



**Los Angeles County  
Office of Education**



**HUMAN  
RESOURCE  
SYSTEM**

**DISTRICT PERSONNEL INFORMATION SERVICES  
DIVISION OF SCHOOL FINANCIAL SERVICES**

## **SESSION K**

# **CASH COLLECTIONS OF WAGE OVERPAYMENTS**

**2023-2024 TRAINING MANUAL**

An Official Publication



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## Agenda

- **Welcome and Introductions**
  
- **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
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- **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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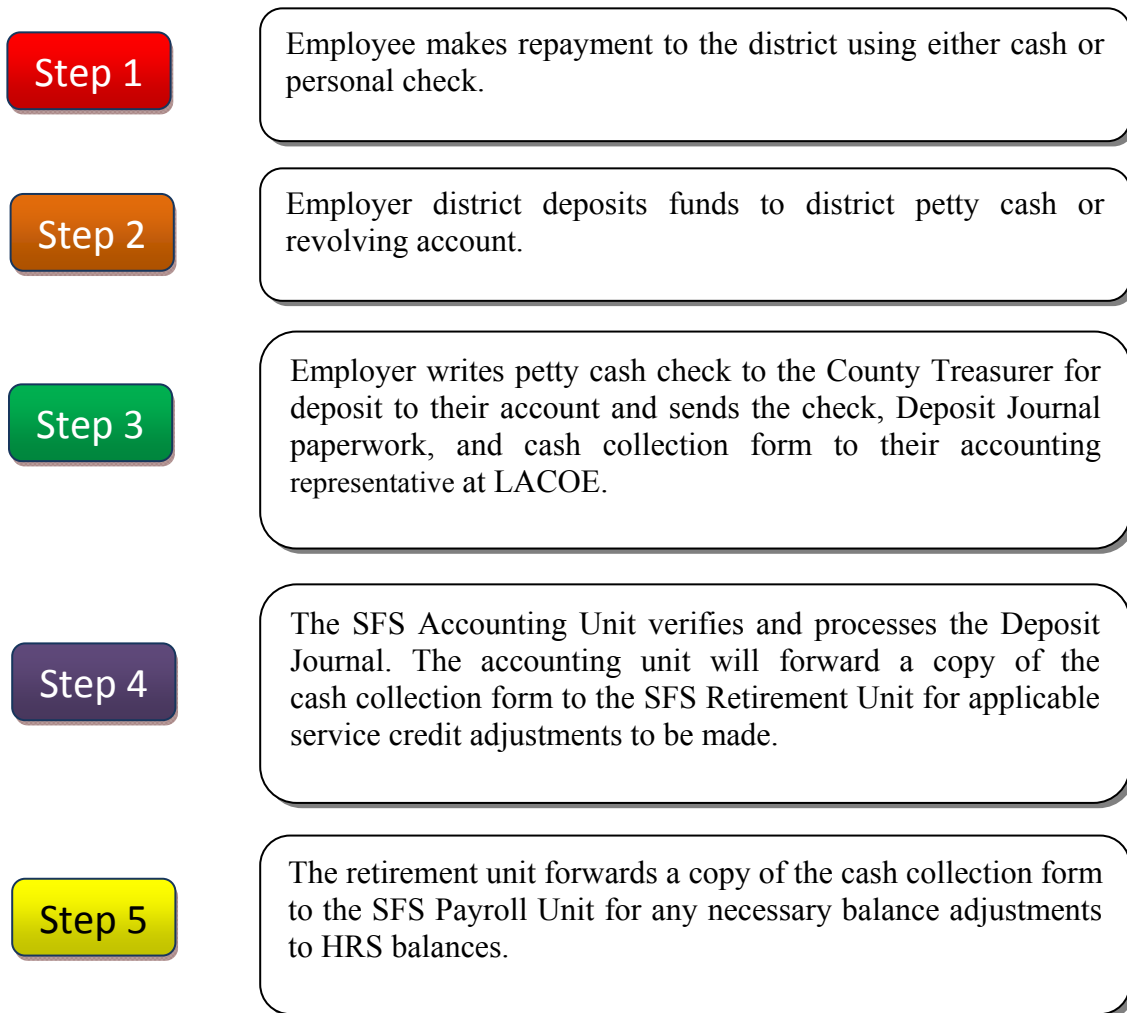
SECTION I.


**CASH COLLECTION FLOW CHART**

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**Cash Collection Flow Chart**



 **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](http://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 all 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.



NOTE: 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 all 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,

## K – CASH COLLECTIONS OF WAGE OVERPAYMENTS

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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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**K – CASH COLLECTIONS OF WAGE OVERPAYMENTS**

**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.: \_\_\_\_\_ 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                      C. ESA OVERPAYMENT**

**PSFS JOURNAL ID:**    PAYCC \_\_\_\_\_                      **ESA Collected**    \$ \_\_\_\_\_  
**Accounting Distribution:**    Fund \_\_\_\_\_ Object 9342

	As Paid	Should Be	Adjust
<b>SECTION D.</b>			
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

<b>SECTION E.</b>			
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 (+) (Enter same amount in 20a and 20b)	20a) _____	20b) _____	
<b>21 NET PAY</b>	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**

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**

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

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K – CASH COLLECTIONS OF WAGE OVERPAYMENTS

File Edit View Communication Actions Window Help

\*\* 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 NUMBER OF COPIES  
 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: 999999999 EFFECTIVE DATE: 00 00 00  
 UNEMPLOYMENT: 999999999 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

File Edit View Communication Actions Window Help

\*\* 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**

**K - CASH COLLECTIONS OF WAGE OVERPAYMENTS**

\*\* 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 \_\_\_\_\_

# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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 NUMBER OF COPIES  
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: \_\_\_\_\_

# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\* \* 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	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: \_\_\_\_\_

## K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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	Y	TYPE	CODE	BEGIN DATE	END DATE
041	PERS RED	0000000135		R		02/01/18	02/28/18
041	PERS RED	0000000135				03/01/18	03/31/18
041	PERS RED	0000000135				02/01/18	02/28/18
001	ESA	0000000015				03/01/18	03/31/18
013	125 KAISER	0000002079				03/01/18	03/31/18
020	OASDI DED	0000000100				03/01/18	03/31/18
026	MEDCAR DED	0000000110				03/01/18	03/31/18
062	TSA #2 RED	0000008473				03/01/18	03/31/18
074	SFFCU RBP	0000009923				03/01/18	03/31/18
081	FWT	0000000200				03/01/18	03/31/18
082	SWT	0000000205				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.: E1F SCHEDULE: 03 01 18 TO 03 31 18

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

# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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.: E1F 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**

# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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: \_\_\_\_\_



# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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	F	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: \_\_\_\_\_

# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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	FERS 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 \_\_\_\_\_

# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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 NUMBER OF COPIES  
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 Three**

## K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\* \* 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 -----
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-
FIN INST:
ACCT NBR:
ACCT TYP:
OASDI:  4,486.00
MEDI:   .00
    
```

[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: \_\_\_\_\_

## K – CASH COLLECTIONS OF WAGE OVERPAYMENTS

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

WARRANT NO.: 3272107 EID.:  
 ISSUE DATE : 04 10 18 SCHEDULE NO.: E4F SCHEDULE: 03 01 18 TO 03 31 18

G-T-N	VENDOR	F	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 DJES	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: \_\_\_\_\_



# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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	FERS 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 \_\_\_\_\_



# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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 NUMBER OF COPIES  
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:  
POSTN CONTRL NAME: EXT:

TRANS: 021 KEY 1: \_\_\_\_\_ KEY 2: \_\_\_\_\_ KEY 3: \_\_\_\_\_ DIST: \_\_\_\_\_

Intentionally left blank

**Test Person Four**

# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

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* * 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 -----
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: ██████████

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# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

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** 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: ██████████

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# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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: \_\_\_\_\_





# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

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

0405

PRIME JOB: P

JOB	POSITION	JOB CLASS				
1	000100	000003 FULL TIME INSTRJCTOR				
			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
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	NUMBER OF COPIES
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: \_\_\_\_\_



# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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:  
REQJEST 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 \_\_\_\_\_

# K - CASH COLLECTIONS OF WAGE OVERPAYMENTS

\*\* 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**

Intentionally left blank

# K – CASH COLLECTIONS OF WAGE OVERPAYMENTS

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.: test District Name: Any District, Los Angeles

Prepared by: Sarah Payroll Person Phone No. \_\_\_\_\_ Ext. \_\_\_\_\_

**A. REFERENCE AREA**

Employee Classification:  C - Certificated  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** **C. ESA OVERPAYMENT**

PSFS JOURNAL ID: PAYCC ESA Collected \$ \_\_\_\_\_  
 Accounting Distribution: Fund \_\_\_\_\_ Object 9342

		As Paid	Should Be	Adjust
SECTION D.	1 Basis of Pay (M, D, H, L)	1a) <u>M</u>	1b) <u>M</u>	
	2 Type of Period (S, C, H, Y, 4)	2a) <u>C</u>	2b) <u>C</u>	
	3 Number of Months (10, 11, 12)	3a) <u>12</u>	3b) <u>12</u>	
	4 Salary Rate	4a) <u>7,129.67</u>	4b) <u>7,129.67</u>	
	5 Retirement Reporting Rate	5a) <u>7,129.67</u>	5b) <u>7,129.67</u>	
	6 Percent Time (Monthly Only)	6a) <u>100.00</u>	6b) <u>100.00</u>	
	7 Retirement Plan	7a) <u>P8M</u>	7b) <u>P8M</u>	
	8 Units (No. of Days or Hours)	8a) <u>22.00</u>	8b) <u>22.00</u>	8c) <u>0.00</u>
	9 Retirement Gross	9a) <u>7,630.67</u>	9b) <u>7,129.67</u>	9c) <u>- 501.00</u>
	10 OASDI Gross	10a) <u>4,535.69</u>	10b) <u>4,034.69</u>	10c) <u>- 501.00</u>
	11 Medicare Gross	11a) <u>4,535.69</u>	11b) <u>4,034.69</u>	11c) <u>- 501.00</u>

		As Paid	Should Be	Adjust
SECTION E.	12 Total Gross	12a) <u>7,630.67</u>	12b) <u>7,129.67</u>	12c) <u>- 501.00</u>
	13 Federal Withholding Tax	13a) <u>301.05</u>	13b) <u>301.05</u>	13c) <u>0.00</u>
	14 State Withholding Tax	14a) <u>62.29</u>	14b) <u>62.29</u>	14c) <u>0.00</u>
	15 OASDI Deduction	15a) <u>281.21</u>	15b) <u>250.15</u>	15c) <u>- 31.06</u>
	16 Medicare Deduction	16a) <u>65.77</u>	16b) <u>58.50</u>	16c) <u>- 7.27</u>
	17 SDI	17a) <u>0.00</u>	17b) <u>0.00</u>	17c) <u>0.00</u>
	18 PERS/STRS Reductions	18a) <u>599.79</u>	18b) <u>559.71</u>	18c) <u>- 40.08</u>
	19 Alt. Ret. Plan (ARP)	19a) <u>2,865.00</u>	19b) <u>2,865.00</u>	19c) <u>0.00</u>
	20 Voluntary Deductions (+) (Enter same amount in 20a and 20b)	20a) <u>669.36</u>	20b) <u>669.36</u>	
	21 <b>NET PAY</b>	21a) <u>2,786.20</u>	21b) <u>2,363.61</u>	21c) <u>- 422.59</u>

✦ 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.

		As Paid	Should Be	Adjust
F. DISTRICT CONTRIBUTIONS	1 Retirement	1a) <u>1,544.36</u>	1b) <u>1,442.97</u>	1c) <u>- 101.39</u>
	2 OASDI	2a) <u>281.21</u>	2b) <u>250.15</u>	2c) <u>- 31.06</u>
	3 Medicare	3a) <u>65.77</u>	3b) <u>58.50</u>	3c) <u>- 7.27</u>
	4 SUJ	4a) <u>2.27</u>	4b) <u>2.02</u>	4c) <u>- 0.25</u>
	5 Worker's Comp	5a) <u>602.06</u>	5b) <u>562.53</u>	5c) <u>- 39.53</u>
	6 Worker's Comp Rate	6a) <u>7.89 %</u>		

**G. ADJUSTMENT REASON - District Use Only**

Paid additional amount on previous month in error

**County Use Only - DO NOT COMPLETE**

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

# K – CASH COLLECTIONS OF WAGE OVERPAYMENTS

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 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      C. ESA OVERPAYMENT**

**PSFS JOURNAL ID:**    PAYCC    **ESA Collected \$** \_\_\_\_\_  
**Accounting Distribution:**    Fund \_\_\_\_\_    Object 9342

	As Paid	Should Be	Adjust
<b>SECTION D.</b>			
1 Basis of Pay (M, D, H, L)	1a) <u>        M        </u>	1b) <u>        M        </u>	
2 Type of Period (S, C, H, Y, 4)	2a) <u>        S        </u>	2b) <u>        S        </u>	
3 Number of Months (10, 11, 12)	3a) <u>        12        </u>	3b) <u>        12        </u>	
4 Salary Rate	4a) <u>    6,192.36    </u>	4b) <u>    6,192.36    </u>	
5 Retirement Reporting Rate	5a) <u>    6,192.36    </u>	5b) <u>    6,192.36    </u>	
6 Percent Time (Monthly Only)	6a) <u>    100.00      </u>	6b) <u>    100.00      </u>	
7 Retirement Plan	7a) <u>        P9M      </u>	7b) <u>        P9M      </u>	
8 Units (No. of Days or Hours)	8a) <u>        21.00    </u>	8b) _____	8c) <u>    - 21.00    </u>
9 Retirement Gross	9a) <u>    6,192.36    </u>	9b) _____	9c) <u>    - 6,192.36    </u>
10 OASDI Gross	10a) <u>    6,192.36    </u>	10b) _____	10c) <u>    - 6,192.36    </u>
11 Medicare Gross	11a) <u>    6,192.36    </u>	11b) _____	11c) <u>    - 6,192.36    </u>

<b>SECTION E.</b>			
12 Total Gross	12a) <u>    6,192.36    </u>	12b) _____	12c) <u>    - 6,192.36    </u>
13 Federal Withholding Tax	13a) <u>    1,036.70    </u>	13b) _____	13c) <u>    - 1,036.70    </u>
14 State Withholding Tax	14a) <u>        310.70    </u>	14b) _____	14c) <u>    - 310.70    </u>
15 OASDI Deduction	15a) <u>    383.93      </u>	15b) _____	15c) <u>    - 383.93    </u>
16 Medicare Deduction	16a) <u>        89.79    </u>	16b) _____	16c) <u>    - 89.79    </u>
17 SDI	17a) <u>        61.92    </u>	17b) _____	17c) <u>    - 61.92    </u>
18 PERS/STRS Reductions	18a) <u>    433.47      </u>	18b) _____	18c) <u>    - 433.47    </u>
19 Alt. Ret. Plan (ARP)	19a) _____	19b) _____	19c) <u>          0.00    </u>
20 Voluntary Deductions (+) (Enter same amount in 20a and 20b)	20a) <u>        35.91    </u>	20b) _____	
21 <b>NET PAY</b>	21a) <u>    3,839.94    </u>	21b) <u>          0.00    </u>	21c) <u>    - 3,875.85    </u>

⚡ 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) <u>    961.74    </u>	1b) _____	1c) <u>    - 961.74    </u>
2 OASDI	2a) <u>    383.93      </u>	2b) _____	2c) <u>    - 383.93    </u>
3 Medicare	3a) <u>        89.79    </u>	3b) _____	3c) <u>    - 89.79    </u>
4 SUI	4a) <u>        3.10      </u>	4b) _____	4c) <u>    - 3.10      </u>
5 Worker's Comp	5a) <u>    113.44      </u>	5b) _____	5c) <u>    - 113.44    </u>
6 Worker's Comp Rate	6a) <u>    1.832 %    </u>		

**G. ADJUSTMENT REASON - District Use Only**

Not notified that employee had separated. Paid in error.

**County Use Only - DO NOT COMPLETE**

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



# K – CASH COLLECTIONS OF WAGE OVERPAYMENTS

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                      C. ESA OVERPAYMENT**

PSFS JOURNAL ID: PAYCC                      ESA Collected \$ \_\_\_\_\_

Accounting Distribution:    Fund \_\_\_\_\_                      Object 9342

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

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

**G. ADJUSTMENT REASON - District Use Only**

paid employee in error - did not work.

**County Use Only - DO NOT COMPLETE**

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

# K – CASH COLLECTIONS OF WAGE OVERPAYMENTS

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 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
<b>SECTION D.</b>	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
<b>SECTION E.</b>	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 All. 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	
	<b>21 NET PAY</b>	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**

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**

Deposit No.: \_\_\_\_\_                      Payroll YTDE Corrected by: \_\_\_\_\_                      Retirement Records Corrected by: \_\_\_\_\_

Name: \_\_\_\_\_                      Name: \_\_\_\_\_

Deposit Date: \_\_\_\_\_                      Schedule: \_\_\_\_\_                      Date: \_\_\_\_\_                      Date: \_\_\_\_\_



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