/images/v1736995563/scoeorg/adcb2yjfmhlo1liqw16b/member-reciprocal-self-certification-form-calpers-1187.pdf

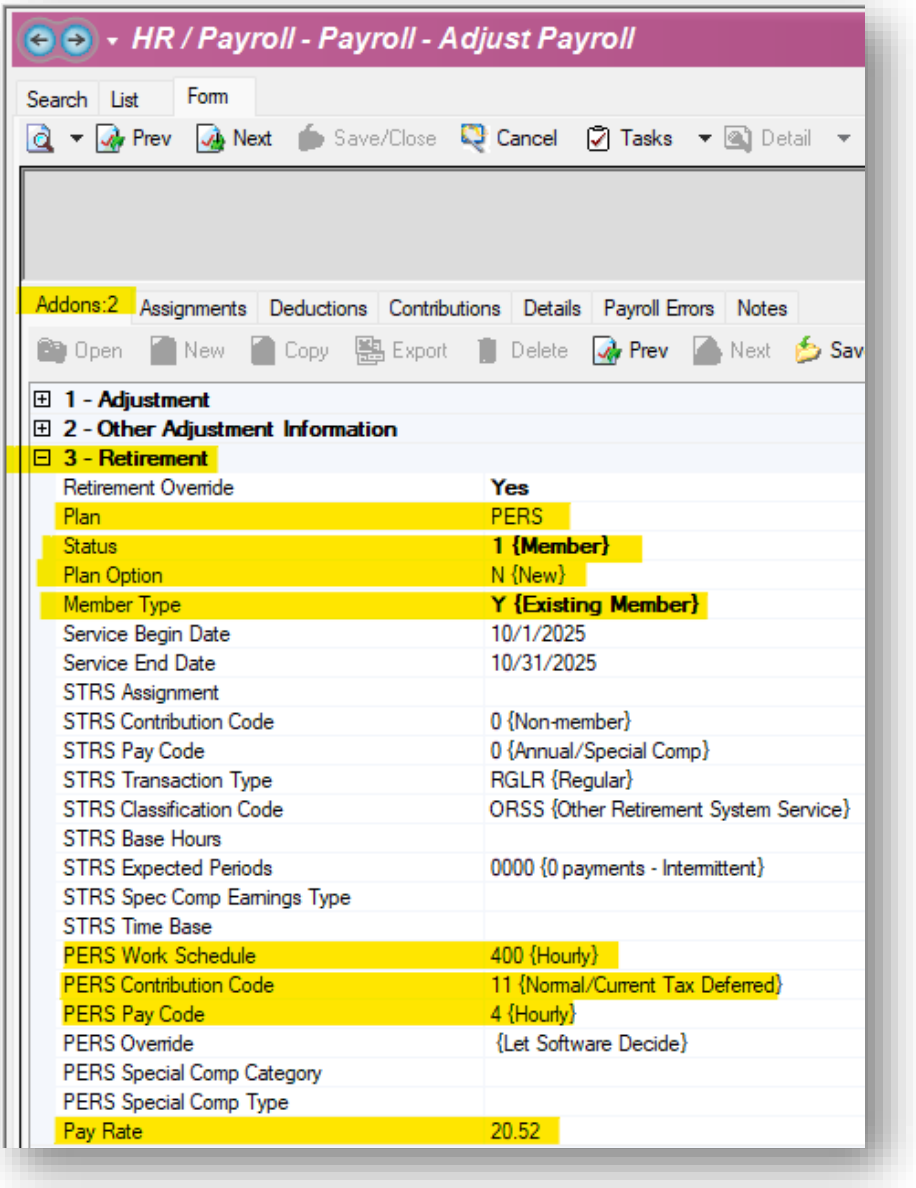
3. **Error: PERS Matrix Error: Pay Rate is too low or too high for this reporting pay rate type.**
4. **Error: PERS Matric Error: Work Schedule Code required**

- In Adjust Payroll open the Addon to review the Retirement
  - If the salary schedule is Hourly, it must have the PERS Pay Code 4 {Hourly} with an Hourly Pay Rate.
  - If the salary schedule is Daily, it must have the PERS Pay Code 8 {Daily} with a Daily Pay Rate.
  - If the salary schedule is Monthly, it must have the PERS Pay Code 1 {Monthly} with a Monthly Pay Rate.
  - PERS Work Schedule Code: 400 {Hourly} or 173 {Monthly}

Adjust Payroll - Example PERS Retirement

PERS Member for an Hourly Salary Schedule

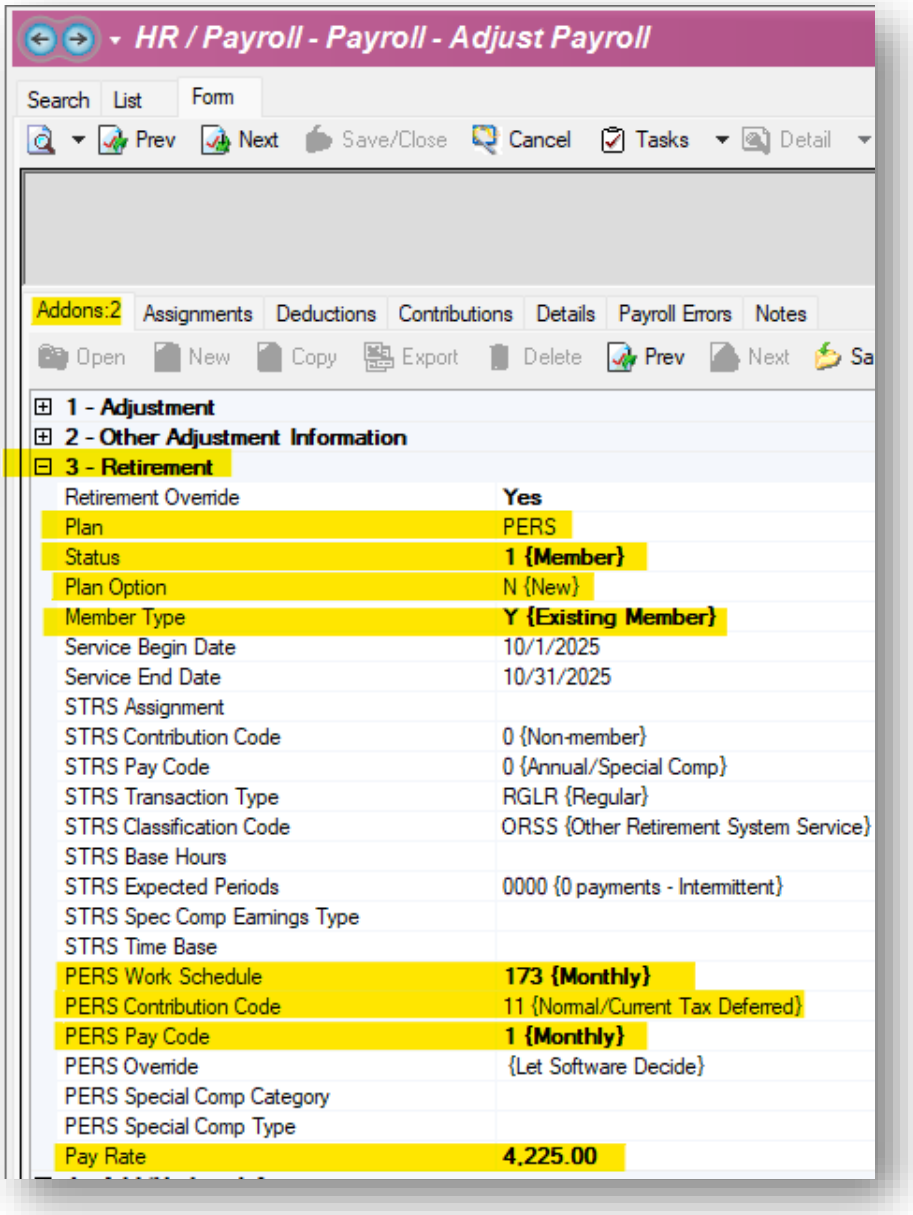
- Plan: PERS
- Status: 1 {Member}
- Plan Option: N{New}
- Member Type: Y {Existing}
- PERS Work Schedule: 400 {Hourly}
- PERS Contribution Code: 11 {Normal/Current}
- PERS Pay Code: 4 {Hourly}
- Pay Rate: Hourly Rate



Adjust Payroll - Example PERS Retirement

PERS Member on a Monthly Salary Schedule

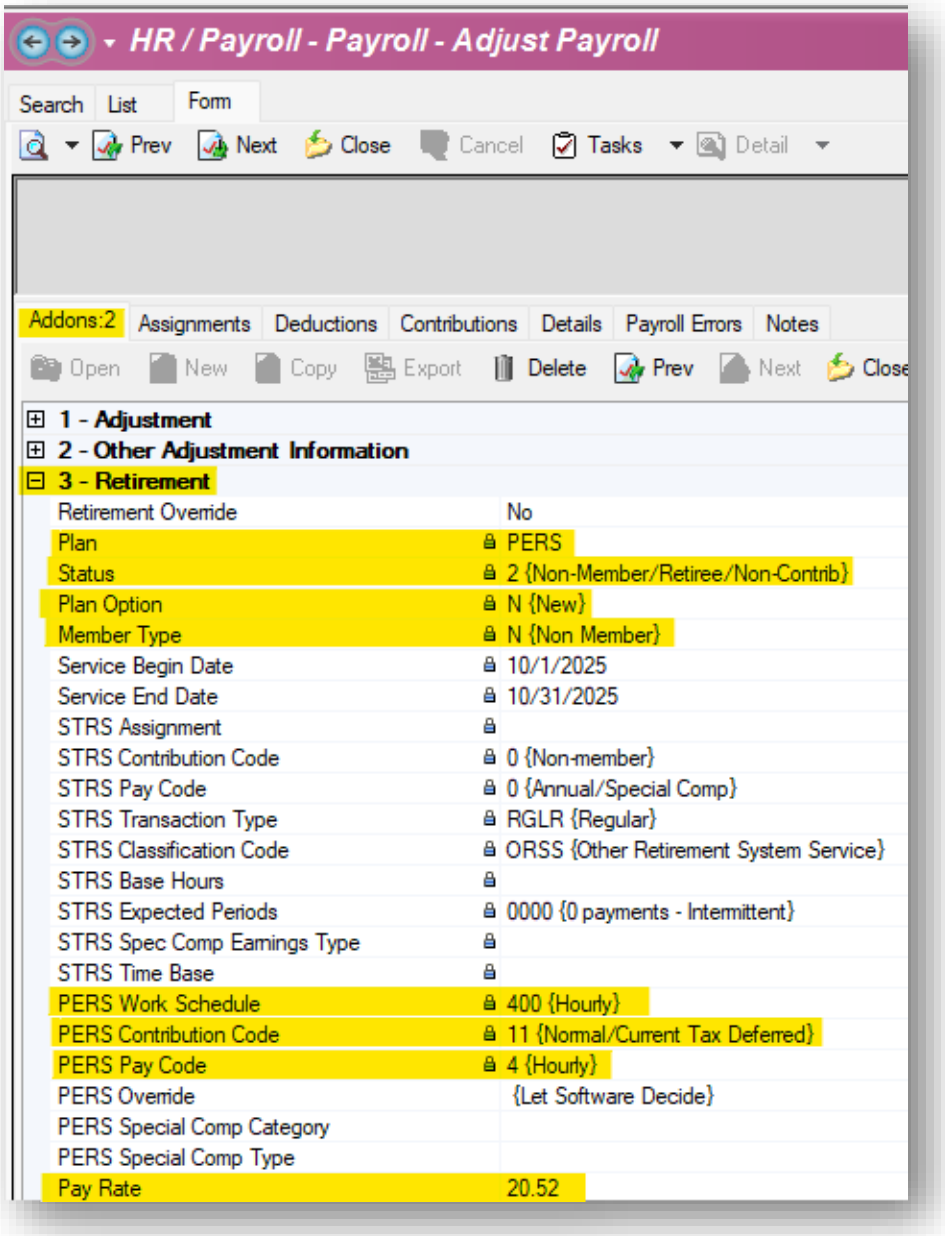
- Plan: PERS
- Status: 1 {Member}
- Plan Option: N{New}
- Member Type: Y {Existing Member}
- PERS Work Schedule: 173 {Monthly}
- PERS Pay Code: 1 {Monthly}
- Pay Rate: Hourly Rate



Adjust Payroll - Example PERS Retirement

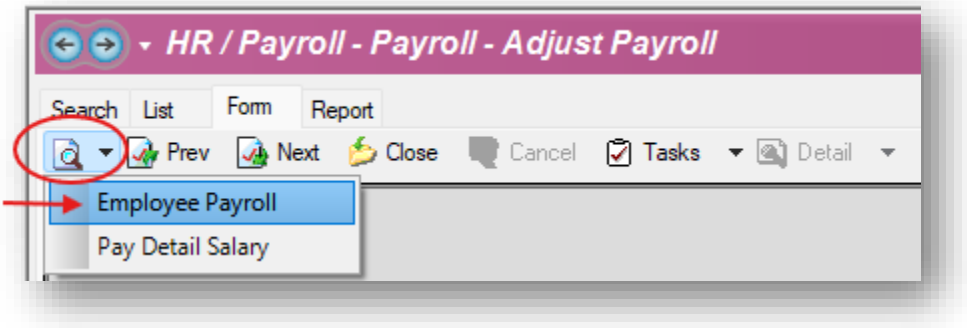
PERS Non-Member on an Hourly Salary Schedule

- Plan: PERS
- Plan Option: N {New}
- Status: 2 {Non-Member/Retiree/Non-Contrib}
- Member Type: N {Non-Member}
- PERS Work Schedule: 400 {Hourly} (Based on the Salary Schedule)
- PERS Contribution Code: 11 {Normal/Current}
- PERS Pay Code: 4 {Hourly}
- Pay Rate: Hourly Rate (Based on the Salary Schedule)



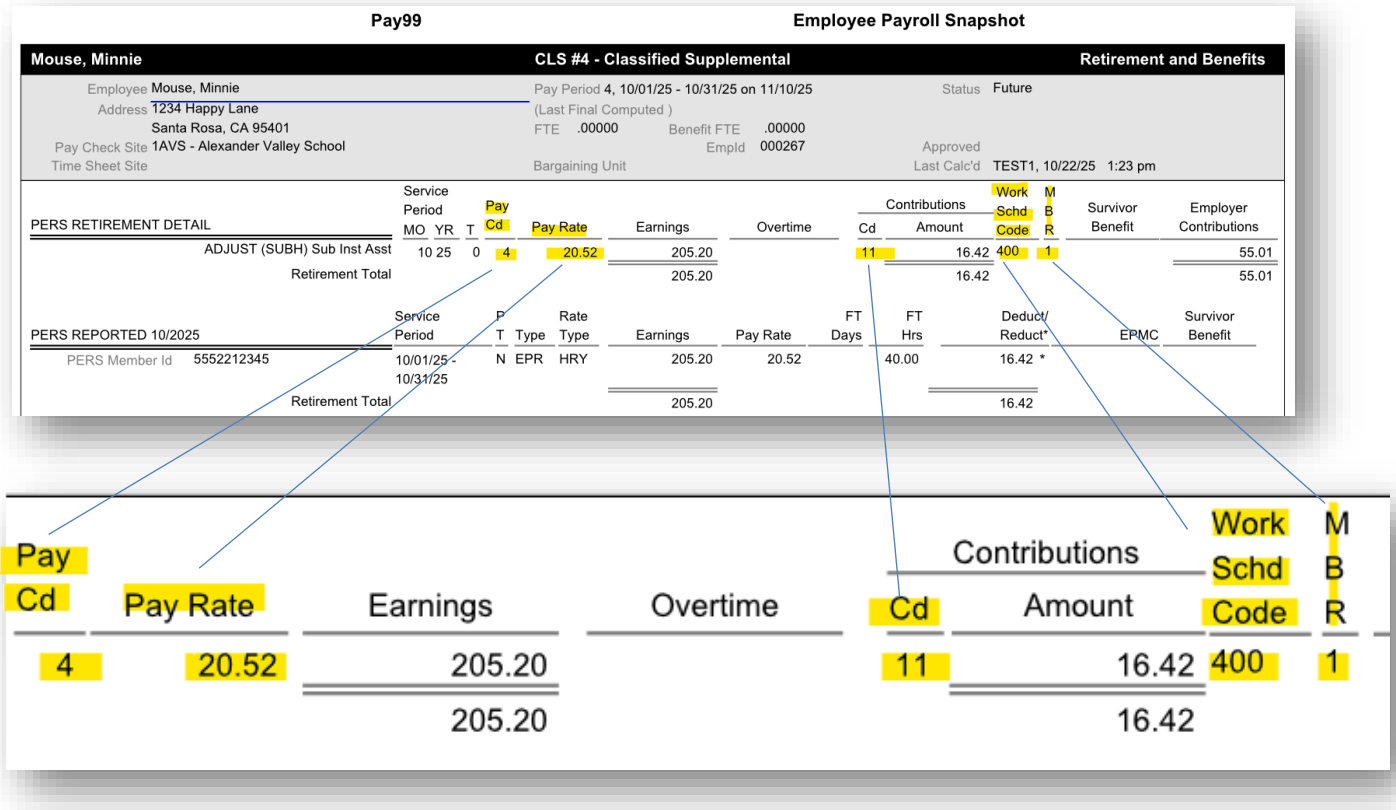
Review Payroll Snapshot Retirement Reporting

- Click on the Snapshot Icon
- Select Employee Payroll



- Scroll down to the Retirement Reporting and review PERS Reported and PERS Retirement Detail

Example PERS Member on an Hourly Salary Schedule



Example Errors – Category STRS

1. **Error: My CalSTRS Member Id has not been set up for this employee**

2. **Error: The STRS retirement status between this employee and the system wide person retirement data does not match. You may want to check the retirement setup for this employee and make certain it is accurate.**

Review on CalSTRS website for membership status and retirement option (New 2%@62 or Pre-2013 2%@60). Send an email to Alli Britton, Retirement Analyst, abritton@scoe.org with the employee name, employee id and the ES350 Form or ES372 Form (If applicable).

- **CalSTRS Permissive Membership ES350 Form:** https://forms.calstrs.com/calstrsonlineformrequestwebui/root/Pages/OpenAttachment.aspx?FormId=0b9bcd0d-72bf-4d75-b3c4-1f072e1da663
- **CalSTRS Retirement System Election ES372 Form (If Applicable)** https://www.calstrs.com/files/42ebd761c/RetirementSystemElection.pdf

3. **Error: STRS Matrix Error: Pay Rate is too low or too high for this reporting pay rate type.**

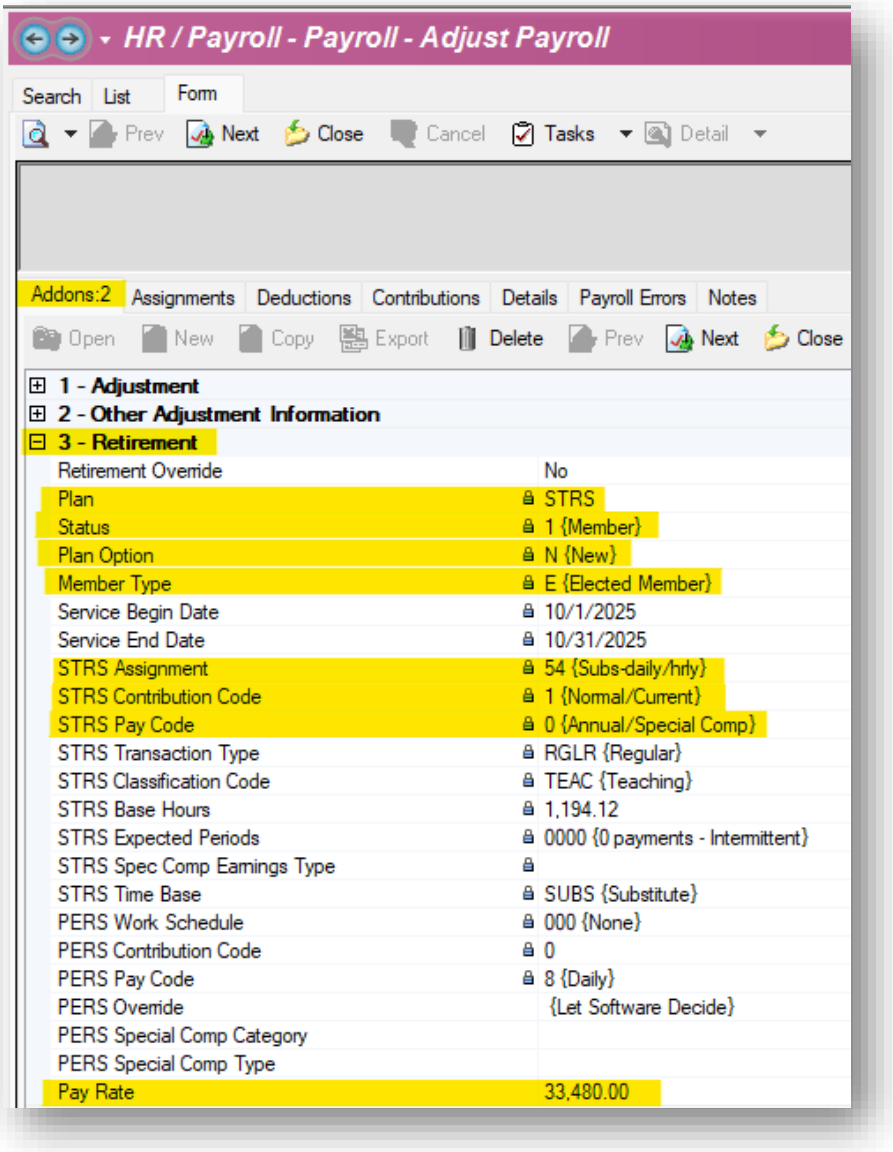
- Open the Addon to review the Retirement
  - If the salary schedule is Daily it needs to report to STRS with Pay Rate Code 8 {Daily} for non-members or 0 {Annual} for Members. The Addon should be setup to accommodate members and non-members and calculate the annual pay rate by using the STRS Calendar Days.
  - If the salary schedule is Hourly it needs to report to STRS with Pay Rate Code 4 {Hourly} for non-members or 0 {Annual} for Members. The Addon should be setup to accommodate members and non-members and calculate the annual pay rate by using the STRS Calendar Days.

If Addons are manually overridden for Pay Rate or Retirement, please email helpdesk@scoe.org to review the setup to help automate and report correctly to STRS or PERS.

Adjust Payroll - Example STRS Retirement

Substitute STRS Member

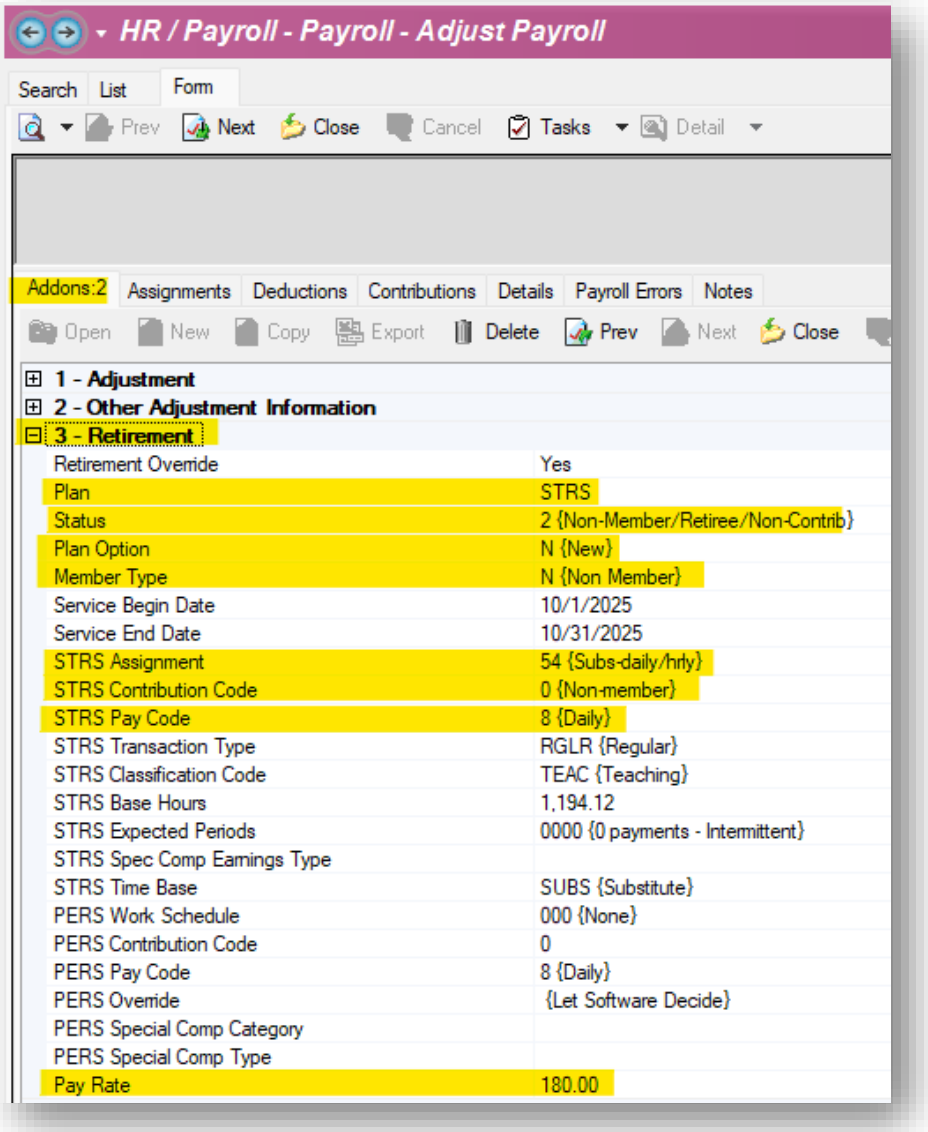
- Plan: STRS
- Status: 1 {Member}
- Plan Option: N {New}
- Member Type: E{Elected}, Q {Qualified}, or Y {Existing Member}
- STRS Assignment Code: 54 {Sub-daily/hrly}
- STRS Contribution Code: 1 {Normal/Current}
- STRS Pay Code: 0 {Annual}
- Pay Rate: Annual Pay Rate (Daily Rate * Calendar Days)



Adjust Payroll - Example STRS Retirement

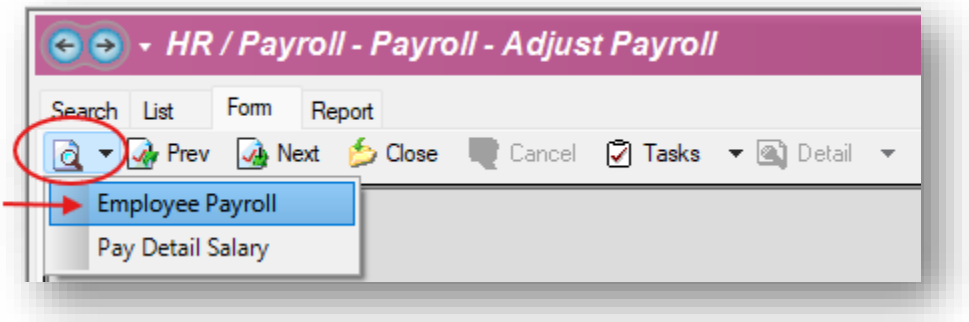
Substitute STRS Non-Member

- Plan: STRS
- Status: 2 {Non-Member/Retiree/Non-Contrib}
- Plan Option: N{New}
- STRS Assignment Code: 54 {Sub-daily/hrly}
- STRS Contribution Code: 0 {Non-Member}
- STRS Pay Code: 8 {Daily}
- Pay Rate: Daily Rate



Review Payroll Snapshot Retirement Reporting

- Click on the Snapshot Icon
- Select Employee Payroll



- Scroll down to the Retirement Reporting and review STRS Reported and STRS Retirement Detail

Example STRS Member on a Daily Salary Schedule

The system will calculate an Annual Pay Rate based on the Daily Rate and Calendar Days in the addon setup.