Los Angeles County Office of Education

HRS HUMAN RESOURCE SYSTEM

DISTRICT PERSONNEL INFORMATION SERVICES

DIVISION OF SCHOOL FINANCIAL SERVICES

SESSION K

CASH COLLECTIONS OF WAGE OVERPAYMENTS

2024-2025 TRAINING MANUAL

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➢ **Current year instructions and backup needed**

- Pay History Screens – Function 07
- Salary Pay Rate Information – Function 04, Screen 005
- Payroll Tax Status Information – Function 04, Screen 030
- Employee Balances – Function 04, Screen 034 and 035
- District Profile Table – Function 16, Screens 020 and 021

➢ **Hands-on work with samples and cash collection forms**

➢ **Prior year instructions and differences**

➢ **Other points and recommendations**

➢ **Evaluation and close of session**

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SECTION I.

CASH COLLECTION FLOW CHART

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Cash Collection Flow Chart

Step 1	Employee makes repayment to the district using either cash or personal check.
Step 2	Employer district deposits funds to district petty cash or revolving account.
Step 3	Employer writes petty cash check to the County Treasurer for deposit to their account and sends the check, Deposit Journal paperwork, and cash collection form to their accounting representative at LACOE.
Step 4	The SFS Accounting Unit verifies and processes the Deposit Journal. The accounting unit will forward a copy of the cash collection form to the SFS Retirement Unit for applicable service credit adjustments to be made.
Step 5	The retirement unit forwards a copy of the cash collection form to the SFS Payroll Unit for any necessary balance adjustments to HRS balances.

NOTE: If miscellaneous GTN collections have been made in HRS to collect the funds, Steps 1 through 3 would be modified to include producing the journal voucher needed to move the collected funds from the miscellaneous account to the general fund, with the cash collection form being part of the journal voucher paperwork sent to the accounting department. The remaining steps would be the same.

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SECTION II.

INSTRUCTIONS FOR CASH COLLECTION

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Instructions for Cash Collections

The Payroll Cash Collection process is a manual process in which payroll overpayments are repaid using the employee's personal funds. The district collects all the funds from the employee, makes a deposit to an appropriate account, and draws a check payable to the County Treasury. The district check is sent with the cash collection form to the SFS Accounting Unit at LACOE. The accounting unit makes the deposit, adjusts the accounts in PeopleSoft, and passes the cash collection form to the SFS Retirement Unit and the SFS Payroll Unit. The retirement unit makes its adjustments to STRS or PERS and the payroll unit adjusts the employee's balances manually in HRS.

This process is used if it is not possible to adjust the employee's pay automatically through HRS. Payroll adjustments properly made in HRS using the RX/LX function are quicker and corrects the employee's balances automatically.

Collection of overpayments should be completed within the same calendar year the overpayment is found. **The School Financial Services (SFS) Payroll Unit processes ONLY current year and the most recent prior year cash collections in the HR System.** Older cash collections forms are filed but not adjusted in the HR System since HRS only allows adjustment of the current and most recent prior year.

Per IRS and State regulations, some procedures require changes from past practice.

1. Overpayment is classified as a "gift of public funds" so it must be paid back. [Article 16 Section 6 California Constitution]

2. District must have written employee consent to deduct overpayment from outstanding pay EXCEPT when overpayment is unearned vacation time granted before termination. [California Government Code 19838, Sections a-e]

Methods to recover overpayments

1. RX/LX should be no less than one month's incremental pay period unit of overpayment at a time from current pay.

2. Miscellaneous deductions (GTN) from current positive pay.

   NOTE: Object code defaults to 9517 unless otherwise specified by district.

3. Standard cash collection with the employee paying the lump sum with a personal check.

   NOTE: If the employee will not sign the Repayment Agreement, advise in writing that the district will take legal action to recover public funds.

   a. Should be a series of three collection letters. (samples provided)
   b. Recourses:
      i. Send to a collection agency
      ii. File claim in Small Claims Court

Current year overpayments procedures to include:

1. District is to set policy and notify all employees in advance.

2. Once overpayment is discovered, notify the employee. Notification must include:
   a. Period of overpayment
   b. Reason for overpayment
   c. Amount of overpayment
   d. Contact referral for payment arrangements, etc.

3. When meeting with the employee, have the agreement ready to sign with the following information:
   a. Repayment schedule
   b. Repayment calculation to be clearly stated
   c. Agreement to repay overpayment

Basic instructions for all methods of collection

1. Research incorrect pay.

2. Print copies of the employee's HRS screens for the payroll in question for reference.
   a. 07/001 Pay History – Employee Inquiry
   b. 07/002 Pay History – Warrant Summary Inquiry
   c. 07/003 Pay History – Earnings Detail Inquiry
   d. 07/004 Pay History – Deduction Detail Inquiry
   e. 07/005 Pay History – Contribution Detail Inquiry
   f. 04/005 Personnel Inquiry – Salary/Pay Rate
   g. 04/030 Personnel Inquiry – Payroll Tax Status
   h. 04/034 & 035 Personnel Inquiry – Gross Dollar Balances and GTN Balances
   i. 16/021 Control Table – District Profile Table

3. Obtain from the LACOE SFS Payroll website: **www.lacoe.edu/payroll**
   a. Current Year Tax Rate Chart
   b. Blank Payroll Cash Collection Form

4. Calculate manually the following:
   a. Determine the correct pay.
   b. Subtract correct pay from actual pay. This is the gross overpayment amount before any deductions.
   d. Calculate OASDI/MEDI taxes on the correct pay (both employee and employer).
   e. Calculate retirement (STRS/PERS/ARP) on the correct pay.

The first column on the cash collection form is for the "as paid" numbers - just the way everything appears on the initial pay warrant. The second column is the "should have been paid" column - the items manually calculated. The third column is the "difference" column - showing the amount of change to the employee's earnings for that pay period.

Methods of Collection

I.   **RX/LX (Preferred method of collection for current year)**

A. Follow the steps under "Basic instructions for <u>all</u> methods of collection" on Page 10 to determine the amount of overpayment.

B. List in detail the number of transactions to RX/LX to clear and determine how many pay periods the RX/LX should be done to fix the error.

    <u>NOTE</u>: Must be in one (1) pay period increments.

C. Personalize the Repayment Agreement for the employee. Meet with the employee to explain the overpayment and the necessary steps for correction. Give the employee a copy of the signed Repayment Agreement for the employee's records.

D. Proceed with RX/LX transactions determined above and advise the employee when it is complete. No balance adjustments are necessary.

E. Once the adjustments are complete, no further paperwork is necessary and no transmission is needed to LACOE.

II. Miscellaneous Collection – (Miscellaneous Collection deduction (GTN) from pay cycle wages. (Positive Pay)

NOTE: Before this option can be used, an object code needs to be specified where the funds will be held until collection is complete. It defaults to object code 9517.

This method should be used if, after speaking with the employee, it is determined that neither RX/LX transactions nor payment from the employee's personal check cannot or will not be used.

A. Calculate the correct earnings and taxes using the steps in "Basic instructions for all methods of collection" on Page 10.

B. Complete the cash collection form to calculate the number of miscellaneous deductions needed.

1. Use the guideline of no more than twenty-five percent (25%) of garnishable disposable earnings to calculate maximum payment amount per pay period unless otherwise agreed to in writing by the employee.

2. First column of the cash collection form is as paid on the warrant.

3. Second column of the cash collection form is as just figured in Step A above.

4. Calculate the third column of the cash collection form – the difference between column one and column two.

C. Check the percentages of OASDI and MEDI. Make sure the percentages balance.

D. Once calculations are complete, determine the number of miscellaneous deductions needed to recover the overpayment.

E. Personalize the Repayment Agreement for the employee making sure to notate the repayment terms. Meet with the employee to explain the overpayment and the necessary steps for correction. Give the employee a copy of the signed Repayment Agreement.

F. Proceed with miscellaneous deductions. Notify the employee when deductions are complete.

G. Once funds are collected, the district accounting department will process a journal voucher, input per standard PeopleSoft procedure.

H. Send the cash collection form, a completed Deposit Permit, and a copy of the journal voucher paperwork to the SFS Accounting Unit for further processing.

I. The SFS Accounting Unit processes and makes necessary adjustments.

J. The SFS Accounting Unit forwards a copy of the cash collection form to the SFS Retirement Unit for any necessary retirement balance adjustments.

K. The SFS Retirement Unit does their adjustments and forwards a copy of the cash collection form to the SFS Payroll Unit to process necessary balance adjustments.

L. The SFS Payroll Unit inputs balance adjustments as required and files a copy of all paperwork received in the SFS Payroll cash collection files.

III. Personal check from employee either for entire balance or mutually agreed upon payments.

A. Calculate the correct earnings using the steps in "Basic instructions for <u>all</u> methods of collection" on Page 10.

B. Complete the cash collection form to determine the amount to collect.

    1. First column is as paid on the warrant.

    2. Second column is as just figured in Step A above.

    3. Calculate the third column of the cash collection form – the difference between column one and column two.

C. Check the percentages of OASDI and MEDI. Make sure the percentages balance.

D. Personalize the Repayment Agreement for the employee making sure to notate the repayment terms. Meet with the employee to explain the overpayment and the necessary steps for correction. Give the employee a copy of the signed Repayment Agreement and a copy of their check for the employee's records.

E. Deposit the employee's personal check (or cash) into the district's petty cash or revolving account.

F. Draw a check against that account made out to the County Treasury to move the funds to the district's Treasury account.

G. The SFS Accounting Unit processes deposit and verifies the deposit against the cash collection form turned in.

H. The SFS Accounting Unit forwards copy of the cash collection form to the SFS Retirement Unit, who handles service credit adjustments and

I. The SFS Retirement Unit forwards copy of cash collection form to the SFS Payroll Unit for balance adjustments to be done in HRS in order to adjust the employee's balances so their W2 will be correct.

J. A copy of all work processed in SFS is placed into the SFS cash collection files.

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**Article 3. Salary Classification - California Government Code
Section 19838**

19838. (a) When the state determines an **overpayment** has been made to an employee, it shall notify the employee of the **overpayment** and afford the employee an opportunity to respond prior to commencing recoupment actions. Thereafter, reimbursement shall be made to the state through one of the following methods mutually agreed to by the employee and the state:

(1) Cash payment or payments.

(2) Installments through payroll deduction to cover at least the same number of pay periods in which the error occurred. When overpayments have continued for more than one year, full payment may be required by the state through payroll deductions over the period of one year.

(3) The adjustment of appropriate leave credits or compensating time off, provided that the **overpayment** involves the accrual or crediting of leave credits (e.g., vacation, annual leave, or holiday) or compensating time off. Any errors in sick leave balances may only be adjusted with sick leave credits.

Absent mutual agreement on a method of reimbursement, the state shall proceed with recoupment in the manner set forth in paragraph (2).

(b) An employee who is separated from employment prior to full repayment of the amount owed shall have withheld from any money owing the employee upon separation an amount sufficient to provide full repayment. If the amount of money owing upon separation is insufficient to provide full reimbursement to the state, the state shall have the right to exercise any and all other legal means to recover the additional amount owed.

(c) Amounts deducted from payment of salary or wages pursuant to the above provisions, except as provided in subdivision (b), shall in no event exceed 25 percent of the employee's net disposable earnings.

(d) No administrative action shall be taken by the state pursuant to this section to recover an **overpayment** unless the action is initiated within three years from the date of **overpayment.**

(e) If the provisions of this section are in conflict with the provisions of a memorandum of understanding reached pursuant to Section 3517.5, the memorandum of understanding shall be controlling without further legislative action, except that if the provisions of a memorandum of understanding require the expenditure of funds, the provisions shall not become effective unless approved by the Legislature in the annual Budget Act.

CALIFORNIA CONSTITUTION
ARTICLE 16 PUBLIC FINANCE

SEC. 6. The Legislature shall have no power to give or to lend, or to authorize the giving or lending, of the credit of the State, or of any county, city and county, city, township or other political corporation or subdivision of the State now existing, or that may be hereafter established, in aid of or to any person, association, or corporation, whether municipal or otherwise, or to pledge the credit thereof, in any manner whatever, for the payment of the liabilities of any individual, association, municipal or other corporation whatever; nor shall it have power to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever; provided, that nothing in this section shall prevent the Legislature granting aid pursuant to Section 3 of Article XVI; and it shall not have power to authorize the State, or any political subdivision thereof, to subscribe for stock, or to become a stockholder in any corporation whatever; provided, further, that irrigation districts for the purpose of acquiring the control of any entire international water system necessary for its use and purposes, a part of which is situated in the United States, and a part thereof in a foreign country, may in the manner authorized by law, acquire the stock of any foreign corporation which is the owner of, or which holds the title to the part of such system situated in a foreign country; provided, further, that irrigation districts for the purpose of acquiring water and water rights and other property necessary for their uses and purposes, may acquire and hold the stock of corporations, domestic or foreign, owning waters, water rights, canals, waterworks, franchises or concessions subject to the same obligations and liabilities as are imposed by law upon all other stockholders in such corporation; and

   Provided, further, that this section shall not prohibit any county, city and county, city, township, or other political corporation or subdivision of the State from joining with other such agencies in providing for the payment of workers' compensation, unemployment compensation, tort liability, or public liability losses incurred by such agencies, by entry into an insurance pooling arrangement under a joint exercise of powers agreement, or by membership in such publicly-owned nonprofit corporation or other public agency as may be authorized by the Legislature; and

   Provided, further, that nothing contained in this Constitution shall prohibit the use of state money or credit, in aiding veterans who served in the military or naval service of the United States during the time of war, in the acquisition of, or payments for, (1) farms or homes, or in projects of land settlement or in the development of such farms or homes or land settlement projects for the benefit of such veterans, or (2) any business, land or any interest therein, buildings, supplies, equipment, machinery, or tools, to be used by the veteran in pursuing a gainful occupation; and

   Provided, further, that nothing contained in this Constitution shall prohibit the State, or any county, city and county, city,

township, or other political corporation or subdivision of the State
from providing aid or assistance to persons, if found to be in the
public interest, for the purpose of clearing debris, natural
materials, and wreckage from privately owned lands and waters
deposited thereon or therein during a period of a major disaster or
emergency, in either case declared by the President. In such case,
the public entity shall be indemnified by the recipient from the
award of any claim against the public entity arising from the
rendering of such aid or assistance. Such aid or assistance must be
eligible for federal reimbursement for the cost thereof.

And provided, still further, that notwithstanding the restrictions
contained in this Constitution, the treasurer of any city, county,
or city and county shall have power and the duty to make such
temporary transfers from the funds in custody as may be necessary to
provide funds for meeting the obligations incurred for maintenance
purposes by any city, county, city and county, district, or other
political subdivision whose funds are in custody and are paid out
solely through the treasurer's office. Such temporary transfer of
funds to any political subdivision shall be made only upon resolution
adopted by the governing body of the city, county, or city and
county directing the treasurer of such city, county, or city and
county to make such temporary transfer. Such temporary transfer of
funds to any political subdivision shall not exceed 85 percent of the
anticipated revenues accruing to such political subdivision, shall
not be made prior to the first day of the fiscal year nor after the
last Monday in April of the current fiscal year, and shall be
replaced from the revenues accruing to such political subdivision
before any other obligation of such political subdivision is met from
such revenue.

Instructions from the IRS:
Publication 15 (2015), Pages 34-35

Wage Repayments

If an employee repays you for wages received in error, do not offset the repayments against current-year wages unless the repayments are for amounts received in error in the current year.

Repayment of current year wages. If you receive repayments for wages paid during a prior quarter in the current year, report adjustments on Form 941-X to recover income tax withholding and social security and Medicare taxes for the repaid wages.

Repayment of prior year wages. If you receive repayments for wages paid during a prior year, report an adjustment on Form 941-X or Form 944-X to recover the social security and Medicare taxes. You may not make an adjustment for income tax withholding because the wages were wages and income to the employee for the prior year.

You also must file Forms W-2c and W-3c with the SSA to correct social security and Medicare wages and taxes. Do not correct wages (box 1) on Form W-2c for the amount paid in error. Give a copy of Form W-2c to the employee.

Employee reporting of repayment. The wages paid in error in the prior year remain taxable to the employee for that year. This is because the employee received and had use of those funds during that year. The employee is not entitled to file an amended return (Form 1040X) to recover the income tax on these wages. Instead, the employee is entitled to a deduction (or credit in some cases) for the repaid wages on his or her income tax return for the year of repayment.

Sample Agency Policies on Overpayments

Fiscal Management Department

- Procedures to be followed if an employee is underpaid.
  Whenever it is determined that a district error has been made in underpaying an employee, the district will issue a check normally within five (5) working days based on the county monthly payroll schedule.

- Procedures to be followed if an employee is overpaid.
  Whenever it is determined that a district error has been made in overpaying an employee, the employee will be notified verbally and/or in writing. After the employee has been notified, the district will either deduct the overpayment from future payroll warrants or the employee has the option of paying the district back via check or money order.

Sample CSEA Bargaining Agreement

Payroll Adjustments

All payroll errors and or lost checks of an employee in the bargaining unit shall be corrected and a supplemental check issued no later than ten (10) working days after the employee has provided the appropriate signed forms to the SFS Payroll Unit.

There is a three (3) year statute of limitation for the collection or restitution for payroll errors which result in the overpayment or underpayment of an employee.

Sample Payroll Policies

Payroll Errors

Whenever it is determined that an error has been made in the calculation or reporting in any classified employee payroll or in the payment of any classified employee's salary, the district shall, within five (5) workdays following such a determination, provide the employee pursuant to Education Code 88166 with a statement of the correction and a supplemental payment drawn against available funds.

C. Overpayment of Pay and Allowances
1. In the event of an overpayment of pay and allowances, the employee or the district shall notify the other as soon as practicable.

2. In the event that the district learns of an overpayment, no deduction shall be made from any paycheck unless the employee is first notified about the specific reasons for the overpayment and the employee is given a reasonable opportunity to meet with a district representative to discuss the matter and present evidence in opposition to the find of the overpayment.

3. Under no circumstances shall a deduction be made from any one paycheck that is greater than twenty-five percent (25%) of the employee's gross pay in any pay period. The sole exception to this rule shall be for an individual who is no longer an employee of the district.

D. Payroll Adjustments
Any payroll adjustment due an employee, including but not limited to, vacation pay, working out of class, overtime, additional regular pay, or approved other reasons, shall be paid by regular payroll check following the payroll adjustment. The district will make every effort to ensure the adjustment is included in the regular payroll immediately following the circumstances requiring payroll adjustment.

Nuts and Bolts of the Cash Collection Process

District Responsibilities

Each employer school district should set a detailed board approved policy on how overpayments will be handled and publish to all employees.

The district will need to send the cash collection form with the Deposit Journal or the journal voucher to move funds from the miscellaneous account to the proper accounts to the SFS Accounting Unit for verification and processing.

The SFS Retirement Unit handles any service credit issues and journal vouchers to move funds from district PERS or STRS accounts and forward to the agencies if that needs to be done.

The SFS Payroll Unit handles balance adjustments within HRS to correct the affected employee's balances so their W2 will be correct.

The district will need to note the cash collection information on the repayment quarter's 941 forms and will need to amend the original quarter's 941 form as well, filing a 941X to make the necessary corrections so the tax agencies can issue any necessary credits for overpaid taxes for a future quarter.

The district will also need to initiate a journal voucher to clear any balances in the Fund 76.0 tax accounts caused by the cash collection.

SFS Responsibilities

The SFS Accounting Unit receives the Deposit Journal, validates the journal against the Payroll Cash Collection form, and then forwards two copies of the form to the SFS Retirement Unit.

The SFS Retirement Unit keeps one copy for adjustment of service credit and contributions and forwards one copy to the SFS Payroll Unit. The retirement unit will adjust service credit if necessary and will handle any necessary journal vouchers to move retirement reductions/contributions from the district's accounts (9514/9525 and 9515/9526) to LACOE for remittance to the appropriate agency.

The SFS Payroll Unit verifies calculations on the cash collection form and enters balance adjustments to correct the affected employee's balances so their W2 will be correct at the end of the year.

For questions about the deposit process, a district can contact their accounting technician in the SFS Accounting Unit.

For questions about journal vouchers or help with the PeopleSoft System for journal voucher entry, a district can contact the Accounts Receivable Unit or the General Ledger Unit.

For questions about retirement issues with cash collection, a district may contact their PERS or STRS representative in the SFS Retirement Unit.

For questions about the cash collection process, the form, balance adjustments, and 941 assistance, a district may call the SFS Payroll Unit.

SECTION III.

FORM AND TABLE

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PAYROLL CASH COLLECTION

ATTN: **Division of School Financial Services**
Accounting Section

Date: _____

Note the following:
1.) Do not merge a payroll cash collection with other types of deposit. Please prepare a separate sheet for each pay period.
2.) Deposit should be made to the Clearance Fund when cash collection is for OASDI/Medi/Retirement contribution only.

(Check One) ☐ Salary Collection ☐ Retirement, Medi, OASDI Contribution ☐ ESA Collection Only

District No.: _____   District Name: _____

Prepared by: _____   Phone No. _____   Ext. _____

A. REFERENCE AREA

Employee Classification: ☐ C - Certificated ☐ N - Non-Certificated

Employee Name: _____   Employee ID: _____

Pay Period: From: _____ To: _____ Issue Date: _____

Warrant No.: _____   Schedule: _____

B. DEPOSIT JOURNAL REFERENCE

PSFS JOURNAL ID: PAYCC _____

C. ESA OVERPAYMENT

ESA Collected $ _____

Accounting Distribution: Fund _____ Object 9342

		As Paid	Should Be	Adjust
SECTION D.	1 Basis of Pay (M, D, H, L)	1a) _____	1b) _____	
	2 Type of Period (S, C, H, Y, 4)	2a) _____	2b) _____	
	3 Number of Months (10, 11, 12)	3a) _____	3b) _____	
	4 Salary Rate	4a) _____	4b) _____	
	5 Retirement Reporting Rate	5a) _____	5b) _____	
	6 Percent Time (Monthly Only)	6a) _____	6b) _____	
	7 Retirement Plan	7a) _____	7b) _____	
	8 Units (No. of Days or Hours)	8a) _____	8b) _____	8c) 0.00
	9 Retirement Gross	9a) _____	9b) _____	9c) 0.00
	10 OASDI Gross	10a) _____	10b) _____	10c) 0.00
	11 Medicare Gross	11a) _____	11b) _____	11c) 0.00
SECTION E.	12 Total Gross	12a) _____	12b) _____	12c) 0.00
	13 Federal Withholding Tax	13a) _____	13b) _____	13c) 0.00
	14 State Withholding Tax	14a) _____	14b) _____	14c) 0.00
	15 OASDI Deduction	15a) _____	15b) _____	15c) 0.00
	16 Medicare Deduction	16a) _____	16b) _____	16c) 0.00
	17 SDI	17a) _____	17b) _____	17c) 0.00
	18 PERS/STRS Reductions	18a) _____	18b) _____	18c) 0.00
	19 Alt. Ret. Plan (ARP)	19a) _____	19b) _____	19c) 0.00
	20 Voluntary Deductions (✦)	20a) _____	20b) _____	
	(Enter same amount in 20a and 20b)			
	21 **NET PAY**	21a) 0.00	21b) 0.00	21c) 0.00

✦ Voluntary Deductions Use One-Time Refund to refund misc. voluntary deductions to employee.
Use B-Warrant to refund 403b/457 b and prepare W-2 balance adjustment.

F. DISTRICT CONTRIBUTIONS

	As Paid	Should Be	Adjust
1 Retirement	1a) _____	1b) _____	1c) 0.00
2 OASDI	2a) _____	2b) _____	2c) 0.00
3 Medicare	3a) _____	3b) _____	3c) 0.00
4 SUI	4a) _____	4b) _____	4c) 0.00
5 Worker's Comp	5a) _____	5b) _____	5c) 0.00
6 Worker's Comp Rate	6a) _____ %		

G. ADJUSTMENT REASON - District Use Only

County Use Only - DO NOT COMPLETE

	Payroll YTDE Corrected by:	Retirement Records Corrected by:
Deposit No.: _____	Name: _____	Name: _____
Deposit Date: _____	Schedule: _____ Date: _____	Date: _____

Feb. 6, 2009

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          ** CTL - DISTRICT PROFILE TABLE 1 - INQUIRY **                    1620


DIST NAME: TRN-HRS TRAINING DISTRICT                      DISTRICT: 00118
  ADDRESS: 1234 MAIN STREET
     CITY: ANYTOWN          ST: CA   ZIP: 99999
    PHONE: 562 922 9999    EXT:

 LONGEVITY/SENIORITY: N                VALID CYCLES: C1 E4 C3 V1 H1 C2
       SDI COVERAGE: N           N U M B E R   O F   C O P I E S
 POSITION CONTROL: 1       POSITION CONTROL: 1  EIR: A  CHANGE REG: A
 POSTN CNTRL REQ FLG: N                            PERS CONTRACT: 0245
FED EMPLOYR IDENT NO: 999999999    PERS OASDI CONTRCT INDICATOR: N
STATE EMPLR IDENT NO: 99999999                    EFFECTIVE DATE: 00 00 00
        UNEMPLOYMENT: 99999999    PERS PICKUP OR EMPLOYEE PAID: P
         SDI REPT-NO:                            EFFECTIVE DATE: 02 01 86


   PBA-HW-PRORATION: A              STRS PICKUP OR EMPLOYEE PAID: P
     LEAVE ACCT USE: N                            EFFECTIVE DATE: 02 01 86
     LEAVE IN HOURS: H              STRS OASDI CONTRCT INDICATOR:
   CSEA UNION DUES : Y                            EFFECTIVE DATE: 00 00 00


                                                                     _
TRANS: 020    KEY 1: 00118      KEY 2: ____    KEY 3: ____    DIST: 00118
MA    b                                    A                        23/067
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File  Edit  View  Communication  Actions  Window  Help
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          ** CTL - DISTRICT PROFILE TABLE 2 - INQUIRY **                    1621


                DISTRICT: 00118   TRN-HRS TRAINING DISTRICT
           CALPERS DIVISION ID:
OASDI EMPLOYER OR EMPLOYEE PAID: E          STANDARD DAYS IN MONTH: 22.0000
                EFFECTIVE DATE: 09 01 59    STANDARD HOURS IN MONTH: 173.333

           SCHOOL DISTRICT TYPE: 3              NEW HIRE OPTION: Y
              PBA FRINGE OPTION: Y          WORKMEN'S COMP RATE:  2.627
      DISTRICT LABOR TAPE OPTION: N         WORK EXPERIENCE FACTOR:  1.000
                  COMPUTER TYPE: 0

          PERS BUS PARTNER ID:          0              BU AGENCY:      0



                     CONTACT PERSONNEL                    TELEPHONE
          PAYROLL NAME: TRISH EASTBURN             562 922 6447  EXT:
       RETIREMENT NAME: FRANCES MERAZ              562 922 6429  EXT:
        PERSONNEL NAME: LAURA GUTIERREZ            562 922 6471  EXT:
      POSN CONTRL NAME: LAURA GUTIERREZ            562 922 6471  EXT:

                                                                     _
TRANS: 021    KEY 1: 00118      KEY 2: ____    KEY 3: ____    DIST: 00118
MA    b                                    A                        23/067
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SECTION IV.

SAMPLE OF TEST EMPLOYEES

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Test Person One

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              ** PER - SALARY/PAY RATE - INQ **                    0405

                                                    PRIME JOB: P

   JOB    POSITION    JOB CLASS
    2      802312      802300 PRIN SYST SPEC-DIST SUPP
                                            TIME     TIME
   CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  RPT LOCN  RPT CD  EARNINGS TYPES
    E1      M      12       NA        NA       133       T      REG  OVT  H

   SCHED/RANGE/STEP    EFF DATE   %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
    L   048  05       07 01 18    100.00                   6826.670      6826.670

   STIPENDS:  L1 1 LONG 18




   RETIRE RATE  O/RIDE   WORK DAYS   WORK CAL   WORK HRS/DY   SESS TYPE
     6826.670            260.0         A          8.00           S
                         ***                                  STRS      STRS
   RETIREMENT: PLAN  STATUS  SPL  EFF DATE   PERS CASE STS  CLS CD  BASE HRS
                P8     M          11 01 99                               .00

   (073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
   TRANS: 005        EID: _____        JOB: 2       DISTRICT _____
```

```
              ** PER - PAYROLL TAX STATUS - INQ **                 0430
                                            EMPL STATUS: ACTIVE


                    -- TAXING INFORMATION --

   FEDERAL: REG ALLOW:  0  TAX MARITAL STATUS: S   ADDITIONAL W/HOLDING:  50.00
     STATE: REG ALLOW:  0  TAX MARITAL STATUS: M   ADDITIONAL W/HOLDING:  50.00
                                              STATE ADDITIONAL ALLOW:
                       SUPPLEMENTAL TAXING OPTN: A      SDI COVERAGE:
                                            AEIC:       SUI EXEMPTION:
                                     REQUEST W2:        W/C EXEMPTION:
              PRIMARY JOB: 2
   JOB PAY CYCLES   1: E1 2: E1 3: E1 4: E1 5: E1 6: E1 7: E1 8: E1 9: E1


                    -- PAYMENT DISPOSITION --


        PAY LOCATION: 133 SFS ACCTNG DISBURSMT


   (073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
   TRANS: 030        EID: _____        JOB: 2       DISTRICT _____
```

```
          ** CTL - DISTRICT PROFILE TABLE 1 - INQUIRY **              1620


DIST NAME:                                    DISTRICT:
  ADDRESS: 9300 IMPERIAL HWY.
     CITY: DOWNEY          ST: CA  ZIP: 90242
    PHONE:                 EXT:

LONGEVITY/SENIORITY: R              VALID CYCLES: C5 E1 H1 V1 C3 V2
      SDI COVERAGE: N         N U M B E R   O F   C O P I E S
  POSITION CONTROL: 3      POSITION CONTROL: 1  EIR: 0  CHANGE REG: A
 POSTN CNTRL REQ FLG: N                        PERS CONTRACT:
 FED EMPLOYR IDENT NO:        PERS OASDI CONTRCT INDICATOR: N
 STATE EMPLR IDENT NO:                      EFFECTIVE DATE: 00 00 00
       UNEMPLOYMENT:         PERS PICKUP OR EMPLOYEE PAID: P
         SDI REPT-NO:                       EFFECTIVE DATE: 01 01 86


    PBA-HW-PRORATION: A        STRS PICKUP OR EMPLOYEE PAID: P
      LEAVE ACCT USE: P                     EFFECTIVE DATE: 01 01 86
      LEAVE IN HOURS: H         STRS OASDI CONTRCT INDICATOR:
     CSEA UNION DUES : Y                    EFFECTIVE DATE: 00 00 00


TRANS: 020    KEY 1: _____    KEY 2: ____   KEY 3: ____   DIST: _____
```

```
          ** CTL - DISTRICT PROFILE TABLE 2 - INQUIRY **              1621


                     DISTRICT:
           CALPERS DIVISION ID:
OASDI EMPLOYER OR EMPLOYEE PAID: E       STANDARD DAYS IN MONTH: 21.7500
                EFFECTIVE DATE: 09 01 59 STANDARD HOURS IN MONTH: 174.000

          SCHOOL DISTRICT TYPE: 8            NEW HIRE OPTION: Y
             PBA FRINGE OPTION: Y       WORKMEN'S COMP RATE:  5.550
    DISTRICT LABOR TAPE OPTION: N     WORK EXPERIENCE FACTOR:  1.000
                 COMPUTER TYPE: 0

         PERS BUS PARTNER ID:                    BU AGENCY:


               CONTACT PERSONNEL              TELEPHONE
      PAYROLL NAME:                                      EXT:
   RETIREMENT NAME:                                      EXT:
    PERSONNEL NAME:                                      EXT:
  POSN CONTRL NAME:                                      EXT:


TRANS: 021    KEY 1: _____    KEY 2: ____   KEY 3: ____   DIST: _____
```

```
        * * PAY - WARRANT SUMMARY--PAYROLL HISTORY INQUIRY - INQ * *     702

WARRANT NO. : 3229576     EID:
ISSUE DATE  : 04 05 18    SCHEDULE NO.: E1R     SCHEDULE: 03 01 18 TO 03 31 18
PAYMENT TYPE: AUTOMATIC PAYROLL DEPOSIT


----- EMPLOYEE  PAY ------   ------------ SCHEDULE SUBJECT GROSSES ------------

TOT GRS PAY:   7,630.67    FWT:    3,735.90   PERS GROSS:    7,630.67
REDUCTIONS :   3,894.77    SWT:    3,735.90   STRS GROSS:         .00
     TAXES :     810.32    SDI:         .00   OASDI GROSS:   4,535.69
   VOL DED :     139.38  GARN D/E:  5,542.32  MEDI GROSS:    4,535.69
   NET PAY :   2,786.20

-AUTOMATIC PAYROLL DEPOSIT-  --------------- ADJUSTMENT GROSSES ---------------

FIN INST:                                   OASDI:   7,630.67
ACCT NBR:                                    MEDI:        .00
ACCT TYP:


                                     [R=RETURN 001 M=MENU]

  TRANS: 002 EID: _____   WARRANT NO: 3229576 ISS DATE: 040518 DISTRICT: _____
```

```
        ** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **       0703

WARRANT NO.: 3229576     EID.:
ISSUE DATE : 04 05 18    SCHEDULE NO.: E1R     SCHEDULE: 03 01 18 TO 03 31 18

   P POSNO  EARN   UNITS    PAY RATE    AMOUNT   PAY  --RETIREMENT--  CAL
 S B ACCR BEG - ACCR END   PY                    MO   P/S/SP  R.RATE

   M 802312 REG   20.000    7129.670   7129.67   12   P8M    7129.670  A
     02/01/18 - 02/28/18
   M 802312 REG   20.000-   6628.670   6628.67-  12   P8M    6628.670  A
     02/01/18 - 02/28/18
   M 802312 REG   22.000    7129.670   7129.67   12   P8M    7129.670  A
     03/01/18 - 03/31/18


PAGE 01 OF 01                          [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID: _____   WARRANT NO: 3229576 ISS DATE: 040518 DISTRICT: _____
```

```
          ** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **     704

WARRANT NO.: 3229576      EID.:
ISSUE DATE : 04 05 18     SCHEDULE NO.: E1R     SCHEDULE: 03 01 18 TO 03 31 18

G-T-N                 VENDOR          P  TRAN  SRCE  ------ ACCRUAL -----
NO.     NAME          NUMBER  AMOUNT  Y  TYPE  CODE  BEGIN DATE  END DATE
041  PERS RED    0000000135    519.63-    R           02/01/18   02/28/18
041  PERS RED    0000000135    559.71                 03/01/18   03/31/18
041  PERS RED    0000000135    559.71                 02/01/18   02/28/18
001  ESA         0000000015  2,865.00                 03/01/18   03/31/18
013  125 KAISER  0000002079    229.98                 03/01/18   03/31/18
020  OASDI DED   0000000100    281.21                 03/01/18   03/31/18
026  MEDCAR DED  0000000110     65.77                 03/01/18   03/31/18
062  TSA #2 RED  0000008473     75.00                 03/01/18   03/31/18
074  SFFCU RBP   0000009923    125.00                 03/01/18   03/31/18
081  FWT         0000000200    301.05                 03/01/18   03/31/18
082  SWT         0000000205     62.29                 03/01/18   03/31/18

PAGE 01 OF 02                                   [R=RETURN 001 M=MENU]
(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.
TRANS: 004 EID: _____   WARRANT NO: 3229576 ISS DATE: 040518 DISTRICT: _____
```

```
          ** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **     704

WARRANT NO.: 3229576      EID.:
ISSUE DATE : 04 05 18     SCHEDULE NO.: E1R     SCHEDULE: 03 01 18 TO 03 31 18

G-T-N                 VENDOR          P  TRAN  SRCE  ------ ACCRUAL -----
NO.     NAME          NUMBER  AMOUNT  Y  TYPE  CODE  BEGIN DATE  END DATE
084  ADD FWT     0000000215     50.00                 03/01/18   03/31/18
085  ADD SWT     0000000220     50.00                 03/01/18   03/31/18
130  UNUM LIFE   0000001861     79.38                 03/01/18   03/31/18
294  CAL CU      0000003043     50.00                 03/01/18   03/31/18
297  FOL         0000001442     10.00                 03/01/18   03/31/18

PAGE 02 OF 02                                   [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 004 EID: _____   WARRANT NO: 3229576 ISS DATE: 040518 DISTRICT: _____
```

```
        ** PAY - CONTRIBUTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **     705

WARRANT NO.: 3229576     EID.:
ISSUE DATE : 04 05 18     SCHEDULE NO.: E1R     SCHEDULE: 03 01 18 TO 03 31 18

  G-T-N                VENDOR              P  TRAN   ------ ACCRUAL -----
  NO.      NAME        NUMBER    AMOUNT    Y  TYPE   BEGIN DATE  END DATE
  043    PERS CON    0000000135  1,341.58-    R      02/01/18   02/28/18
  043    PERS CON    0000000135  1,442.97            03/01/18   03/31/18
  043    PERS CON    0000000135  1,442.97            02/01/18   02/28/18
  022    OASDI CON   0000000100    281.21            03/01/18   03/31/18
  027    MEDCAR CON  0000000110     65.77            03/01/18   03/31/18
  061    TSA #1 CON  0000008473     50.00            03/01/18   03/31/18
  090    SUI         0000000250      2.27            03/01/18   03/31/18
  092    WORK COMP   0000000260    602.06            03/01/18   03/31/18
  121    UNUM LI     0000001861      6.24            03/01/18   03/31/18
  093    OPEB 1      0000004500    100.49            03/01/18   03/31/18
  150    BENEFITS    0000002325  1,178.10            03/01/18   03/31/18


PAGE 01 OF 02                                  [R=RETURN 001 M=MENU]
(015) - MORE INFORMATION WAITING, HIT TRANSMIT WHEN READY.
TRANS: 005 EID:          WARRANT NO: 3229576 ISS DATE: 040518 DISTRICT:
```

```
        ** PAY - CONTRIBUTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **     705

WARRANT NO.: 3229576     EID.:
ISSUE DATE : 04 05 18     SCHEDULE NO.: E1R     SCHEDULE: 03 01 18 TO 03 31 18

  G-T-N                VENDOR              P  TRAN   ------ ACCRUAL -----
  NO.      NAME        NUMBER    AMOUNT    Y  TYPE   BEGIN DATE  END DATE
  155    KAISER      0000002079    291.65            03/01/18   03/31/18
  237    OPEB 2      0000004500     45.78            03/01/18   03/31/18


PAGE 02 OF 02                                  [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 005 EID:          WARRANT NO: 3229576 ISS DATE: 040518 DISTRICT:
```

Test Person Two

```
        * * PAY - WARRANT SUMMARY--PAYROLL HISTORY INQUIRY - INQ * *     702

WARRANT NO. : 2836139     EID:
ISSUE DATE  : 01 10 18     SCHEDULE NO.: E4L      SCHEDULE: 12 01 17 TO 12 31 17
PAYMENT TYPE: AUTOMATIC PAYROLL DEPOSIT


----- EMPLOYEE  PAY ------   ------------ SCHEDULE SUBJECT GROSSES ------------

TOT GRS PAY:    6,192.36      FWT:    5,758.89    PERS GROSS:    6,192.36
REDUCTIONS :      433.47      SWT:    5,758.89    STRS GROSS:         .00
     TAXES :    1,883.04      SDI:    6,192.36    OASDI GROSS:    6,192.36
   VOL DED :       35.91  GARN D/E:    3,875.85    MEDI GROSS:    6,192.36
   NET PAY :    3,839.94

-AUTOMATIC PAYROLL DEPOSIT-  --------------- ADJUSTMENT GROSSES ---------------

FIN INST:                                        OASDI:    6,192.36
ACCT NBR:                                         MEDI:         .00
ACCT TYP:


                                        [R=RETURN 001 M=MENU]

   TRANS: 002 EID:          WARRANT NO: 2836139 ISS DATE: 011018 DISTRICT:
```

```
        ** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **         0703

WARRANT NO.: 2836139      EID.:
ISSUE DATE : 01 10 18      SCHEDULE NO.: E4L      SCHEDULE: 12 01 17 TO 12 31 17

    P POSNO  EARN    UNITS    PAY RATE    AMOUNT  PAY  --RETIREMENT--  CAL
  S B  ACCR BEG - ACCR END   PY                    MO  P/S/SP R.RATE

    M 000500 REG    21.000   6192.360   6192.36   12  P9M  6192.360  C
      12/01/17 - 12/31/17
```

```
PAGE 01 OF 01                          [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID:          WARRANT NO: 2836139 ISS DATE: 011018 DISTRICT:
```

```
        ** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **    704

WARRANT NO.: 2836139      EID.:
ISSUE DATE : 01 10 18     SCHEDULE NO.: E4I      SCHEDULE: 12 01 17 TO 12 31 17

G-T-N                VENDOR              P  TRAN  SRCE  ------ ACCRUAL -----
NO.      NAME        NUMBER    AMOUNT    Y  TYPE  CODE  BEGIN DATE  END DATE
041  PERS RED    0000000135     433.47               12/01/17   12/31/17
020  OASDI DED   0000000100     383.93               12/01/17   12/31/17
026  MEDCAR DED  0000000110      89.79               12/01/17   12/31/17
081  FWT         0000000200   1,036.70               12/01/17   12/31/17
082  SWT         0000000205     310.70               12/01/17   12/31/17
083  SDI         0000000210      61.92               12/01/17   12/31/17
223  CCFA        0000001170      35.91               12/01/17   12/31/17




PAGE 01 OF 01                               [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 004 EID: _____   WARRANT NO: 2836139 ISS DATE: 011018 DISTRICT: _____
```

```
        ** PAY - CONTRIBUTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **    705

WARRANT NO.: 2836139      EID.:
ISSUE DATE : 01 10 18     SCHEDULE NO.: E4I      SCHEDULE: 12 01 17 TO 12 31 17

G-T-N                VENDOR              P  TRAN  ------ ACCRUAL -----
NO.      NAME        NUMBER    AMOUNT    Y  TYPE  BEGIN DATE  END DATE
043  PERS CON    0000000135     961.74               12/01/17   12/31/17
022  OASDI CON   0000000100     383.93               12/01/17   12/31/17
027  MEDCAR CON  0000000110      89.79               12/01/17   12/31/17
090  SUI         0000000250       3.10               12/01/17   12/31/17
092  WORK COMP   0000000260     113.44               12/01/17   12/31/17




PAGE 01 OF 01                               [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 005 EID: _____   WARRANT NO: 2836139 ISS DATE: 011018 DISTRICT: _____
```

```
                    ** PER - SALARY/PAY RATE - INQ **              0405

                                                          PRIME JOB: 2
   JOB    POSITION    JOB CLASS
    8     000500      400107 SR STU SVCS SPEC - A&R
                                              TIME    TIME
   CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  RPT LOCN  RPT CD  EARNINGS TYPES
    E4     M      12       NA        NA        026       T       REG

   SCHED/RANGE/STEP  EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
    N   432   05     07 01 17   100.00                  6192.360       6192.360

   STIPENDS:  LO 2 LONGEVY



   RETIRE RATE  O/RIDE   WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
    6192.360              260.0       C         8.00
                          ***                             STRS      STRS
   RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD  BASE HRS
               P9     M          11 13 06                            .00

   (073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
   TRANS: 005        EID: _____       JOB: 8       DISTRICT _____
```

```
                    ** PER - PAYROLL TAX STATUS - INQ **           0430
                                              EMPL STATUS: ACTIVE


                         -- TAXING INFORMATION --


   FEDERAL: REG ALLOW:  0  TAX MARITAL STATUS: S   ADDITIONAL W/HOLDING:
     STATE: REG ALLOW:  0  TAX MARITAL STATUS: S   ADDITIONAL W/HOLDING:
                                                   STATE ADDITIONAL ALLOW:
                         SUPPLEMENTAL TAXING OPTN: A      SDI COVERAGE:  Y
                                            AEIC:         SUI EXEMPTION:
                                      REQUEST W2:         W/C EXEMPTION:
            PRIMARY JOB: 2
   JOB PAY CYCLES   1: C2 2: C2 3: V1 4: V1 5: E4 6: E4 7: E4 8: E4 9: E4


                         -- PAYMENT DISPOSITION --


   PAY LOCATION: 000 CL/CRT MGR-INSTR-P/T


   (073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
   TRANS: 030        EID: _____       JOB: 8       DISTRICT _____
```

```
           ** CTL - DISTRICT PROFILE TABLE 1 - INQUIRY **          1620


DIST NAME:                                    DISTRICT:
 ADDRESS:
    CITY: SANTA MONICA    ST: CA  ZIP: 90405
    PHONE:             EXT:

 LONGEVITY/SENIORITY: N              VALID CYCLES: C1 E4 H1 V1 C2
        SDI COVERAGE: Y         N U M B E R   O F   C O P I E S
     POSITION CONTROL: 1     POSITION CONTROL: 1  EIR: A  CHANGE REG: A
  POSTN CNTRL REQ FLG: N                         PERS CONTRACT:
  FED EMPLOYR IDENT NO:          PERS OASDI CONTRCT INDICATOR: N
  STATE EMPLR IDENT NO:                      EFFECTIVE DATE: 00 00 00
         UNEMPLOYMENT:          PERS PICKUP OR EMPLOYEE PAID: P
          SDI REPT-NO:                      EFFECTIVE DATE: 07 01 86


     PBA-HW-PRORATION: A        STRS PICKUP OR EMPLOYEE PAID: P
       LEAVE ACCT USE: P                    EFFECTIVE DATE: 05 01 86
       LEAVE IN HOURS: H        STRS OASDI CONTRCT INDICATOR:
      CSEA UNION DUES : Y                   EFFECTIVE DATE: 00 00 00


 TRANS: 020    KEY 1: _____    KEY 2: ____    KEY 3: ____    DIST: _____
```

```
           ** CTL - DISTRICT PROFILE TABLE 2 - INQUIRY **          1621


                     DISTRICT:
              CALPERS DIVISION ID:
 OASDI EMPLOYER OR EMPLOYEE PAID: E        STANDARD DAYS IN MONTH: 21.6670
                 EFFECTIVE DATE: 09 01 59  STANDARD HOURS IN MONTH: 173.333

            SCHOOL DISTRICT TYPE: 9             NEW HIRE OPTION: Y
              PBA FRINGE OPTION: Y         WORKMEN'S COMP RATE:  1.721
       DISTRICT LABOR TAPE OPTION: N       WORK EXPERIENCE FACTOR:  1.000
                  COMPUTER TYPE: 0

          PERS BUS PARTNER ID:                    BU AGENCY:


                CONTACT PERSONNEL                TELEPHONE
        PAYROLL NAME:                                     EXT:
     RETIREMENT NAME:                                     EXT:
      PERSONNEL NAME:                                     EXT:
     POSN CONTRL NAME:                                    EXT:


 TRANS: 021    KEY 1: _____    KEY 2: ____    KEY 3: ____    DIST: _____
```

Intentionally left blank

Test Person Three

```
           * * PAY - WARRANT SUMMARY--PAYROLL HISTORY INQUIRY - INQ * *    702

WARRANT NO. : 3272107      EID:
ISSUE DATE  : 04 10 18      SCHEDULE NO.: E4R      SCHEDULE: 03 01 18 TO 03 31 18
PAYMENT TYPE: AUTOMATIC PAYROLL DEPOSIT


----- EMPLOYEE  PAY ------   ------------ SCHEDULE SUBJECT GROSSES ------------

TOT GRS PAY:    4,486.00      FWT:    2,090.41    PERS GROSS:    4,486.00
REDUCTIONS :    2,395.59      SWT:    2,090.41    STRS GROSS:         .00
     TAXES :      245.92      SDI:    2,382.00    OASDI GROSS:    2,382.00
   VOL DED :       47.25   GARN D/E:  3,483.37    MEDI GROSS:    2,382.00
   NET PAY :    1,797.24

-AUTOMATIC PAYROLL DEPOSIT-  -------------- ADJUSTMENT GROSSES --------------

FIN INST:                                         OASDI:  4,486.00
ACCT NBR:                                         MEDI:        .00
ACCT TYP:


                                         [R=RETURN 001 M=MENU]

TRANS: 002 EID: _____   WARRANT NO: 3272107 ISS DATE: 041018 DISTRICT: _____
```

```
           ** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **        0703

WARRANT NO.: 3272107      EID.:
ISSUE DATE : 04 10 18      SCHEDULE NO.: E4R      SCHEDULE: 03 01 18 TO 03 31 18

   P  POSNO  EARN    UNITS    PAY RATE    AMOUNT    PAY  --RETIREMENT--   CAL
 S B  ACCR BEG - ACCR END    PY                     MO  P/S/SP  R.RATE

 _ M  000100 REG   22.000    4486.000    4486.00    12  P9M    4486.000  C
      03/01/18 - 03/31/18
```

```
PAGE 01 OF 01                              [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 003 EID: _____   WARRANT NO: 3272107 ISS DATE: 041018 DISTRICT: _____
```

```
          ** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **    704

WARRANT NO.: 3272107     EID.:
ISSUE DATE : 04 10 18    SCHEDULE NO.: E4R    SCHEDULE: 03 01 18 TO 03 31 18

   G-T-N              VENDOR          P TRAN  SRCE  ------ ACCRUAL -----
   NO.   NAME        NUMBER   AMOUNT  Y TYPE  CODE  BEGIN DATE  END DATE
   041  PERS RED  0000000135   291.59                03/01/18   03/31/18
   001  ESA       0000000015  2,090.00               03/01/18   03/31/18
   255  PARKRED   0000004380    14.00                03/01/18   03/31/18
   020  OASDI DED 0000000100   147.69                03/01/18   03/31/18
   026  MEDCAR DED 0000000110   34.54                03/01/18   03/31/18
   081  FWT       0000000200    39.87                03/01/18   03/31/18
   083  SDI       0000000210    23.82                03/01/18   03/31/18
   279  CSEA DUES 0000001151    47.25                03/01/18   03/31/18




PAGE 01 OF 01                              [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 004 EID:          WARRANT NO: 3272107 ISS DATE: 041018 DISTRICT:
```

```
          ** PAY - CONTRIBUTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **    705

WARRANT NO.: 3272107     EID.:
ISSUE DATE : 04 10 18    SCHEDULE NO.: E4R    SCHEDULE: 03 01 18 TO 03 31 18

   G-T-N              VENDOR          P TRAN   ------ ACCRUAL -----
   NO.   NAME        NUMBER   AMOUNT  Y TYPE   BEGIN DATE  END DATE
   043  PERS CON  0000000135   696.72          03/01/18   03/31/18
   022  OASDI CON 0000000100   147.69          03/01/18   03/31/18
   027  MEDCAR CON 0000000110   34.54          03/01/18   03/31/18
   090  SUI       0000000250     1.19          03/01/18   03/31/18
   092  WORK COMP 0000000260    82.18          03/01/18   03/31/18
   116  SUNLIFE   0000001839     8.20          03/01/18   03/31/18
   177  DD LARISA 0000003678   146.02          03/01/18   03/31/18
   179  VSP LARISA 0000004730   24.70          03/01/18   03/31/18
   187  PERS BL SH 0000003500 1,471.90         03/01/18   03/31/18




PAGE 01 OF 01                              [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 005 EID:          WARRANT NO: 3272107 ISS DATE: 041018 DISTRICT:
```

```
                    ** PER - SALARY/PAY RATE - INQ **                    0405

                                                         PRIME JOB: P
   JOB    POSITION    JOB CLASS
    1      000100     400621 HUMAN RESOURCES SPEC
                                              TIME    TIME
   CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  RPT LOCN  RPT CD  EARNINGS TYPES
    E4     M      12       NA        NA        035       T      REG

   SCHED/RANGE/STEP   EFF DATE  %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
    N   028   03      12 01 17   100.00                   4486.000      4486.000

   STIPENDS:




   RETIRE RATE  O/RIDE   WORK DAYS   WORK CAL   WORK HRS/DY  SESS TYPE
    4486.000              260.0        C          8.00
                           ***                               STRS      STRS
   RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD  BASE HRS
               P9     M           06 01 16                           .00

   (073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
   TRANS: 005        EID: _____        JOB: 1        DISTRICT _____
```

```
                    ** PER - PAYROLL TAX STATUS - INQ **                 0430
                                                   EMPL STATUS: ACTIVE


                         -- TAXING INFORMATION --

   FEDERAL: REG ALLOW:  4  TAX MARITAL STATUS: S  ADDITIONAL W/HOLDING:
     STATE: REG ALLOW:  2  TAX MARITAL STATUS: H  ADDITIONAL W/HOLDING:
                                                STATE ADDITIONAL ALLOW:
                        SUPPLEMENTAL TAXING OPTN: A      SDI COVERAGE: Y
                                           AEIC:        SUI EXEMPTION:
                                     REQUEST W2:        W/C EXEMPTION:
            PRIMARY JOB: 1
   JOB PAY CYCLES  1: E4 2: E4 3:    4:    5:    6:    7:    8:    9:


                         -- PAYMENT DISPOSITION --


        PAY LOCATION: 035 HUMAN RESOURCES SVCS


   (073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
   TRANS: 030        EID: _____        JOB: 1        DISTRICT _____
```

```
         ** CTL - DISTRICT PROFILE TABLE 1 - INQUIRY **          1620


 DIST NAME:                                    DISTRICT:
  ADDRESS:
     CITY: SANTA MONICA    ST: CA  ZIP: 90405
    PHONE:               EXT:


 LONGEVITY/SENIORITY: N            VALID CYCLES: C1 E4 H1 V1 C2
      SDI COVERAGE: Y          N U M B E R  O F  C O P I E S
 POSITION CONTROL: 1       POSITION CONTROL: 1  EIR: A  CHANGE REG: A
 POSTN CNTRL REQ FLG: N                        PERS CONTRACT:
 FED EMPLOYR IDENT NO:        PERS OASDI CONTRCT INDICATOR: N
 STATE EMPLR IDENT NO:                    EFFECTIVE DATE: 00 00 00
       UNEMPLOYMENT:        PERS PICKUP OR EMPLOYEE PAID: P
        SDI REPT-NO:                    EFFECTIVE DATE: 07 01 86


    PBA-HW-PRORATION: A        STRS PICKUP OR EMPLOYEE PAID: P
       LEAVE ACCT USE: P                 EFFECTIVE DATE: 05 01 86
       LEAVE IN HOURS: H     STRS OASDI CONTRCT INDICATOR:
    CSEA UNION DUES : Y                  EFFECTIVE DATE: 00 00 00



 TRANS: 020   KEY 1: _____   KEY 2: ____   KEY 3: ____   DIST: _____
```

```
         ** CTL - DISTRICT PROFILE TABLE 2 - INQUIRY **          1621



                    DISTRICT:
           CALPERS DIVISION ID:
 OASDI EMPLOYER OR EMPLOYEE PAID: E        STANDARD DAYS IN MONTH: 21.6670
               EFFECTIVE DATE: 09 01 59    STANDARD HOURS IN MONTH: 173.333

          SCHOOL DISTRICT TYPE: 9             NEW HIRE OPTION: Y
            PBA FRINGE OPTION: Y        WORKMEN'S COMP RATE:  1.721
   DISTRICT LABOR TAPE OPTION: N        WORK EXPERIENCE FACTOR:  1.000
               COMPUTER TYPE: 0

        PERS BUS PARTNER ID:                    BU AGENCY:


             CONTACT PERSONNEL                  TELEPHONE
        PAYROLL NAME:                                  EXT:
     RETIREMENT NAME:                                  EXT:
      PERSONNEL NAME:                                  EXT:
    POSN CONTRL NAME:                                  EXT:


 TRANS: 021   KEY 1: _____   KEY 2: ____   KEY 3: ____   DIST: _____
```

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Test Person Four

```
* * PAY - WARRANT SUMMARY--PAYROLL HISTORY INQUIRY - INQ * *      702

WARRANT NO. : 3055270     EID:
ISSUE DATE  : 02 28 18   SCHEDULE NO.: C2H     SCHEDULE: 02 01 18 TO 02 28 18
PAYMENT TYPE: AUTOMATIC PAYROLL DEPOSIT


----- EMPLOYEE  PAY ------   ------------ SCHEDULE SUBJECT GROSSES ------------

TOT GRS PAY:    8,988.08       FWT:    8,160.73   PERS GROSS:         .00
REDUCTIONS :      827.35       SWT:    8,160.73   STRS GROSS:    8,988.08
     TAXES :    2,889.52       SDI:         .00   OASDI GROSS:        .00
   VOL DED :       89.88   GARN D/E:    5,271.21   MEDI GROSS:    8,988.08
   NET PAY :    5,181.33

-AUTOMATIC PAYROLL DEPOSIT-  -------------- ADJUSTMENT GROSSES --------------

FIN INST:                                          OASDI:         .00
ACCT NBR:                                           MEDI:    8,988.08
ACCT TYP:


                                           [R=RETURN 001 M=MENU]
                                                            _
TRANS: 002 EID: _____  WARRANT NO: 3055270 ISS DATE: 022818 DISTRICT: _____
```

```
       ** PAY - EARNING DETAIL--PAYROLL HISTORY INQUIRY - INQ **          0703

WARRANT NO.: 3055270         EID.: ██████████████████████████
ISSUE DATE : 02 28 18        SCHEDULE NO.: C2H     SCHEDULE: 02 01 18 TO 02 28 18

    P  POSNO   EARN    UNITS     PAY RATE      AMOUNT    PAY  --RETIREMENT--   CAL
 S  B  ACCR BEG - ACCR END    PY                         MO   P/S/SP  R.RATE

    H  170026  REG    97.200     92.470      8988.08     10   S5M    48546.750  J
       02/01/18 - 02/28/18




PAGE 01 OF 01                                    [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA                                    _
TRANS: 003 EID: _____  WARRANT NO: 3055270 ISS DATE: 022818 DISTRICT: _____
```

```
        ** PAY - DEDUCTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **      704

WARRANT NO.: 3055270      EID.:
ISSUE DATE : 02 28 18    SCHEDULE NO.: C2H      SCHEDULE: 02 01 18 TO 02 28 18


G-T-N               VENDOR                P   TRAN  SRCE  ------ ACCRUAL -----
 NO.     NAME       NUMBER    AMOUNT      Y   TYPE  CODE  BEGIN DATE  END DATE
 031  STRS RED   0000000120   827.35                      02/01/18   02/28/18
 026  MEDCAR DED 0000000110   130.33                      02/01/18   02/28/18
 081  FWT        0000000200  1,924.35                     02/01/18   02/28/18
 082  SWT        0000000205   834.84                      02/01/18   02/28/18
 278  GUILD 1%   0000001222    89.88                      02/01/18   02/28/18






PAGE 01 OF 01                                      [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 004 EID:            WARRANT NO: 3055270 ISS DATE: 022818 DISTRICT:
```

```
        ** PAY - CONTRIBUTION DETAIL-PAYROLL HISTORY INQUIRY - INQ **      705

WARRANT NO.: 3055270       EID.:  _____
ISSUE DATE : 02 28 18      SCHEDULE NO.: C2H      SCHEDULE: 02 01 18 TO 02 28 18


G-T-N                    VENDOR            P   TRAN   ------ ACCRUAL -----
  NO.      NAME          NUMBER    AMOUNT  Y   TYPE   BEGIN DATE  END DATE
  032   STRS CON      0000000120  1,296.98             02/01/18   02/28/18
  027   MEDCAR CON    0000000110    130.33             02/01/18   02/28/18
  090   SUI           0000000250      4.49             02/01/18   02/28/18
  092   WORK COMP     0000000260    179.76             02/01/18   02/28/18






PAGE 01 OF 01                                     [R=RETURN 001 M=MENU]
(075) - LAST SCREEN - NO MORE DATA
TRANS: 005 EID: _____  WARRANT NO: 3055270 ISS DATE: 022818 DISTRICT: _____
```

```
            ** PER - SALARY/PAY RATE - INQ **                    0405

                                              PRIME JOB: P

   JOB    POSITION    JOB CLASS
    1      000100     000003 FULL TIME INSTRUCTOR
                                        TIME      TIME
   CYCLE  BASIS  PAY MOS  ILL PLAN  VAC PLAN  RPT LOCN  RPT CD  EARNINGS TYPES
    C1     M      10        NA        NA        270       T       REG

   SCHED/RANGE/STEP   EFF DATE   %FULL-TIME  CALC METH  FULL-TIME RATE  SALARY RATE
     A  005  06      08 01 17    100.00                    7609.230      7609.230

   STIPENDS:



   RETIRE RATE  O/RIDE  WORK DAYS  WORK CAL  WORK HRS/DY  SESS TYPE
     7609.230            177.0       A         6.00          S
                                                         STRS      STRS
   RETIREMENT: PLAN  STATUS  SPL  EFF DATE  PERS CASE STS  CLS CD  BASE HRS
                S5     M          09 01 15                             .00

   (073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
   TRANS: 005        EID: _____        JOB: 1       DISTRICT _____
```

```
             ** CTL - DISTRICT PROFILE TABLE 1 - INQUIRY **          1620


   DIST NAME:                              DISTRICT:
    ADDRESS:
       CITY: GLENDALE       ST: CA  ZIP: 91208
       PHONE:              EXT:

   LONGEVITY/SENIORITY: N          VALID CYCLES: C1 E4 C3 S5 V2 C2
        SDI COVERAGE: N           N U M B E R   O F   C O P I E S
     POSITION CONTROL: 1     POSITION CONTROL: 1  EIR: 0  CHANGE REG: A
     POSTN CNTRL REQ FLG: N                       PERS CONTRACT:
   FED EMPLOYR IDENT NO:         PERS OASDI CONTRCT INDICATOR: Y
   STATE EMPLR IDENT NO:                      EFFECTIVE DATE: 01 01 69
          UNEMPLOYMENT:         PERS PICKUP OR EMPLOYEE PAID: P
            SDI REPT-NO:                       EFFECTIVE DATE: 01 01 86

      PBA-HW-PRORATION: A          STRS PICKUP OR EMPLOYEE PAID: P
        LEAVE ACCT USE: P                       EFFECTIVE DATE: 01 01 86
        LEAVE IN HOURS: H          STRS OASDI CONTRCT INDICATOR:
       CSEA UNION DUES : Y                      EFFECTIVE DATE: 00 00 00


   TRANS: 020   KEY 1: _____   KEY 2: ___   KEY 3: ___   DIST: _____
```

```
        ** PER - PAYROLL TAX STATUS - INQ **              0430
                                            EMPL STATUS: ACTIVE


                    -- TAXING INFORMATION --

FEDERAL: REG ALLOW:  0  TAX MARITAL STATUS: S  ADDITIONAL W/HOLDING:
  STATE: REG ALLOW:  0  TAX MARITAL STATUS: S  ADDITIONAL W/HOLDING:
                                          STATE ADDITIONAL ALLOW:
                    SUPPLEMENTAL TAXING OPTN: A      SDI COVERAGE:
                                    AEIC:            SUI EXEMPTION:
                              REQUEST W2:            W/C EXEMPTION:
            PRIMARY JOB: 1
  JOB PAY CYCLES   1: C1 2: C2 3: C1 4: C2 5: C2 6: V2 7: C2 8:    9:


                    -- PAYMENT DISPOSITION --


    PAY LOCATION: 270 CERTIFICATED FT


(073) - ENTER ACTION OR TRANSACTION DATA TO PROCEED.
TRANS: 030          EID: _____      JOB: 1      DISTRICT ____
```

```
            ** CTL - DISTRICT PROFILE TABLE 2 - INQUIRY **           1621


                       DISTRICT:
             CALPERS DIVISION ID:
OASDI EMPLOYER OR EMPLOYEE PAID: E          STANDARD DAYS IN MONTH: 21.6670
                 EFFECTIVE DATE: 09 01 59   STANDARD HOURS IN MONTH: 173.333

             SCHOOL DISTRICT TYPE: 9                NEW HIRE OPTION: Y
                PBA FRINGE OPTION: Y         WORKMEN'S COMP RATE:  2.000
       DISTRICT LABOR TAPE OPTION: Y       WORK EXPERIENCE FACTOR:  1.000
                    COMPUTER TYPE: 1

             PERS BUS PARTNER ID:                      BU AGENCY:


                    CONTACT PERSONNEL              TELEPHONE
          PAYROLL NAME:                                   EXT:
       RETIREMENT NAME:                                   EXT:
        PERSONNEL NAME:                                   EXT:
      POSN CONTRL NAME:                                   EXT:


    TRANS: 021    KEY 1: _____    KEY 2: ___    KEY 3: ___    DIST: ____
```

SECTION V.

SAMPLE OF COLLECTION FORMS

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Print Form

PAYROLL CASH COLLECTION

ATTN: **Division of School Financial Services**
Accounting Section

Date: _____

Note the following:
1.) Do not merge a payroll cash collection with other types of deposit. Please prepare a separate sheet for each pay period.
2.) Deposit should be made to the Clearance Fund when cash collection is for OASDI/Medi/Retirement contribution only.

(Check One)   [X] Salary Collection   [ ] Retirement, Medi, OASDI Contribution   [ ] ESA Collection Only

District No.:   test   District Name: Any District, Los Angeles

Prepared by: Sarah Payroll Person   Phone No. _____   Ext. _____

A. REFERENCE AREA

Employee Classification: [ ] C - Certificated   [X] N - Non-Certificated

Employee Name: Test Person One   Employee ID: XX1234567

Pay Period: From: 3/1/18   To: 3/31/18   Issue Date: 4/5/18

Warrant No.:   xxxxxxx   Schedule: E1R

B. DEPOSIT JOURNAL REFERENCE

PSFS JOURNAL ID: PAYCC _____

C. ESA OVERPAYMENT

ESA Collected $ _____

Accounting Distribution: Fund _____   Object 9342

		As Paid		Should Be		Adjust
SECTION D.	1 Basis of Pay (M, D, H, L)	1a)	M	1b)	M	
	2 Type of Period (S, C, H, Y, 4)	2a)	C	2b)	C	
	3 Number of Months (10, 11, 12)	3a)	12	3b)	12	
	4 Salary Rate	4a)	7,129.67	4b)	7,129.67	
	5 Retirement Reporting Rate	5a)	7,129.67	5b)	7,129.67	
	6 Percent Time (Monthly Only)	6a)	100.00	6b)	100.00	
	7 Retirement Plan	7a)	P8M	7b)	P8M	
	8 Units (No. of Days or Hours)	8a)	22.00	8b)	22.00	8c) 0.00
	9 Retirement Gross	9a)	7,630.67	9b)	7,129.67	9c) - 501.00
	10 OASDI Gross	10a)	4,535.69	10b)	4,034.69	10c) - 501.00
	11 Medicare Gross	11a)	4,535.69	11b)	4,034.69	11c) - 501.00
SECTION E.	12 Total Gross	12a)	7,630.67	12b)	7,129.67	12c) - 501.00
	13 Federal Withholding Tax	13a)	301.05	13b)	301.05	13c) 0.00
	14 State Withholding Tax	14a)	62.29	14b)	62.29	14c) 0.00
	15 OASDI Deduction	15a)	281.21	15b)	250.15	15c) - 31.06
	16 Medicare Deduction	16a)	65.77	16b)	58.50	16c) - 7.27
	17 SDI	17a)	0.00	17b)	0.00	17c) 0.00
	18 PERS/STRS Reductions	18a)	599.79	18b)	559.71	18c) - 40.08
	19 Alt. Ret. Plan (ARP)	19a)	2,865.00	19b)	2,865.00	19c) 0.00
	20 Voluntary Deductions (+) (Enter same amount in 20a and 20b)	20a)	669.36	20b)	669.36	
	21 NET PAY	21a)	2,786.20	21b)	2,363.61	21c) - 422.59

+ Voluntary Deductions   Use One-Time Refund to refund misc. voluntary deductions to employee. Use B-Warrant to refund 403b/457 b and prepare W-2 balance adjustment.

F. DISTRICT CONTRIBUTIONS

	1 Retirement	1a)	1,544.36	1b)	1,442.97	1c) - 101.39
	2 OASDI	2a)	281.21	2b)	250.15	2c) - 31.06
	3 Medicare	3a)	65.77	3b)	58.50	3c) - 7.27
	4 SUI	4a)	2.27	4b)	2.02	4c) - 0.25
	5 Worker's Comp	5a)	602.06	5b)	562.53	5c) - 39.53
	6 Worker's Comp Rate	6a)	7.89 %			

G. ADJUSTMENT REASON - District Use Only

Paid additional amount on previous month in error

County Use Only - DO NOT COMPLETE

Payroll YTDE Corrected by: Retirement Records Corrected by:

Deposit No.: _____   Name: _____   Name: _____

Deposit Date: _____   Schedule: _____   Date: _____   Date: _____

Feb. 6, 2009

Print Form

PAYROLL CASH COLLECTION

ATTN: **Division of School Financial Services Accounting Section**

Date: _____

Note the following:
1.) Do not merge a payroll cash collection with other types of deposit. Please prepare a separate sheet for each pay period.
2.) Deposit should be made to the Clearance Fund when cash collection is for OASDI/Medi/Retirement contribution only.

(Check One)   ☐ Salary Collection   ☐ Retirement, Medi, OASDI Contribution   ☐ ESA Collection Only

District No.:   ANY   District Name: ANY DISTRICT

Prepared by: PAYROLL STAFF   Phone No. _____   Ext. _____

A. REFERENCE AREA

Employee Classification: ☐ C - Certificated   ☐ N - Non-Certificated

Employee Name: Test Person 2   Employee ID: AA7654321

Pay Period: From: 12/1/17   To: 12/31/17   Issue Date: 1/10/18

Warrant No.:   2222222   Schedule: E4L

B. DEPOSIT JOURNAL REFERENCE

PSFS JOURNAL ID: PAYCC _____

C. ESA OVERPAYMENT

ESA Collected $ _____

Accounting Distribution: Fund _____   Object 9342

			As Paid	Should Be		Adjust
SECTION D.	1	Basis of Pay (M, D, H, L)	1a) M	1b) M		
	2	Type of Period (S, C, H, Y, 4)	2a) S	2b) S		
	3	Number of Months (10, 11, 12)	3a) 12	3b) 12		
	4	Salary Rate	4a) 6,192.36	4b) 6,192.36		
	5	Retirement Reporting Rate	5a) 6,192.36	5b) 6,192.36		
	6	Percent Time (Monthly Only)	6a) 100.00	6b) 100.00		
	7	Retirement Plan	7a) P9M	7b) P9M		
	8	Units (No. of Days or Hours)	8a) 21.00	8b)	8c)	- 21.00
	9	Retirement Gross	9a) 6,192.36	9b)	9c)	- 6,192.36
	10	OASDI Gross	10a) 6,192.36	10b)	10c)	- 6,192.36
	11	Medicare Gross	11a) 6,192.36	11b)	11c)	- 6,192.36
SECTION E.	12	Total Gross	12a) 6,192.36	12b)	12c)	- 6,192.36
	13	Federal Withholding Tax	13a) 1,036.70	13b)	13c)	- 1,036.70
	14	State Withholding Tax	14a) 310.70	14b)	14c)	- 310.70
	15	OASDI Deduction	15a) 383.93	15b)	15c)	- 383.93
	16	Medicare Deduction	16a) 89.79	16b)	16c)	- 89.79
	17	SDI	17a) 61.92	17b)	17c)	- 61.92
	18	PERS/STRS Reductions	18a) 433.47	18b)	18c)	- 433.47
	19	Alt. Ret. Plan (ARP)	19a)	19b)	19c)	0.00
	20	Voluntary Deductions (+) (Enter same amount in 20a and 20b)	20a) 35.91	20b)		
	21	**NET PAY**	21a) 3,839.94	21b) 0.00	21c)	- 3,875.85

+ Voluntary Deductions   Use One-Time Refund to refund misc. voluntary deductions to employee. Use B-Warrant to refund 403b/457 b and prepare W-2 balance adjustment.

F. DISTRICT CONTRIBUTIONS

		As Paid	Should Be	Adjust
1	Retirement	1a) 961.74	1b)	1c) - 961.74
2	OASDI	2a) 383.93	2b)	2c) - 383.93
3	Medicare	3a) 89.79	3b)	3c) - 89.79
4	SUI	4a) 3.10	4b)	4c) - 3.10
5	Worker's Comp	5a) 113.44	5b)	5c) - 113.44
6	Worker's Comp Rate	6a) 1.832 %		

G. ADJUSTMENT REASON - District Use Only

Not notified that employee had separated. Paid in error.

County Use Only - DO NOT COMPLETE

Payroll YTDE Corrected by: Retirement Records Corrected by:

Deposit No.: _____   Name: _____   Name: _____

Deposit Date: _____   Schedule: _____   Date: _____   Date: _____

Feb. 6, 2009

Print Form

PAYROLL CASH COLLECTION

ATTN: Division of School Financial Services
        Accounting Section

Note the following:
1.) Do not merge a payroll cash collection with other types of deposit. Please prepare a separate sheet for each pay period.
2.) Deposit should be made to the Clearance Fund when cash collection is for OASDI/Medi/Retirement contribution only.

Date: _____

(Check One)   ☐ Salary Collection   ☐ Retirement, Medi, OASDI Contribution   ☐ ESA Collection Only

District No.:   ANY   District Name: ANY DISTRICT

Prepared by: PAYROLL STAFF   Phone No. _____   Ext. _____

A. REFERENCE AREA

Employee Classification: ☐ C - Certificated   ☒ N - Non-Certificated

Employee Name: TEST PERSON THREE   Employee ID: WW2345678

Pay Period: From: 3/1/18   To: 3/31/18   Issue Date: 4/10/18

Warrant No.:   xxxxxxx   Schedule: E4R

B. DEPOSIT JOURNAL REFERENCE

PSFS JOURNAL ID: PAYCC _____

C. ESA OVERPAYMENT

ESA Collected $ _____

Accounting Distribution: Fund _____   Object 9342

SECTION D.			As Paid		Should Be		Adjust	
	1	Basis of Pay (M, D, H, L)	1a)	M	1b)	M		
	2	Type of Period (S, C, H, Y, 4)	2a)	S	2b)	S		
	3	Number of Months (10, 11, 12)	3a)	12	3b)	12		
	4	Salary Rate	4a)	4,486.00	4b)	4,486.00		
	5	Retirement Reporting Rate	5a)	4,486.00	5b)	4,486.00		
	6	Percent Time (Monthly Only)	6a)	100.00	6b)	100.00		
	7	Retirement Plan	7a)	P9M	7b)	P9M		
	8	Units (No. of Days or Hours)	8a)	22.00	8b)	0.00	8c)	- 22.00
	9	Retirement Gross	9a)	4,486.00	9b)	0.00	9c)	- 4,486.00
	10	OASDI Gross	10a)	2,382.00	10b)	0.00	10c)	- 2,382.00
	11	Medicare Gross	11a)	2,382.00	11b)	0.00	11c)	- 2,382.00
SECTION E.	12	Total Gross	12a)	4,486.00	12b)	0.00	12c)	- 4,486.00
	13	Federal Withholding Tax	13a)	39.87	13b)	0.00	13c)	- 39.87
	14	State Withholding Tax	14a)	0.00	14b)	0.00	14c)	0.00
	15	OASDI Deduction	15a)	147.69	15b)	0.00	15c)	- 147.69
	16	Medicare Deduction	16a)	34.54	16b)	0.00	16c)	- 34.54
	17	SDI	17a)	23.82	17b)	0.00	17c)	- 23.82
	18	PERS/STRS Reductions	18a)	291.59	18b)	0.00	18c)	- 291.59
	19	Alt. Ret. Plan (ARP)	19a)	2,090.00	19b)	0.00	19c)	- 2,090.00
	20	Voluntary Deductions (+) (Enter same amount in 20a and 20b)	20a)	61.25	20b)	0.00		
	21	NET PAY	21a)	1,797.24	21b)	0.00	21c)	- 1,858.49

+ Voluntary Deductions   Use One-Time Refund to refund misc. voluntary deductions to employee. Use B-Warrant to refund 403b/457 b and prepare W-2 balance adjustment.

F. DISTRICT CONTRIBUTIONS

	1	Retirement	1a)	696.72	1b)	0.00	1c)	- 696.72
	2	OASDI	2a)	147.69	2b)	0.00	2c)	- 147.69
	3	Medicare	3a)	34.54	3b)	0.00	3c)	- 34.54
	4	SUI	4a)	1.19	4b)	0.00	4c)	- 1.19
	5	Worker's Comp	5a)	82.18	5b)	0.00	5c)	- 82.18
	6	Worker's Comp Rate	6a)	1.832 %				

G. ADJUSTMENT REASON - District Use Only

paid employee in error - did not work.

County Use Only - DO NOT COMPLETE

Payroll YTDE Corrected by:	Retirement Records Corrected by:
Deposit No.: _____ Name: _____	Name: _____
Deposit Date: _____ Schedule: _____ Date: _____	Date: _____

Feb. 6, 2009

Print Form

PAYROLL CASH COLLECTION

ATTN: Division of School Financial Services
Accounting Section

Date: _____

Note the following:
1.) Do not merge a payroll cash collection with other types of deposit. Please prepare a separate sheet for each pay period.
2.) Deposit should be made to the Clearance Fund when cash collection is for OASDI/Medi/Retirement contribution only.

(Check One) ☐ Salary Collection   ☐ Retirement, Medi, OASDI Contribution   ☐ ESA Collection Only

District No.: ANY   District Name: ANY DISTRICT

Prepared by: PAYROLL STAFF   Phone No. _____   Ext. _____

A. REFERENCE AREA

Employee Classification: ☒ C - Certificated   ☐ N - Non-Certificated

Employee Name: TEST PERSON FOUR   Employee ID: _____

Pay Period: From: 2/1/18   To: 2/28/18   Issue Date: 2/28/18

Warrant No.: _____   Schedule: C2H

B. DEPOSIT JOURNAL REFERENCE

PSFS JOURNAL ID: PAYCC

C. ESA OVERPAYMENT

ESA Collected $ _____

Accounting Distribution: Fund _____ Object 9342

		As Paid	Should Be	Adjust
SECTION D.	1 Basis of Pay (M, D, H, L)	1a) H	1b) H	
	2 Type of Period (S, C, H, Y, 4)	2a) S	2b) S	
	3 Number of Months (10, 11, 12)	3a) 10	3b) 10	
	4 Salary Rate	4a) 92.47	4b) 92.47	
	5 Retirement Reporting Rate	5a) 48,546.75	5b) 48,546.75	
	6 Percent Time (Monthly Only)	6a) 100.00	6b) 100.00	
	7 Retirement Plan	7a) S5M	7b) S5M	
	8 Units (No. of Days or Hours)	8a) 97.20	8b) 0.00	8c) - 97.20
	9 Retirement Gross	9a) 8,988.08	9b) 0.00	9c) - 8,988.08
	10 OASDI Gross	10a) 0.00	10b) 0.00	10c) 0.00
	11 Medicare Gross	11a) 8,988.08	11b) 0.00	11c) - 8,988.08
SECTION E.	12 Total Gross	12a) 8,988.08	12b) 0.00	12c) - 8,988.08
	13 Federal Withholding Tax	13a) 1,924.35	13b) 0.00	13c) - 1,924.35
	14 State Withholding Tax	14a) 834.84	14b) 0.00	14c) - 834.84
	15 OASDI Deduction	15a) 0.00	15b) 0.00	15c) 0.00
	16 Medicare Deduction	16a) 130.33	16b) 0.00	16c) - 130.33
	17 SDI	17a) 0.00	17b) 0.00	17c) 0.00
	18 PERS/STRS Reductions	18a) 827.35	18b) 0.00	18c) - 827.35
	19 Alt. Ret. Plan (ARP)	19a) 0.00	19b) 0.00	19c) 0.00
	20 Voluntary Deductions (+) (Enter same amount in 20a and 20b)	20a) 89.88	20b) 0.00	
	21 **NET PAY**	21a) 5,181.33	21b) 0.00	21c) - 5,271.21

✛ Voluntary Deductions   Use One-Time Refund to refund misc. voluntary deductions to employee.
Use B-Warrant to refund 403b/457 b and prepare W-2 balance adjustment.

F. DISTRICT CONTRIBUTIONS

	As Paid	Should Be	Adjust
1 Retirement	1a) 1,926.98	1b) 0.00	1c) - 1,926.98
2 OASDI	2a) 0.00	2b) 0.00	2c) 0.00
3 Medicare	3a) 130.33	3b) 0.00	3c) - 130.33
4 SUI	4a) 4.49	4b) 0.00	4c) - 4.49
5 Worker's Comp	5a) 179.76	5b) 0.00	5c) - 179.76
6 Worker's Comp Rate	6a) 1.832 %		

G. ADJUSTMENT REASON - District Use Only

County Use Only - DO NOT COMPLETE

Payroll YTDE Corrected by: Retirement Records Corrected by:

Deposit No.: _____   Name: _____   Name: _____

Deposit Date: _____   Schedule: _____   Date: _____   Date: _____

Feb. 6, 2009

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Intentionally left blank