STRS MEMBERSHIP SETUP

(PAY-W117)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction is applied to set up an employee with a miscellaneous record for STRS members & STRS nonmembers.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Lead Payroll Technician

2.2 Fiscal Services Technician I

APPROVAL AUTHORITY: _____ _____

Signature Date

3.0

3.1 Supervisor IV, Payroll Services

4.0 DEFINITIONS:

4.1 CALSTRS-California State Teachers Retirement System

4.2 REAP-Remote Employer Access Program software program is used to input new members, update existing members and review member status.

5.0 WORK INSTRUCTION:

5.1 After the forms are received from the Human Resources Department check to see if the employee is in the STRS – REAP system as a member or non-member.

5.2 Sign into Escape, selecting the Payroll module.

5.3 Search for an employee by last name hitting <F9> or by SSN hitting <F10> and hit <Enter> to select the employee.

5.4 Hit <Enter> to go into employee's detail screen.

5.5 Hit <Ctrl P> to go into the employee's payroll set up records screen.

5.6 Hit <Alt A> to bring up the menu window.

5.7 Select "Retirement" add-on.

5.7.1 STRS add-on

5.7.1.1 Enter the effective begin date.

5.7.1.2 In the retirement system field, enter STRS:

5.7.1.3 In the membership field, enter the member's election effective date.

5.7.1.4 In the membership status field, enter employee election. Enter 1 for member or 2 for non-member.

5.7.1.5 In the membership field, enter "Q" for qualified, "E" for elected or "Y" for existing member.

5.7.1.6 In the STRS Pay Assignment enter the appropriate number code as follows:

- 5.7.1.6.1 **36**: Reduced Work Program
- 5.7.1.6.2 **47**: Full or Part time on Contract (YRS)
- 5.7.1.6.3 **54**: Substitute paid hourly or daily
- 5.7.1.6.4 **55**: Part time and additional duties
- 5.7.1.6.5 **57**: Full or Part time contract
- 5.7.1.6.6 **61**:Retiree (Always use non-member Code 2)
- 5.7.1.6.7 **62**: Exchange teacher

5.7.1.7 In the Comment field enter any comments needed.

5.7.1.8 Hit F3 to save.

6.0 ASSOCIATED DOCUMENTS:

6.1 STRS monthly membership report

6.2 STRS Plan Status Report for new hires

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
STRS forms and STRS monthly membership report	File cabinet in office	Two years, current and previous fiscal year. After two years, sent to warehouse.	None. Must keep all payroll records per Internal Audit Department.	Secured work area.

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
4/3/08	A	Initial Release

*****End of procedure*****