

The background features a light purple-to-blue gradient. Scattered across the surface are numerous realistic water droplets of various sizes, some with highlights and shadows. A large, faint, light-colored circular graphic is centered in the upper half of the image.

BUSINESS IN-SERVICE

FEBRUARY 17, 2022

AGENDA

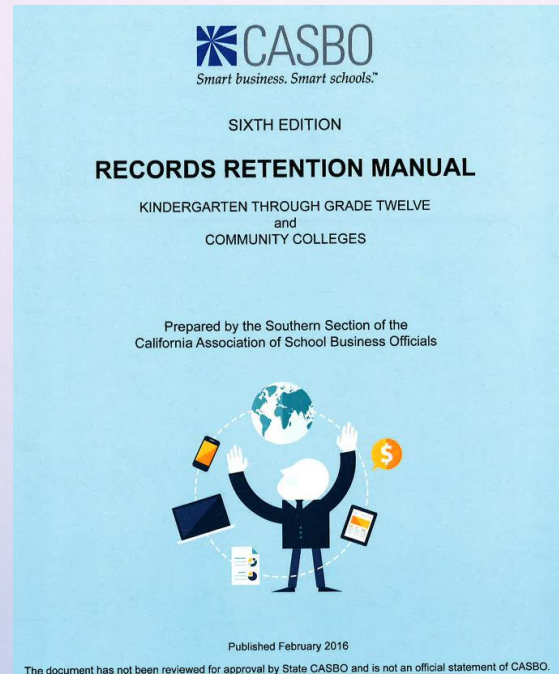
- Introductions
- SCOE Training Survey Results
- Records Retention
- ACA Processing
- Accounts Payable Topics
 - 1099 Issues & Vendor Setup
 - Audit & Processing
- Payroll Topics
 - W2 Issues
 - Public Disclosures
 - Retro Calculations
 - “D” Paylines
 - Quick tip
 - Audit & Processing
- Retirement
 - CalPERS
- Audit Update
- Questions

SCOE TRAINING SURVEY RESULTS

SCOE TRAINING REQUEST SURVEY FOR DISTRICT ADMINISTRATORS AND BUSINESS PERSONNEL

- District issue & priorities?
- Timeline?
- Availability?

RECORDS RETENTION



Districts are custodian of their records – NOT SCOE

ACA PROCESSING

ACCOUNTS PAYABLE TOPICS

- 1099 Issues
- Vendor Setup & W-9
- Audit & Processing
 - Email for batches & corrections – Use email thread and reply “all”
 - Cutoff for corrections – 2:30 pm on day of warrant processing
 - Special Batch – Keep small & important for expediting

PAYROLL TOPICS

- W-2 Issues
 - Voided payroll warrants copy to Kathy
 - Deposits to 1XXX & 2XXX's copy to Kathy
- Public Disclosures
 - [Public Disclosure of Salary & Benefit Negotiations](#)
- Retro Calculations
 - [Certificated Retro Worksheet for STRS](#)
- "D" Paylines
 - 10 & 11 month employees opting for 12 checks – August 11D; September 10D
 - Early termination or resignation calculations
- Quick tips
 - QSS entry order – MA, W4 Date, W4 Control Data, PR (Dropdown New... Preset/W4) , PD
- Audit & Processing
 - Audit prelist, backup and with signatures
 - Due Dates

CALPERS

CALPERS MEMBER ACTION REQUEST FORM

20/21 AUDIT UPDATE

- Extension to March 31, 2022 per Robertson & Associates request
- Information requests & due dates



QUESTIONS?