

Retirement Reporting in PeopleSoft, HCM

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Charting the Course in a Brave New World

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New Hires: SS Name and Number

Correct retirement reporting starts with the proper information being set up for an employee in HCM. It is crucial that the employee's Social Security Name and Number is entered exactly as it appears on their Social Security Card.

IMPORTANT!

- Make sure to use the **Person Search Query** or **Search by National ID** with all new hires. Skipping this step can result in duplicate Empl. IDs. Follow the PeopleSoft Support Guide [HR3A: Entering and Maintaining Personal Information, v1.2](#) and Job Aid: [Add a New Hire : Personal Information Checklist](#).
 - **Person Search Query:**
Main Menu > Reporting Tools > Query > Query Viewer
[M_PERSON_SEARCH](#)
 - **Search by National ID:**
Main Menu > Payroll for North America > Employee Pay Data USA > Search by National ID
- Additionally, it is also important to have correct gender in Personal Information. The default is Unknown, so please ensure you are entering correct information.

CalPERS Membership

BASIS FOR CalPERS MEMBERSHIP QUALIFICATION:

- **Already a CalPERS member.** District should verify on my|CalPERS at time of hire: <https://my.calpers.ca.gov/>
- **FTE of 0.50 or greater for 6 months or more.**
- **20 hours/week for 1 year or more** (qualifies on date of hire into position).
- **Completion of 1,000 hours** or 125 days (if paid daily) in fiscal year.
- **Right of Election (ES0372 Form):** When an employee is a member of one retirement system and qualifies for another system, the employee is eligible to elect to remain in the first system. ***(A PERS member who qualifies for STRS in a certificated position may elect PERS if vested or has PERS reporting within 120 days.)***

CalSTRS Membership

BASIS FOR CalSTRS MEMBERSHIP QUALIFICATION:

- Already a CalSTRS member? – Check in CalSTRS Secure Employer Website (SEW): <https://sew.calstrs.com>
- **FTE position of 0.50 or greater.**
- Part-time employees who work **60 hours or 10 days in a single pay period.** Membership is the first day of the following service period.
- Certificated Substitutes who work **100 or more complete days in one district in a fiscal year.** Membership is the first day of the following service period.
- **Permissive Election** (ES0350 form): Part-Time and Substitutes can elect membership in CalSTRS Defined Benefit Program.
- **Right of Election** (ES0372 form): When an employee is a member of one retirement system and qualifies for another system, the employee is eligible to elect to remain in the first system. (***STRS member who qualifies for PERS in a classified position may elect to report the classified service to STRS.***)

Classified New Hire/Rehire Forms

CalPERS forms are available via [SDCOE Retirement Reporting, Forms and Documents - CalPERS Reporting](#)

- **[AESD-2 Member Action Request](#)**: to notify SDCOE of a qualifying classified hire (to enroll), retiree hire, change of name and/or address, unpaid leave of absence, termination, retirement, and death. ([Send to Retirement Reporting.](#))
- **[CalPERS-1001 Notice of Exclusion from CalPERS Membership](#)**: Given to new hire/rehire that is excluded from CalPERS based on any reason(s) stated on this form (part time, temporary hire, independent contractor, etc.). ([Send to Retirement Reporting only if Exclusion applies. List of 8 criteria are listed on form.](#))
- **[SDCOE 308 Verification of Membership Status in a California Public Retirement System](#)**: Given to new hire/rehire to check if they have been employed in ANY CAPACITY by a school district or public agency in California prior to present employment. ([Send to Retirement Reporting only if applicable.](#))
- **[Reciprocal Self-Certification Form](#)**: Given to employees that qualify for CalPERS membership either at time of hire/rehire or after working 1,000 hours. Used to determine prior membership in a non-school agency as well as CLASSIC OR PEPRA rate plan. ([Send to Retirement Reporting only if Section 2. contains information.](#))
- **[ES0372 Retirement System Election \(ROE\)](#)**: Given to new hires/rehires that qualify for membership election and are already a member of the other system; Classified or Certificated.
- **Retirement Reporting requests all forms be submitted via the PERS folder within Business Services Secure File Transfer Portal (BSSFTP).** Please contact retiremt@sdcoe.net for access.

Certificated New Hire/Rehire Forms

CalSTRS forms are available via [SDCOE Retirement Reporting, Forms and Documents - CalSTRS Reporting](#)

- **[ES0350 Permissive Membership](#)**: Given to new hires/rehires who are not subject to mandatory qualifications. Used for part time and substitutes electing membership in Defined Benefit Program. (Send to Retirement Reporting **only if** electing membership.)
- **[ES0372 Retirement System Election \(ROE\)](#)**: Given to new hires/rehires that qualify for membership and are already a member of the other system; Classified or Certificated. Note: ROEs are position specific.
- **[SDCOE 308 Verification of Membership Status in a California Public Retirement System](#)**: Given to new hire/rehire to check if they have been employed in ANY CAPACITY by a school district or public agency in California prior to present employment.
- **[Certification Of Freedom From Contagious Or Infectious Disease](#)**: Must be given to all STRS Retired new hires/rehires before their first day of work. (I-30 Form)
- **Retirement Reporting requests all forms be submitted via the STRS folder within Business Services Secure File Transfer Portal (BSSFTP)**. Please contact retiremt@sdcoe.net for access.

CalPERS Rate Plans

- CLASSIC Membership - Members on or before 12/31/2012
 - 7.00% Mandatory Employee Contributions
 - 26.40% Employer Contributions as of 07/01/2026 (changes FY)
- PEPRA Membership - Members on or after 01/01/2013
 - 8.00% Mandatory Employee Contributions
 - 26.40% Employer Contributions as of 07/01/2026 (changes FY)
- [SDCOE Annual Employee & Employer Rates Bulletin](#) : published at the beginning of each fiscal year, includes PERS Contribution Rates and PEPRA/CLASSIC Earnings Limitations:
 - District 099 has separate Employee / Employer Rates & Social Security Modification.
 - PERS EPMC (District 061 only) is for CLASSIC Members only and set up in PeopleSoft, HCM by District.

CalSTRS Rate Plans

- CLASSIC Membership- Hired on or before 12/31/2012
 - 10.25% Mandatory Employee Contributions
 - 19.10% Employer Contributions as of 07/01/2026 (changes FY)
- PEPRA Membership - Hired on or after 01/01/2013
 - 10.205% Mandatory Employee Contributions
 - 19.10% Employer Contributions as of 07/01/2026 (changes FY)
- Reduced Workload Program - CLASSIC and PEPRA
 - 10.25% Classic Mandatory Employee Contributions
 - 10.205% PEPRA Mandatory Employee Contributions
 - 19.10% Employer Contributions as of 07/01/2026 (changes FY)
 - Contributions are calculated based on Pay Rate not Earnings
- [SDCOE Annual Employee & Employer Rates Bulletin](#) : published at the beginning of each fiscal year, includes STRS Contribution Rates and PEPRA/CLASSIC Earnings Limitations.

Enrollment Process

- Enrollments in PeopleSoft, HCM are not automated and are updated manually on a daily basis.
- Retirement Reporting runs Enrollment queries daily to audit Job Data updates for three months prior to the day it is run. A second query for Future Dates is also run.
- These queries are loaded into an Access Database which generates several reports for the PERS and STRS units to review.
- It is important for all Job Data updates to be done correctly for the Retirement Reporting unit to assess if manual enrollments are needed.
- Employees are coded into retirement plans in several locations in PeopleSoft, HCM as well as the CalPERS or CalSTRS website.
- **Monthly Enrollment deadline is COB on 1st Pre-Calc.** Job Data updates must be entered prior to 5pm on 1st Pre-Calc for enrollment coding to be completed by SDCOE Retirement prior to Final Calc.

Enrollment Process: Recycled Empl Records

Important Note on Recycling Empl. Records:

- Please do not re-use Empl. Records. Doing so will cause the following issues for the employees' retirement reporting:
 - Pay rate inconsistencies for retros.
 - More difficult to determine if a position is eligible for Right of Election (ROE).
 - Empl. Records that have been recycled are already coded for the previous position and are usually incorrect for the new updated position.
 - FICA STATUS may update when Re-hired.
 - Recycled Empl. Records do not always show up on our enrollment queries.
- Instead of using the "Transfer" action referenced in Part V: Enter a Transfer or Add an Employment Instance (pages 57-60) of the [PeopleSoft Support Guide: HR3B Entering and Maintaining Job Data Guide v3.0](#), please use "Add an Employment Instance" on all, not just when going from:
 - Classified Position to Certificated Position
 - Certificated Position to Classified Position

Enrollment into Retirement Plan: District Responsibility

Manage Job fields below must be updated and/or verified by the District before employee can be coded for Retirement. Ensure that the position is set up correctly and consistent with the job assignment.

1) Work Location:

Enter **Job Indicator**

Employee must have **one (and only one) Primary job per District**. All other jobs should be **Secondary**. If an employee has either too many or no Primary job at any one time, payroll will not process. A Primary job is required for Retirement coding.

The screenshot displays the 'Job Actions Summary' page for an employee named Tom Cruise. The page includes a header with the employee's name, ID (129238), and title (Resource Specialist - Special). Below this, there are fields for 'Effective Date' (09/01/2022) and 'Sequence' (0). A button labeled 'Expand All' is visible. The 'Work Location' section is expanded, showing 'HR Status' as 'Active' and 'Job Indicator' as 'Primary Job'. The 'Job Indicator' text is highlighted in yellow. Below this, various job details are listed: Position Number (10632721), Position Entry Date (08/22/2019), Regulatory Region (USA - United States), Business Unit (06300 - Carlsbad), Department (310 - SAGE CREEK HIGH-CENTRAL), Location (063310 - Sage Creek High Sch), Date Created (08/30/2022), and Last Start Date (08/25/2011). A 'Job Information' link is at the bottom.

Job Actions Summary	
Tom Cruise 129238 - 1 - Employee Resource Specialist - Special	
Effective Date	09/01/2022
Sequence	0
Expand All	
Work Location	
HR Status	Active
Job Indicator	Primary Job
Position Number	10632721 Resource Specialist - Special
Position Entry Date	08/22/2019
Regulatory Region	USA United States
Business Unit	06300 Carlsbad
Department	310 SAGE CREEK HIGH-CENTRAL
Location	063310 Sage Creek High Sch
Date Created	08/30/2022
Last Start Date	08/25/2011
Job Information	

Follow PeopleSoft Support Guide: [HR3B Entering & Maintaining Job Data Guide v3.0](#), pages 15 & 67.

Enrollment into Retirement Plan: District Responsibility

Manage Job fields below must be updated and/or verified by the District before employee can be coded for Retirement. Ensure that the position is set up correctly and consistent with the job assignment.

2) Job Information:

Enter **Empl Class** (p 18-19,46)

Verify **Classified Ind**

Verify **Full/Part** (p 29,46)

Verify **Standard Hrs.**(p 30,46)

Verify **FTE** (p 29, 46)

Job Actions Summary		Job Details	
<div>Tom Cruise 129238 - 2 - Employee Certificated Substitute</div>			
Effective Date 07/01/2021 Sequence 0		Action Position Change Reason Department Change	
<div>Expand All</div>			
Work Location			
Job Information			
Job Code 11220 Substitute Teacher		Job Entry Date 06/18/2012	
Supervisor Level		Supervisor ID	
Reports To 99999999 For Conversion Use Only		Reports To Manager	
Regular/Temporary Temporary		Full/Part Daily	
Employee Class Sub Teach		Officer Code None	
Regular Shift Not Applicable		Shift Rate	
Classified Ind Certificated		Shift Factor	
Standard Hours			
Standard Hours 5.00		Work Period Weekly	
FTE 0.000000		As of Date 07/01/2021	
Adds to FTE Actual Count? No		Encumbrance Override No	
Combined Standard Hours 43.50		FTE 1.000000	

Follow PeopleSoft Support Guide: [HR3B Entering & Maintaining Job Data Guide v3.0](#)

Enrollment into Retirement Plan: District Responsibility

Manage Job fields below must be updated and/or verified by the District before employee can be coded for Retirement. Ensure that the position is set up correctly and consistent with the job assignment.

3) Payroll: FICA Status

**Tom Cruise**
129239 - 2 - Employee
Certificated Substitute

Work Location
☒ Visited

Job Information
☐ Not Started

Labor Information
☐ Not Started

Salary and Compensation
☒ Visited

Payroll
☒ Visited

Employment Data
☐ Not Started

Benefit Program
☐ Not Started

SDCOE Specific
☐ Not Started

Attachments
☐ Not Started

Payroll

Effective Date 07/01/2021

Effective Sequence 0

Action Position Change

Reason Department Change

HR Status Active

Payroll Status Active

Job Indicator Secondary Job

Payroll System Payroll for North America

Absence System Other

Payroll for North America

Pay Group 63P
Carlsbad Paygroup

Employee Type H
Hourly

Tax Location Code SDCOE
SDCOE

GL Pay Type

Combination Code

Holiday Schedule 063
063 Hol Sc

FICA Status Medicare only

Follow SDCOE Retirement Reporting guidance: [PeopleSoft, HCM, New Hires, FICA Status Field](#) and PeopleSoft Support Master Guide: [HR3B Entering & Maintaining Job Data Guide v3.0](#), page 22.

FICA Status by Employee Types

FICA Status: Retirement Reporting does not audit FICA Status set up.

Districts maintain FICA Status on Payroll tab of Manage Job. Please follow Guidelines available:

- SDCOE Retirement Reporting: [PeopleSoft, HCM, New Hires, FICA Status Field](#)
- PeopleSoft Support: [HR3B Entering and Maintaining Job Data Guide Version 3.0](#), page 22 excerpt.

FICA STATUS FIELD IMPACTS: Retirement

FICA Status: This defaults to a value of Subject. Refer to the table below to select the correct FICA Status for the employee type. If you need further guidance on FICA status, contact the SDCOE Retirement Reporting Department.

Employee Types	FICA Status
PERS members	Subject
PERS non members	Subject
PERS non members (at an ARS district)	Medicare Only
STRS members	Medicare Only
STRS non members	Subject
STRS non members (at an ARS district)	Medicare Only
Board members (job codes 22140, 22150, 29528)	Subject
Board members (at an ARS district)	Medicare Only
Board trustee – Retired STRS (job code 19015)	Medicare Only
Lead Teacher Assistant (job code 11116) & Teacher Assistant (job code 11350)	Subject
Lead Teacher Assistant (job code 11116) & Teacher Assistant (job code 11350) – (at an ARS district)	Medicare Only
Personnel Commission Member (job code 22580)	Subject
Personnel Commission Member (job code 22580) – (at an ARS district)	Medicare Only
Retirees – ALL	Medicare Only (Retirees do not pay Social Security or ARS)
Student workers (Job Code 29530)	Exempt – This is because they are not subject to Social Security and Medicare deductions

Enrollment into Retirement Plan: District Responsibility

Manage Job fields below must be updated and/or verified by the District before employee can be coded for Retirement. Ensure that the position is set up correctly and consistent with the job assignment.

4) Salary & Compensation:

Verify **Compensation Frequency** matches the Position Full/Part in Job Information.

Tom Cruise
159228 - 21 - Employee
Certificated Substitute

Work Location
Visited

Job Information
Not Started

Labor Information
Not Started

Salary and Compensation
Visited

Payroll
Not Started

Employment Data
Not Started

Benefit Program
Not Started

SDOE Specific
Not Started

Attachments
Not Started

Validate
Not Started

Summary
Not Started

Salary and Compensation

Effective Date: 07/01/2021
Action: Position Change
HR Status: Active
Job Indicator: Secondary Job
Effective Sequence: 0
Reason: Department Change
Payroll Status: Active

Salary Plan

Salary Admin Plan: 011
CERTIFICATED DAILY SALRY SCH
Grade: 001
CERTIFICATED DAILY SALRY SCH
Step:
Includes Wage Progression Rule: No

Compensation

Compensation Rate: 100.0000000
Frequency: Daily

Pay Components

Comparative Information
Pay Rates
Default Pay Components

Amount	Controls	Changes	Conversion	Show All
Rate Code: DAILY	Seq: 0	Compensation Rate: 100.0000000	Currency: USD	Frequency: D

Follow PeopleSoft Support Guide: [HR3B Entering & Maintaining Job Data Guide v3.0](#) pages 27-31.

Enrollment into Retirement Plan: District Responsibility

5) SDCOE Specific:

Verify **Pay Schedule**: Ensure it matches Compensation Frequency for 10, 11, 12-month employees

Retirement: **Mark Greater than 20 Hours Sched?** When applicable for Classified Employees
Enter Greater Than 20 Hrs Sched EffDt (use Hire Date if effective immediately)
FICA Status Override / Ignore in Rtrmt Enrlmt Process: for Retirement Reporting use only.

Verify **CDAYS** and **Teacher Hours** for Certificated Employees (set up in Position Management)

*Used to calculate annual pay rate reported to CalSTRS.

The screenshot displays the 'SDCOE Specific' enrollment form for Tom Cruise (129228 - 2 - Employee, Certificated Substitute). The left sidebar lists various sections: Work Location, Job Information, Labor Information, Salary and Compensation, Payroll, Employment Data, Benefit Program, SDCOE Specific (highlighted), Attachments, Validate, and Summary. The main content area is divided into several sections:

- SDCOE Specific**: Includes 'Effective Date' (07/01/2021), 'Effective Sequence' (0), 'Action' (Position Change), 'Reason' (Department Change), 'HR Status' (Active), 'Payroll Status' (Active), and 'Job Indicator' (Secondary Job).
- Payroll/Absence Mgmt**: Includes 'Accrual Hours Factor' (1.000000) and 'Total Work Days' (0).
- Pay Schedule**: A table with months (January through December) and 'Yes' buttons for each.
- Retirement**: Includes 'Greater than 20 Hours Sched?' (No), 'Greater than 20 Hrs Sched EffDt' (calendar icon), 'FICA Status Override' (dropdown), 'Ignore in Rtrmt Enrlmt Process' (No), and 'CC Class Code' (Lecturer).
- CDays**: Includes 'CDays' (185.00) and 'Teacher Hours' (7.50).

At the bottom, there is a 'CDays Track' link.

Follow the PeopleSoft Support Guide: [HR3B Entering & Maintaining Job Data Guide v3.0](#) pages 13,29,51-52.

Enrollment into Retirement Plan:

Retirement Reporting Unit Responsibility

Enrollment Queries are run by Retirement Reporting a minimum of three times per week and twice daily during Pre-Calc process. The unit reviews & updates coding in 3 PeopleSoft screens.

Note: Coding may not be completed for any Position/Manage Job entries made after 1st Calc.

1) Manage Job:

Benefit Program – Add coding to **Eligible Field 2** (PERS/STRS members) or **Eligible Field 4** (non-members, retirees, and PERS Overtime).

Payroll Tab - FICA Status – Verify FICA status for any updates made to Eligible Field 2 or 4

Tom Cruise
129238 - 2 - Employee
Certificated Substitute

Work Location
Visited

Job Information
Not Started

Labor Information
Not Started

Salary and Compensation
Visited

Payroll
Visited

Employment Data
Not Started

Benefit Program
Visited

SDOE Specific
Visited

Attachments
Not Started

Validate
Not Started

Summary
Not Started

Benefit Program

Benefit Record Number: 63

Effective Date: 07/01/2021

Action: Position Change

HR Status: Active

Job Indicator: Secondary Job

Effective Sequence: 0

Reason: Department Change

Payroll Status: Active

*Benefits System: Benefits Administration

Benefits Employee Status: Active

Annual Benefits Base Rate: USD

Enter or update the ACA Eligibility details from the related actions in Job Actions Summary.

Benefits Administration Eligibility

BAS Group ID: BR2

Benefit Record Number Project

Eligible Field 1: 06300-LY

Eligible Field 2: STRS

Eligible Field 3:

Eligible Field 4:

Eligible Field 5:

Eligible Field 6:

Eligible Field 7:

Eligible Field 8:

Eligible Field 9:

Enrollment into Retirement Plan:

Retirement Reporting Unit Responsibility

2) Retirement Plans:

When an employee is coded for membership in Manage Job, a STRS/PERS **Retirement Plan** is added for each district, including a **Deduction Begin Date & Benefit Plan** (Classic or PEPR) type.

Retirement Plans

Tom Cruise

Employee

ID 129238

Benefit Record Number 63

Plan Type



|

<<

<

1 of 1

>

>>

|

View All

Plan Type 7Z

STRS Teacher's Retirement



Coverage



|

<<

<

1 of 1

>

>>

|

View All

*Deduction Begin Date 08/25/2011



Participation Election

☒ Elect

☐ Waive

☐ Terminate



*Election Date 08/25/2011



Benefit Program 63T

Carlsbad Certificated Pgm

Payroll Status Active

Benefit Plan STRS

STRS

Option Code 1

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

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Enrollment into Retirement Plan:

Retirement Reporting Unit Responsibility

3) Employee Retirement Data:

CalPERS/CalSTRS ID, membership date, Classic/PEPRA classification, and notes regarding how the employee qualified, any forms sent /received (ex: I-30 form, Permissive Election, Right of Election)

Employee Retirement Data

Retirement Data

Name	Jayne Doe	Empl ID	645982	Birthdate	10/25/1988	Gender	Male
------	-----------	---------	--------	-----------	------------	--------	------

CalPERS ID	<input type="text"/>	I-30 Date	<input type="text"/>	CalSTRS Id	1915456896
CalPERS Membership Date	<input type="text"/>	Retirement Orig Hire Dt	<input type="text"/>	CalSTRS Membership Date	12/14/2022
CalPERS Retirement Date	<input type="text"/>	Retirement Orig Hire Dt	<input type="text"/>	CalSTRS Retirement Date	<input type="text"/>
		(District 099 only)			
CalPERS Refund Date	<input type="text"/>	Permissive Elect	12/14/2022	CalSTRS Refund Date	<input type="text"/>
CalPERS ROE Date	<input type="text"/>	AB1586	<input type="text"/>	CalSTRS ROE Date	<input type="text"/>
CalPERS AB340: ☒		CalSTRS AB340: ☒			
Comments vfd pepras-nm reap 10/27/22. pers nm vfd 12/7/22 rcvd PE D049 1/3/23, PEPRAS eff 12/14/22.					

164 characters remaining

 Save  Return to Search

Enrollments for Retirees

District Responsibility – Manage Job fields below must be completed before employee can be coded.

**** Open a new Empl Record when re-hiring a retiree. ****

- 1) **Job Information: Empl Class (Retiree);** Classified Ind; Full/Part
- 2) **Payroll:** FICA Status – Follow the guidelines from Retirement. Retirees should be Medicare Only.
- 3) **Salary and Compensation:** Review Frequency to ensure it matches the position.
- 4) **SDCOE Specific:** Verify CDAYS & Teacher Hours for Certificated employees.
- 5) **Submit FORMS to Retirement Reporting:**
 - I-30 Form** must be uploaded to Business Services Secure File Transfer Portal (BSSFTP) before **Certificated** employees are paid.
 - AESD Form** must be uploaded to BSSFTP to establish a Retired Annuitant Appointment in my|CalPERS *within 30 days of hiring* for **Classified** employees.

Note: Classified and Certificated Retirees must wait 180 days after retiring to return to work in a temporary position. Certificated Retirees cannot work in Classified positions.

Retirement Reporting Unit Responsibility -

- Enrollment Queries are run by Retirement 3x/week and 2x/day during payroll. Staff will review and code employees in the fields below. **Recycled Empl Records will not always show up on our enrollment queries.**
- **EE Retirement Data** – CalPERS or CalSTRS ID, membership date, retirement date, I-30 date
- **Benefit Program Participation** – Eligible Field 4 will be updated to PERS-RET or STRS-RET
- **FICA Status** – Medicare only (Verified only if time permits)

Alternative Retirement System (ARS): Enrollments and Adjustments

Alternative Retirement System: Used by school districts as an alternative to Social Security. These are the known plans set up in PeopleSoft:

- ARS - SDCOE Fringe Benefit Consortium (FBC) 3121 Plan
 - Apple
 - PARS
 - CalSTRS Cash Balance
- Districts are responsible for setting up/enrolling their employees with ARS and maintaining the Manage Job> Benefit Program > Eligible Field 2.
 - When Eligible Field 2 field is updated, the FICA Status on Manage Job - Payroll Tab will update to “Medicare Only.” Please review.
 - Districts are responsible for maintaining the Retirement Plan.
 - Districts are responsible for entering alternative retirement system adjustments on the payline to collect or refund employee and employer contributions.
 - For guidance on setting up/enrolling employee in ARS and making adjustments, please reference PeopleSoft Support Guide: [Alternative Retirement System \(ARS\) Guide, Version 3.2](#) Updated September 5, 2025.

Retirement Adjustments in PeopleSoft

- PERS/STRS adjustments are processed by Retirement Reporting for missing or incorrect employee and/or employer contributions as soon as the error is discovered. **Districts do not process retirement adjustments for PERS or STRS.**
- Processed on the employee's monthly cycle by adding a payline for Subject Wages and RTR One-Time Deductions— coded with reason "Retirement Adjustment." NO other entries can be processed on this line; please add a new payline if another adjustment line is needed and update the reason code (it will copy information from the previous line).
- PERS/STRS requires immediate reporting and payment for missed or incorrect contributions.
- Run Query RET_RET_ADJUSTMENTS to review any retirement adjustments by pay period. Please reach out to your PERS/STRS Contact in the Retirement Reporting unit with any questions.
- Retirement Adjustments for employee contributions that cannot be processed through the payline due to insufficient earnings or inactive employee status will be charged to the District via an auditor's transfer or through payroll. It is then the District's responsibility to collect from the employee.

Retirement Adjustments in PeopleSoft: Example

Retirement Reporting unit will add a Payline and subject wages earnings code and then enter in an addition or refund for employee (before tax) and/or employer (nontaxable) contributions on the RTR One-Time Deductions tab.

Oracle PeopleSoft Payline form. The form is for Company 063, Pay Group 63P, and Pay Period End Date 02/29/2017. It shows a 'Payline Details' section with fields for Reg Hours (4.33), OT Hours, Hourly Rate (22.620000), and Reg Salary. Below this is an 'Other Earnings' table with columns for Code, Seq Nbr, Rate Code, Hours, Rate, Amount, and Source. A new line is being added with Code 'RTR', Seq Nbr '1', Rate Code 'RTR', and Hours '4.33'. The 'Reason' dropdown is set to 'Retirement Adjustment'. The 'Earnings Begin' date is 01/01/2017 and the 'Earnings End' date is 01/31/2017.

Oracle PeopleSoft RTR One-Time Deductions form. The form is for Company 063, Pay Group 63P, and Pay Period End Date 02/29/2017. It shows a 'Payline Details' section with fields for Reg Hours (4.33), OT Hours, Hourly Rate (22.620000), and Reg Salary. Below this is an 'Other Earnings' table with columns for Code, Seq Nbr, Rate Code, Hours, Rate, Amount, and Source. A new line is being added with Code 'RTR', Seq Nbr '1', Rate Code 'RTR', and Hours '4.33'. The 'Reason' dropdown is set to 'Retirement Adjustment'. The 'Earnings Begin' date is 01/01/2017 and the 'Earnings End' date is 01/31/2017.

Retirement Reporting: Miscellaneous FAQs

- **Earnings Codes** – Please see [Earnings Code Descriptions job aid \(03/04/21, v3.0\)](#) All creditable earnings are subject and reported to CalPERS and CalSTRS. Please use the correct earning codes for payments and adjustments. Be consistent. If you have questions, please reach out to Retiremt@sdcoe.net
- **MCOP vs Additional Pay** – Please see [Multiple Components of Pay vs. Additional Pay job aid \(06/21/23, v5.3\)](#) Any special compensation (ex: degree, longevity, etc.) entered as an MCOP will increase the employee's hourly pay rate and will be used in overtime calculations. Any special compensation added as an Additional Pay will NOT increase an employee's hourly pay rate automatically. ***When entering payroll adjustments, base earnings and special compensation should be entered separately.***
- **Additional Time Worked (ATW)** – Use the correct earnings code that is consistent with the Employee Record / Position Pay Frequency. Do not pay a Daily Employee using the HRLY earnings code and vice-versa.
- **Pay Adjustments** – PeopleSoft, HCM uses available work hours in a month to pro-rate earnings which is the same for subject wages. Keep this in mind when processing adjustments for late starts, mid month terminations, etc.
 - Pay Adjustments should be entered using the correct EARNINGS CODES, not ADJ.
 - Pay Adjustments should not be processed as Retro Pay. Retro Pay is only for changes to the Pay Rate.
- **Additional Tax Withholding** – Due to the priority order of deductions in PeopleSoft, HCM, employees who have additional tax withholding amounts on their W-4 tax setup may not have mandatory retirement contributions withheld. ***Districts should run the Deductions Not Taken report during Pre-Calcs to audit for uncollected deductions.*** Uncheck "Additional Taxes" on the payable(s) if mandatory deductions are not collecting.

Processing Retro Payments: Procedures

[Retro Pay Procedures](#) (revision 3.12.24) are available on the SDCOE – Retirement Reporting website.

- **Please allow adequate time to process Salary Schedule updates and the Retro Payment.**
Salary Schedule updates & Retro Payments are completed over a minimum of two months. These are two separate processes that cannot be done on the same payroll.
- **First, submit a Service Now Incident to initiate the Salary Schedule update.**
Salary Schedule update spreadsheets are due three weeks prior to the creation of paysheets.
- After salary schedules are completed, a Retro Payment can be processed on a subsequent payroll.
- **Submit another Service Now Incident to process the Retro Payment.**
 - Your school district will receive guidance from PeopleSoft Support on Monthly and Hourly Retro Queries to run to assist with calculations and completion of the Excel to CI Retro Template.
 - The completed Excel to CI Retro Template must be attached to the Incident three weeks prior to the First Pre-Calc date for the month you are requesting the retro payment.
 - Retirement Reporting will review the Excel to CI Retro Template.
 - Retirement Reporting may request retro queries and internal spreadsheets if necessary for auditing purposes after payroll.

Processing Retro Payments: Reminders

Helpful Reminders:

- Use RETRO Earnings Codes.
- Use RETRO for a true payrate change, not for prior period pay adjustments. Use the correct Earnings Code for pay adjustments, DO NOT use ADJ.
- Pay RETRO for time period when employee was active and paid.
- Retros should be separated by individual Service Periods. Example:
 - Retro Payline 1 Pay Period Begin: 07/01/2022 Pay Period End Date: 07/31/2022
 - Retro Payline 2 Pay Period Begin: 08/01/2022 Pay Period End Date: 08/31/2022
- Please remember to enter retros for base and MCOPs separately, using just the base pay rate (without MCOP included) for both the base earnings and MCOP lines.
- If a retro is entered directly on payline, select “RETRO” from the “REASON” field dropdown.
- Make sure to audit your RETRO pay during Pre-Calcs.
- Retirement Reporting Unit will send email notification with actions needed once salary schedule changes have been negotiated. Again, this is a two-step process with Salary Schedule Updates occurring one month and the RETRO TEMPLATE UPLOAD on a subsequent month.
- Retirement Reporting may request retro queries and internal spreadsheets if necessary for auditing purposes after payroll.

Social Security

Name changes:

- Name changes for “warrant” name are maintained in PeopleSoft by school districts. (Reference [HR3A Entering and Maintaining Personal Information v1.2](#), search for “Additional Names”)
- Name changes for “Social Security” name (Primary Name) are maintained by school districts. Please ensure that the “Social Security” name is updated only after a copy of Social Security card is provided by employee. Primary name must match the Social Security card name. Follow

Number changes:

- Social Security number changes are made by SDCOE Payroll Services. Please provide them a copy of the Social Security card.
- Payroll Services verifies the Social Security number using the Social Security Number Verification System.
- Notify Retirement Reporting unit so updates can be made at CalPERS/CalSTRS.
- If incorrect Social Security number is discovered on a prior year W-2, a corrected W-2 is required. Please contact Payroll Services unit for corrected W-2s.

FICA Status: Maintained by District in Manage Job – Payroll tab. (See links /excerpt provided on Slide 15.)

Employees NOT paying into Social Security:

- STRS/PERS Retirees
- Student Workers – Job Code (29530)

Please note: Social Security reporting to the SSA/IRS is done by SDCOE Payroll Services unit.

Medicare

FICA Status: Maintained by District in Manage Job – Payroll tab. (See links /excerpt provided on Slide 15.)

Retirement Reporting does not audit FICA Status set up.

Special Attention should be given to two Employee Types:

- **PERS/STRS Retirees** must be coded as **Medicare Only**
- **Student Workers** must be coded **EXEMPT** from **both Medicare and Social Security**
 - A Student Worker is defined as someone attending classes at one of your schools AND working for your district.
 - Job Code 29530 should only be used for employees who meet the above definition.

Please note: Medicare reporting to the SSA/IRS is done by SDCOE Payroll Services unit.

SDCOE Retirement Reporting Resources

[SDCOE Retirement Reporting Website](#)

- Bulletins and Correspondence
 - Certificated C Days Calendars
 - CalSTRS Reduced Workload Program
 - CalSTRS Retirement Incentive Programs
 - CalPERS “Golden Handshake” documents
 - Employee and Employer Rates
 - PERS/STRS Year-to-Date Reporting Summary
- Forms and Documents
 - CalPERS: AESD, Notice of Exclusion, Reciprocal Self Certification
 - CalSTRS: ES350 Permissive Election, ES372 Retirement System Election, Refund Application, Express Benefit Report, I30, District CDay Form, Salary Computation Worksheet
 - Other: Salary Overpayment, Verification of Membership in a CA Public Retirement System
- Training and Procedures
 - CalPERS: How to handle Furloughs, Resignations, Summer School Reporting
 - CalSTRS: How to handle Furloughs, Refund Applications, Service Credit Discrepancy
 - [Gaining access to my | CalPERS](#)
 - [Gaining access to CalSTRS Secure Employer Website](#)
 - Retroactive Pay Procedures

Retirement Reporting Contact Information

[SDCOE Retirement Reporting Contact Us](#)

Important Note: SDCOE Communication policy is with Payroll/Human Resources School District Personnel Only.

- Please do not release the names or contact information of County Office Personnel to your employees.
- Please do not copy employees in email inquiries. We may need to let you, the employer, know something that you may not want employee to know before you act on it.

Additional Resources

- CalPERS: www.calpers.ca.gov
- CalPERS Public Agency & Schools Reference Guide: <https://www.calpers.ca.gov/docs/forms-publications/pas-ref-guide.pdf>
- CalSTRS: www.calstrs.com
- CalSTRS Job Aids: <https://employersupport.calstrs.com>
- Internal Revenue Service: www.irs.gov
- IRS Federal-State Reference Guide: <https://www.irs.gov/pub/irs-pdf/p963.pdf>
- Social Security Administration: www.ssa.gov
- SDCOE Payroll Services: <https://www.sdcoe.net/administrative-services/business-services/district-financial-services/payroll-services>
- SDCOE PeopleSoft Support: <https://www.sdcoe.net/peoplesoft-support>