


Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 15-016

TO: Superintendents and Chief Business Officials

FROM: Garry P. Bousum, Associate Superintendent
Finance and Business Services 

DATE: April 3, 2015

SUBJECT: State Controller's Office Request for Pay and Benefit Data

During the month of March the State Controller's Office (SCO) sent a letter to all Superintendents requesting that each district participate in the 2014 Government Compensation in California (GCC) Report. Each district has been requested to provide payroll and benefit data for employees and school officials.

There was no mention in the SCO letter that this was a mandated reporting requirement. The SCO supported Assembly Bill 2040, which was signed by the Governor on September 30, 2014. AB 2040 states that the SCO shall publish on the SCO's website reports of school districts' financial transactions and any other matter the SCO deems of public interest. However, there continues to be discussion at the State level as to whether this mandates disclosure of salary and benefit information. The discussion revolves around whether or not that legislation makes it mandatory or voluntary for school districts to comply with the SCO's request. The California County Superintendents Educational Services Association (CCSESA) is in the process of determining answers as to the intent of the legislation.

- If it is determined that AB 2040 makes compliance mandatory, the law implies that the SCO would need to work with Local Educational Agencies regarding the format of the information. CCSESA is ready to facilitate communication with the SCO on this issue.
- If it is determined that AB 2040 makes responding to this request voluntary, then districts can choose whether or not to provide the information.

Districts have discovered that submission of the format used to respond to the Transparent California public records request does not match the SCO format and most have been rejected by the SCO.

The good news is that if your district decides to submit information to the SCO, the Pay 54 report in the Escape Financial System is available to use for submission. Screen shots are attached to provide guidance in creating the report.

We will keep you informed as updates occur. If you have any questions, please contact Colleen Stanley or me.

GPB:cd

cc: Dr. Nancy Kotowski, County Superintendent
Dr. Deneen Guss, Deputy Superintendent
Colleen Stanley, Executive Director of Finance

About the Report: This report helps employers ensure that they are meeting the requirements for the Government Compensation in California (GCC) program, which is designed to increase government transparency and accountability. The program requests compensation information from K-12 organizations and other state/county/local entities. Using the State report template as a basis, this report captures the salary, compensation, and benefit information for every compensated employee who received a W-2 for calendar year, delivering it in a spreadsheet that can be uploaded to the GCC web site with minimal intervention.

Required Setup: This report requires specific employee setup for accurate reporting. Please see below:

1. **Job Category Descriptions:** The report uses the Job Category description for the Department column. The GCC does not accept abbreviations. We suggest you edit the Job Category descriptions located under HR/Payroll-Setup-Assignment-Job Categories activity to ensure conformity.

Job Cate	Description	Calendar	Sen	Lva Grp
ACCNTNG	Accounting	261MCOE	{N/A}	CL12
BLDGGRN	Building & Grounds	261MCOE	{N/A}	CL12
CEMGMT	Certificated Management		{N/A}	MGMTCE
CESRMGM	Certificated Senior Management	225SRMGT	{N/A}	MGMT
CETCHR	Certificated Teacher	CE7	{N/A}	PRORATE
CLERICAL	Clerical	CL	{N/A}	CL12
CLMGMT75	Classified Management	CLMG	{N/A}	MGMT
CLMGMT8	Classified Management	CLM8	{N/A}	MGMT8
CLSMGT27	Class-Mgmt Senior Mgmt 227 day	CLMG	{N/A}	MGMT
CLSRMGM	Classified Senior Management	CLSR	{N/A}	MGMT
COMMSRV	Community Services	CL	{N/A}	PRORATE8
CONF-ATS	Confidential-Asst to the Supt	CLM8	{N/A}	MGMT8
CONFIDL	Confidential	CLM8	{N/A}	MGMT8
COUNSEL	Counseling	CL	{N/A}	PRORATE8
CRED	Credentials	CL	{N/A}	CL12
FOODSRV	Food Service	CL	{N/A}	PRORATE8
HLTHSRVC	Family and Health Services Speci	CL	{N/A}	PRORATE8
HSCE8	Head Start Certificated Magement	CEM8	{N/A}	MGMTCE8
HSCEMGM	HS Cert Management	CEM8	{N/A}	MGMT8
HSCLMGM	HS Class Management	CLM8	{N/A}	MGMT8
HSTCH775	HS Teacher 7.75 Hours/day	CE77	{N/A}	PRORATE
HSTCHR7	HS Teacher 7 HRS	CE7	{N/A}	PRORATE
HSTCHR75	HS Teacher 7.5 hours/day	CE75	{N/A}	PRORATE
HSTCHR8	HS Teacher 8HRS	CE8	{N/A}	PRORATE8
INFOTECH	Information Technology Svcs	CL	{N/A}	CL12
IRTCLERK	IRT Inventory Clerk/Driver	CL	{N/A}	CL12
MEDIASYS	Media Production Systems	CL	{N/A}	CL12
OFFSET	Offset Press Operator	CL	{N/A}	CL12
PARAEDU	Paraeducators	CL	{N/A}	PRORATE8
SUPT	Superintendent	SUPT	{N/A}	MGMT
TIS	Technology Information Services	CL	{N/A}	CL12
TRANS	Transportation	CL	{N/A}	PRORATE8

2. **Job Class:** The report uses the min/max row/columns of the Salary Schedule defined in the Job Class to determine the annual salary min/max. If a salary schedule is not specified in the Job Class located under HR/Payroll-Setup-Assignment-Job Categories-Job Class Tab, the Annual Salary Minimum and Annual Salary Maximum columns for that assignment or addon are blank.

Job Class	Description	Short Description	Unit	Calendar	Lvs Gap	Pay Code	Sal Sched	Column From	Column Thru	Row From	Row Thru	State Job Class	MC
ACCT	Accountant		CLAS	261MCOE			21			415	415		
ACCT CLK I	Account Clerk I		CLAS	261MCOE			21			335	335		
ACCT CLK II	Account Clerk II		CLAS	261MCOE			21			355	355		
ACCT CLK III	Account Clerk III		CLAS	261MCOE			21			365	365		
ACCT CLK IV	Account Clerk IV		CLAS	261MCOE			21			380	380		
ACCT TEC	Accounting Technician		CLAS	261MCOE			21			370	370		
ACCT/SP P	Accountant/Special Projects		CLAS	261MCOE			21			395	395		
ACCTTECH	Accounting Technician		CLAS	261MCOE			21			370	370		
BGT ANAL	Budget Analyst		CLAS	261MCOE			21			400	400		
BUDG SPE	Budget Specialist		CLAS	261MCOE			21			385	385		
FIN ANALY	Financial Analyst		CLAS	261MCOE			21			435	435		
FIN S SPE	Financial Service Specialist		CLAS	261MCOE			21			385	385		
FIN SECRE	Financial Secretary		CLAS	261MCOE			21			365	365		
PAY R SPE	Payroll Retirement Specialist		CLAS	261MCOE			21			385	385		
PAY S TEC	Payroll Services Technician		CLAS	261MCOE			21			370	370		
TECH ANA	Technical Analyst/Liaison		CLAS	261MCOE			21			375	375		

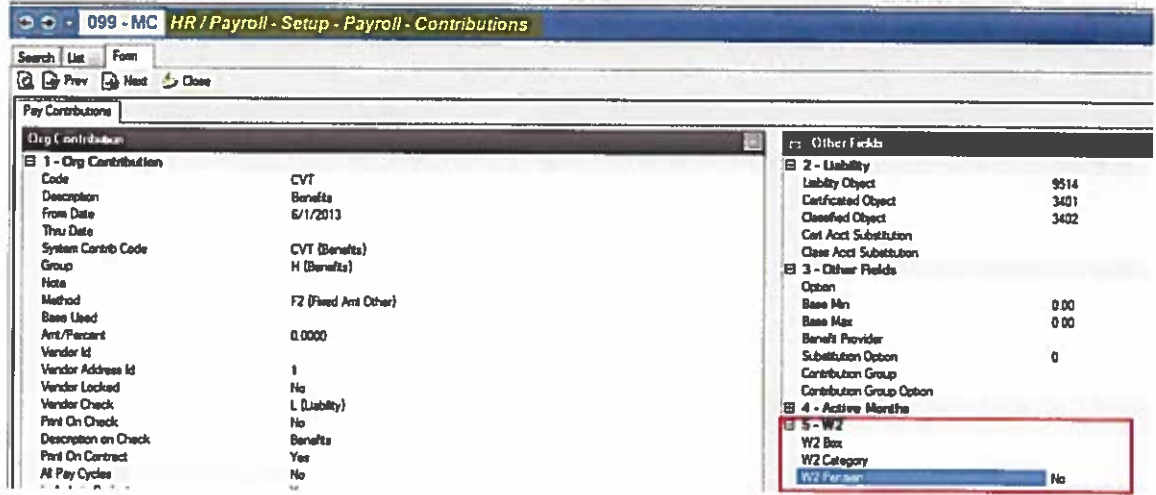
3. **Contributions:** Two columns of the report rely on the W2 setup for contributions.
 - a. *Deferred Compensation/Defined Contribution Plan (457/TSA Contributions)* – These contributions must have the W2 Pension flag set to YES and the W2 box set to 12. The W2 Category must be BB (Roth under 403b), D (Deferred Comp 401), E (Deferred Comp 403), EE (Roth under 457b), F (Deferred Comp 408), G (Deferred Comp 457) or H (Deferred Comp 501). To verify the W2 Box/Category setup go to HR/Payroll-Setup-Class-Payroll-Contributions-Section 5 - W2. If you need to update the W2 setup please submit a helpdesk ticket to helpescape@monterey.k12.ca.us with the contribution id, desired W2 box and category.

Org Contribution		Other Fields	
Org Contribution	71	W2 Box	12
Org	TSA	W2 Category	BB
Code	TSA	W2 Pension	No
Description	TSA		
From Date	8/1/2013		
Thru Date			
System Contrib Code	MISC (Misc ER paid)		
Group	M (Misc)		
Note			
Method	F2 (Fixed Amt Other)		
Base Used			
Amt/Percent	0.0000		
Vendor Id			
Vendor Address Id	0		
Vendor Locked	No		
Vendor Check	C (Combine on Vendor/Address/Object)		
Print On Check	No		
Description on Check	TSA		
Print On Contract	Yes		
All Pay Cycles	No		
Include in Budget	Yes		

- b. *Health/Dental/Vision Plans* – These contributions must have the W2 Pension flag set to YES and the W2 box set to 12. The W2 Category must be DD (Health Insurance) or W (HSA Contributions).
 - i. To find the contribution ids used for Health and Welfare go to HR/Payroll-Setup-Benefit-Benefit Providers-Hit Go. This will provide you a list of all the benefit providers including the respective contribution ids used for that provider:

099 - MC HR / Payroll - Setup - Benefit - Benefit Providers									
Benefit Providers List									
Open New Copy Export Grid									
Provider	Description	Begin Date	End Date	Contrib	Deduct	Addon	Prorate	Group	
BRONZE	CVT PPO Bronze Plan	9/1/2014		CVT	CVT 125	DOM REG	Yes	MED	
BRONZEP	CVT PPO Bronze Plan Post Tax	9/1/2014		CVT	CVT POST	DOM REG	Yes	MED	
CE DEN	Certificated Dental	9/1/2014		CVT	CVT 125	DOM REG	Yes	DEN	
CE DENP	Certificated Dental Post Tax	9/1/2014		CVT	CVT POST	DOM REG	Yes	DEN	
CE DISAB	Cert Disability-Short Term	9/1/2014		DIS	DIS		Yes	DIS	
CE LIFE	Certificated Life \$25,000	9/1/2014		CVT	CVT 125	DOM REG	Yes	LIFE	
CE VIS	Certificated Vision	9/1/2014		CVT	CVT 125	DOM REG	Yes	VIS	
CE VISP	Certificated Vision Post Tax	9/1/2014		CVT	CVT POST	DOM REG	Yes	VIS	
CL DEN	Classified Dental	9/1/2014		CVT	CVT 125	DOM REG	Yes	DEN	
CL DENP	Classified Dental Post Tax	9/1/2014		CVT	CVT POST	DOM REG	Yes	DEN	
CL DISAB	Classified Disability	9/1/2014		DIS	DIS		Yes	DIS	
CL LIFE	Classified Life \$50,000	9/1/2014		CVT	CVT 125	DOM REG	Yes	LIFE	
CL VIS	Classified Vision	9/1/2014		CVT	CVT 125	DOM REG	Yes	VIS	
CL VISP	Classified Vision Post Tax	9/1/2014		CVT	CVT POST	DOM REG	Yes	VIS	
DEN POST	MCSIG Dental-Delta-High- Ortho-Post	6/1/2014		DENTALP	DENTALP	DOM REG	Yes	DEN	
DENTAL	MCSIG Dental Delta-High-Ortho	6/1/2014		DENTAL	DENTAL	DOM REG	Yes	DEN	
DISAB	KEENAN DISABILITY	9/1/2014		DIS	DIS		Yes	DIS	
EPO NOD	MCSIG Med EPO No Deductible	6/1/2014		BENEFITS	BENEFIT1	DOM REG	Yes	MED	
EPO NODP	MCSIG Med EPO No Deductible Post	6/1/2014		BENEFITP	BENEFITP	DOM REG	Yes	MED	
EPO S CA	MCSIG Med EPO So Ca	6/1/2014		BENEFITS	BENEFIT1	DOM REG	Yes	MED	
EPOP SC	MCSIG Med EPO So Ca Post Tax	6/1/2014		BENEFITP	BENEFITP	DOM REG	Yes	MED	
HDHP-1	CVT Med HDHP-1	9/1/2014		CVT	CVT 125	DOM REG	Yes	MED	
HDHP-1P	CVT Med HDHP-1 Post Tax	9/1/2014		CVT	CVT POST	DOM REG	Yes	MED	
LIFE	MCSIG Life Ins	7/1/2011		LIFE	LIFE		Yes	LIFE	
LIFE100	MCSIG Life Ins	1/1/2013		LIFE100	LIFE		Yes	LIFE	
LIFE70	MCSIG Life Ins	1/1/2013		LIFE70	LIFE		Yes	LIFE	
OPT	Opt Out of Medical Benefits	7/1/2013		OPT	OPT		Yes	OPT	
PPOS20	MCSIG Med PPOS20	6/1/2014		BENEFITS	BENEFIT1	DOM REG	Yes	MED	
PPOS20P	MCSIG Med PPOS20 Post Tax	6/1/2014		BENEFITP	BENEFITP	DOM REG	Yes	MED	
PPOS25	MCSIG Med PPOS25	6/1/2014		BENEFITS	BENEFIT1	DOM REG	Yes	MED	
PPOS25P	MCSIG Med PPOS25 Post Tax	6/1/2014		BENEFITP	BENEFITP	DOM REG	Yes	MED	
PPOS30	MCSIG Med PPOS30	6/1/2014		BENEFITS	BENEFIT1	DOM REG	Yes	MED	
PPOS30P	MCSIG Med PPOS30 Post Tax	6/1/2014		BENEFITP	BENEFITP	DOM REG	Yes	MED	

- ii. Once you have the list of contribution ids used for your health and welfare go to HR/Payroll-Setup-Payroll-Contributions and ensure that section S-W2 has the appropriate W2 Box, W2 Category and W2 Pension fields mentioned above. If you need to update the W2 setup please submit a helpdesk ticket to helpescape@monterey.k12.ca.us with the contribution id, desired W2 box and category.



- 4. Addons – Two columns of the report look at the affect addons have on pay:
 - c. **Total Regular Pay** – Addons that have the Affect Base Pay flag set to YES are included in the Total Regular Pay column. To view which addons will be included in the Total Regular Pay column go to HR/Payroll-Setup-Payroll-Addons and hit Go. You will get a list of all you addons. The list will also include a column named Affect Base Pay. If you need to update the Addon setup please submit a helpdesk ticket to helpescape@monterey.k12.ca.us.

The screenshot shows the 'HR / Payroll - Setup - Payroll - Addons' window. The table below lists various addons with their details and the 'Affect Base Pay' flag.

Description	Group	Check Descr	Sequence	Rate 1 Amt	Rate 1 Cnt	Rate 2 Amt	Rate 2 Cnt	Rate 2 F	Units Option	Set Sched	Row	Col	Use Position	Affect Base
ADDITIONAL DUTIES 5%	M	Additional Duties 5	80	0.0000	0	5.0000	L	%	Plate 2 rep L (Units field)				Yes	No
Adjust pay negative	M	Base Pay	5	0.0000	0	1.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes
Adjust pay Positive	M	Base Pay	5	0.0000	0	1.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes
Adj pay positive increase rate	M	Base Pay	5	0.0000	0	1.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes
ADDITIONAL DUTIES NR	M	Additional Duties	80	0.0000	0	5.0000	L	%	Plate 2 rep L (Units field)				Yes	No
14 Ancorp 6 Months	M	AncorCorp	95	1.100 1700	L	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
14 Ancorp 6 Months	M	AncorCorp	95	1.000 3000	L	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
14 Ancorp Half Year	M	AncorCorp Half Ye	95	1.301 0000	L	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
14 Ancorp Half Year	M	AncorCorp Half Ye	95	1.210 0000	L	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
Ancorcorp	M	AncorCorp	95	1.210 0000	L	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
12 Ancorcorp	M	AncorCorp	95	1.100 0000	L	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
12 Ancorcorp	M	AncorCorp	95	1.100 0000	L	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
11 Ancorcorp	M	AncorCorp	95	1.100 0000	L	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
Ancorcorp 7 Months	M	AncorCorp	95	864 2000	L	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
Back pay	M	Back pay	85	0.0000	0	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
Benefit Accounts Addon	M	Benefit	10	1.0000	L	1.0000	L	%	Plate 2 rep L (Units field)				Yes	No
Bilingual and Braille 10%	M	Bilingual & Braille	20	0.0000	0	10.0000	L	%	Plate 2 rep L (Units field)				No	Yes
Bil. Spec. HC. & Sign 15%	M	Bil. SpecHC S	20	0.0000	0	15.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes
14 Bil. Spec. HC. & Sign 15%	M	Bil. SpecHC S	20	0.0000	0	15.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes
13 Bil. Spec. HC. & Sign 15%	M	Bil. SpecHC S	20	0.0000	0	15.0000	L	%	Plate 2 rep L (Units field)				Yes	No
Bilingual 5%	M	Bilingual 5%	20	0.0000	0	5.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes
14 Bilingual 5%	M	Bilingual 5%	20	0.0000	0	5.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes
Board Member Stipend	M	Board Member St	5	500.0000	0	1.0000	L	%	Plate 2 rep L (Units field)				No	Yes
12 Board Member Stipend	M	Board Member St	5	500.0000	0	1.0000	L	%	Plate 2 rep L (Units field)				No	Yes
12 Board Member Stipend	M	Board Member St	5	500.0000	0	1.0000	L	%	Plate 2 rep L (Units field)				No	No
11 Board Member Stipend	M	Board Member St	5	500.0000	0	1.0000	L	%	Plate 2 rep L (Units field)				No	No
Braille 5%	M	Braille 5%	20	0.0000	0	5.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes
Braille and Spec HC 10%	M	Braille & Spec HC	20	0.0000	0	10.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes
13 Braille and Spec HC 10%	M	Braille & Spec HC	20	0.0000	0	10.0000	L	%	Plate 2 rep L (Units field)				Yes	No
Bilingual and Spec HC 10%	M	Bil & SpecHC H	20	0.0000	0	10.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes
14 Bilingual and Spec HC 10%	M	Bil & SpecHC H	20	0.0000	0	10.0000	L	%	Plate 2 rep L (Units field)				Yes	Yes

- d. *Other Pay* – Addons that have the Affect Base Pay flag set to NO, but have an Earnings Table specified that has the Affect Check Gross and the Affect Medi Gross flags set to YES are included in the Other Pay column (if they are not selected as overtime or lump sum pay).
 - i. To find out which Addons have the Affect Base Pay flag set to No please refer to the prior step and click on the Affect Base Pay column header to sort by No:

Check Descr	Sequence	Rate 1 Amt	Rate 1 Opt	Rate 2 Amt	Rate 2 Opt	Rate 2 %	Units Option	Sal Sched	Row	Col	Use Position	Affect Base	Ear
Additional Duties 5	80	0.0000	B (Use the ad	5.0000	L (Rate2Amt i	% (Rate 2 rep	L (Units field i				Yes	No	RE
Additional Duties	80	0.0000	B (Use the ad	5.0000	(Rate2Amt is	% (Rate 2 rep	L (Units field i				Yes	No	RE
Additional Duties 5	80	0.0000	B (Use the ad	5.0000	L (Rate2Amt i	% (Rate 2 rep	L (Units field i				Yes	No	RE
AmeriCorp	95	1,109,1700	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
AmeriCorp	95	1,008,3300	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
AmeriCorp Half Ye	95	1,331,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
AmeriCorp Half Ye	95	1,210,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
AmeriCorp	95	1,210,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
AmeriCorp	95	1,100,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
AmeriCorp	95	1,100,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
AmeriCorp	95	1,100,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
AmeriCorp	95	1,100,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
AmeriCorp	95	864,2900	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
Back pay	95	0.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
Bling, SpecHC, Si	20	0.0000	B (Use the ad	15.0000	L (Rate2Amt i	% (Rate 2 rep	L (Units field i				Yes	No	RE
Board Member St	5	500.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				No	No	RE
Board Member St	5	500.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				No	No	RE
Braille & Spec. HC	20	0.0000	B (Use the ad	10.0000	L (Rate2Amt i	% (Rate 2 rep	L (Units field i				Yes	No	RE
Btl & Specialized H	20	0.0000	B (Use the ad	10.0000	L (Rate2Amt i	% (Rate 2 rep	L (Units field i				Yes	No	RE
Car Allowance	95	300.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
Car Allowance	95	300.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
Car Allowance	95	300.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE
Cell Phone Allow	95	40.0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	RE

- ii. Once you have identified which addons have the Affect Base field set to No, scroll to the right of the list and find the column head named Earnings Table and drag it next to the Affect Base column so you can view them side by side:

Check Descr	Sequence	Rate 1 Amt	Rate 1 Opt	Rate 2 Amt	Rate 2 Opt	Rate 2 %	Units Option	Sal Sched	Row	Col	Use Position	Affect Base	Earnings Table
Additional Duties 5	80	0.0000	B (Use the ad	5.0000	L (Rate2Amt i	% (Rate 2 rep	L (Units field i				Yes	No	REGULAR
Additional Duties	80	0.0000	B (Use the ad	5.0000	(Rate2Amt is	% (Rate 2 rep	L (Units field i				Yes	No	REGULAR
Additional Duties 5	80	0.0000	B (Use the ad	5.0000	L (Rate2Amt i	% (Rate 2 rep	L (Units field i				Yes	No	REGULAR
AmeriCorp	95	1,109,1700	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
AmeriCorp	95	1,008,3300	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
AmeriCorp Half Ye	95	1,331,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
AmeriCorp Half Ye	95	1,210,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
AmeriCorp	95	1,210,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
AmeriCorp	95	1,100,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
AmeriCorp	95	1,100,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
AmeriCorp	95	1,100,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
AmeriCorp	95	1,100,0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
AmeriCorp	95	864,2900	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
Back pay	95	0.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
Bling, SpecHC, Si	20	0.0000	B (Use the ad	15.0000	L (Rate2Amt i	% (Rate 2 rep	L (Units field i				Yes	No	REGULAR
Board Member St	5	500.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				No	No	REGULAR
Board Member St	5	500.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				No	No	REGULAR
Braille & Spec. HC	20	0.0000	B (Use the ad	10.0000	L (Rate2Amt i	% (Rate 2 rep	L (Units field i				Yes	No	REGULAR
Btl & Specialized H	20	0.0000	B (Use the ad	10.0000	L (Rate2Amt i	% (Rate 2 rep	L (Units field i				Yes	No	REGULAR
Car Allowance	95	300.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
Car Allowance	95	300.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
Car Allowance	95	300.0000	(Rate 1 is ope	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR
Cell Phone Allow	95	40.0000	L (Locked fro	1.0000	L (Rate2Amt i	(Rate 2 rep	L (Units field i				Yes	No	REGULAR

- iii. Identify all the earnings tables for all the addons that have the Affect Base Pay set to No. If the Earnings Tables are named REGULAR, STUDENTO, or TERM EE they will be included in the Other Pay column (if they are not selected as overtime or lump sum pay).

Running Pay54:

1. Open HR/Payroll – Reports – Payroll
 - o Quick Start = rpa



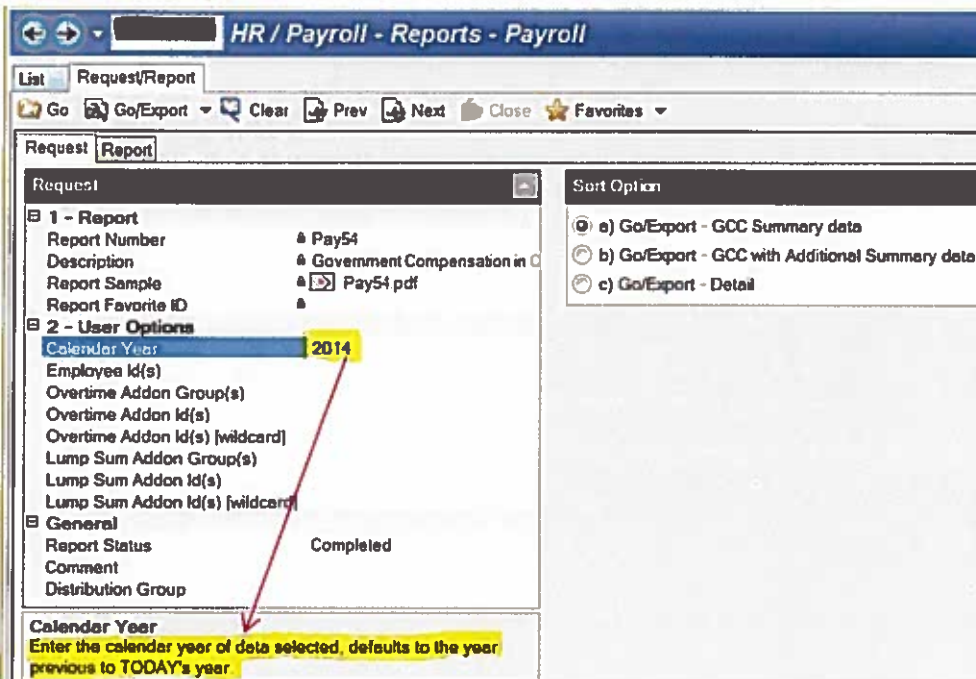
2. Click on the Report Name in the title bar in order to sort the Pay Report in numerical order.



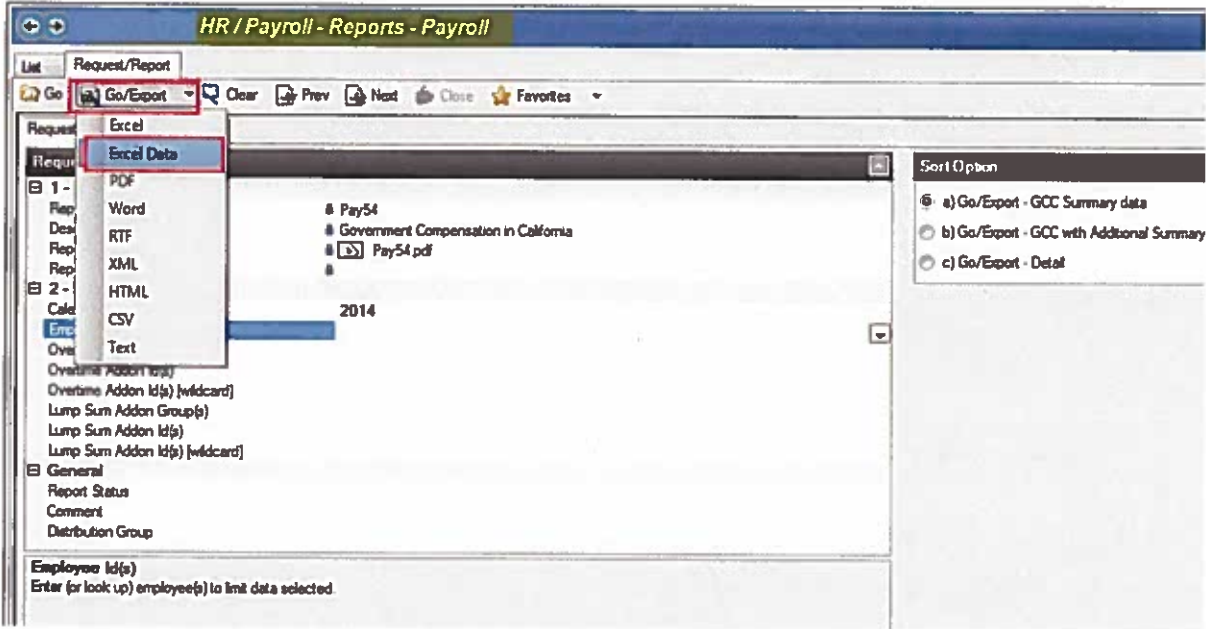
3. Double-click on Government Compensation in California - Pay54 or click Open button:



4. Select a calendar year; defaults to the calendar year prior to this year and select option “a” in the Sort Option (located on the right)



- Choose Excel Data from the Go/Export task; DO NOT press Go:



- You will get an excel export with the report:

	A	B	C	D	E	F
1	Elected Official	Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum
2		CLASSIFIED	BUS DRIVER MAINTENANCE			
3		Title I Teacher	Title I Teacher		42,000	70,000
4		CLASSIFIED	Clerical & Office Salaries			
5		CLASSIFIED	CONFIDENTIAL SECRETARY			

- Download the GCC report template from the State Controller’s Office website at: http://sco.ca.gov/ard_locinstr_govcomp_edu.html (scroll to the bottom of the page to K-12 Report Template)

Entity | Estimated Publication Date

K-12	To be announced
Community College	To be announced
UC	To be announced

Click on the link below to search California public employee compensation.
[Public Pay](#)

Reporting and Filing Instructions

- [Electronic Reporting Instructions](#)
- [FTP Instructions](#)
- [FAQs](#)

Report Templates

K-12 Report Template	UC Report Template	Community College Report Template
Office 2007 LGCompensation File	Office 2007 LGCompensation File	Office 2007 LGCompensation File
Office 97-03 LGCompensation File	Office 97-03 LGCompensation File	Office 97-03 LGCompensation File

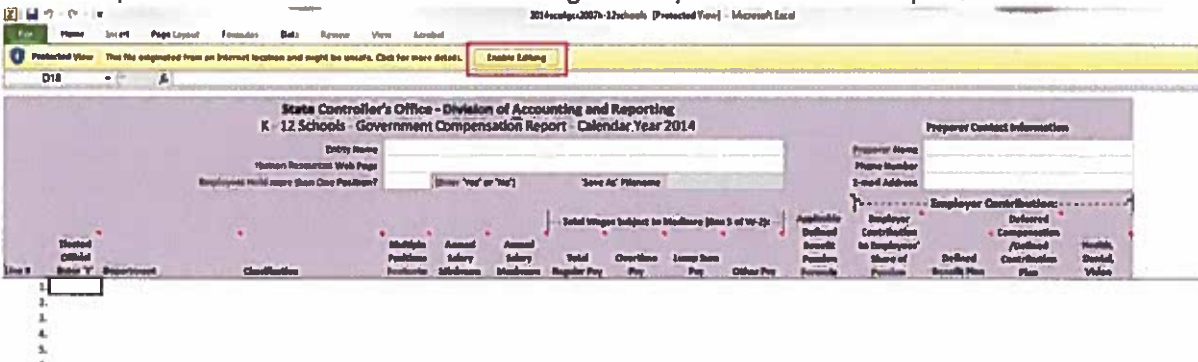
- The GCC report contains protected cells. DO NOT reformat the cells of the spreadsheet. This may cause your report to be rejected and require resubmission. DO NOT cut and paste salary and compensation information into the spreadsheet without ensuring that the data elements are consistent with the cell formats as shown below. Use whole dollars only. DO NOT use abbreviations.

Elected Official Entry Y	Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum	Total Wages Subject to Medicare (Box 5 of W-2):				Applicable Defined Benefit Pension Formula	Employer Contributions:			
						Total Regular Pay	Overtime Pay	Lump Sum Pay	Other Pay		Employees' Share of Defined Benefit Plan	Defined Benefit Plan	Deferred Compensation/Defined Contribution Plan	Health, Dental, Vision
Alphanumeric 1 Character Maximum	Alphanumeric 100 Characters Maximum	Alphanumeric 100 Characters Maximum	Numeric 5 Characters Maximum	Whole Dollars Only Maximum = \$9,999,999	Whole Dollars Only Maximum = \$9,999,999	Whole Dollars Only Maximum = \$9,999,999	Whole Dollars Only Maximum = \$9,999,999	Whole Dollars Only Maximum = \$9,999,999	Whole Dollars Only Maximum = \$9,999,999	Alphanumeric 50 Characters Maximum	Whole Dollars Only Maximum = \$9,999,999	Whole Dollars Only Maximum = \$9,999,999	Whole Dollars Only Maximum = \$9,999,999	Whole Dollars Only Maximum = \$9,999,999

The GCC report template:

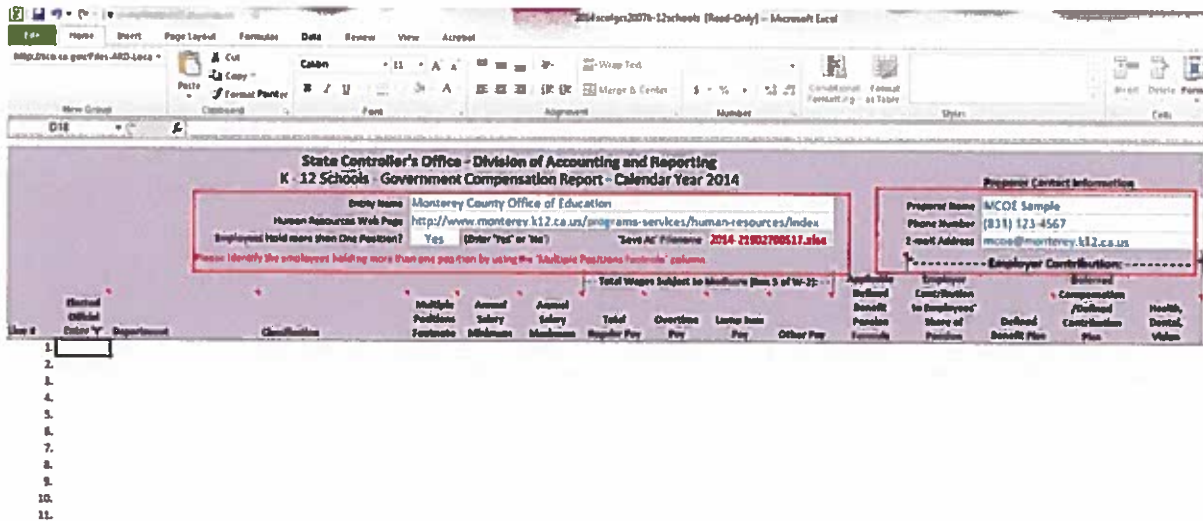


- If the template is Protected click on Enable Editing so that you can edit the template:



10. Fill out the report identification and contact information:

- a. For "Entity Name" field, select your entity name from the drop-down list. Ensure that you have selected the correct entity, as there are entity names that are very similar to one another.
- b. After you select your "Entity Name", your unique identification number will display in the 'Save As' Filename box in **red front**.
- c. The filename should be included the reporting year and your 11 digit unique identification number 2014-xxxxxxxxxx.
- d. Enter Preparer Contact information



11. Copy the data from Pay54 report (Excel spreadsheet) to the GCC report template (Note: Pay54 report and the GCC template have the same headers so you can copy the data from Pay54 report directly to the GCC report template.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Elected	Departm	Classifi	Multiple	Annual	Annual	Total R	Overtim	Lump S	Other P	Appical	Employ	Defined	Deleter	Health,	Dental,	Vision
2		Certifics	Teacher				71,570			3,582	2%	€	6,707				18,366
3		Clerical	Secretary II				50,261			345	2%	€	3,599	5,968			6,508
4		Classifi	Assistant Super				63,852			65	2%	€	4,470	7,410			6,919
5		Parasec	Instructional Par				24,637			2%	€	2,004	3,321				18,580
6		Parasec	Associate Teach				27,751			158	2%	€	2,078	3,442			13,973
7		Accoun	Payroll Retirem				62,506			2%	€	4,432	7,347				10,924
8		Clerical	Secretary II				60,641			965	2%	€	4,241	7,030			7,098
9		Certifics	Teacher BASP				48,827			834	2%	€	4,148				6,806
10		Certifics	IEP Coordinator				#####			1,430	2%	€	9,049				13,678
11		Certifics	LangSpeechHes				65,611			3,385	2%	€	5,692				7,423
12		Parasec	Educational Inte				39,431			1,433	2%	€	2,796	4,629			14,953
13		Parasec	Instructional Par				8,578			931	2%	€	689	1,156			4,037
14		Montere	Classified Supp							4,840	N/A						
15		Montere	Cert. Teachers							2,993	2%	€	266				
16		Certifics	LangSpeechHes				50,099			9,599	2%	€	6,552				17,140
17		Montere	Clerical 983							6,333	N/A						
18		Montere	Cert. Te 983							N/A							
19		Classifi	Supervisor II Gen				73,381			2%	€	5,493	9,105				18,494
20		Certifics	Teacher SD				76,338			5,351	2%	€	7,114				13,613
21		Transpo	Bus Driver				28,660			5,770	2%	€	2,425	4,016			13,973
22		Parasec	Instructional Par				28,198			459	2%	€	2,002	3,313			18,580
23		Commu	Health and Fam				38,566			87	2%	€	2,562	4,248			13,974
24		Certifics	Teacher Home C				65,309			2,739	2%	€	6,088				17,288
25		Classifi	Senior Account				84,154			12,390	2%	€	6,020	9,984			18,494

12. Paste the data copied to the report template:

State Controller's Office - Division of Accounting and Reporting
K-12 Schools Government Compensation Report - Calendar Year 2014

Entity Name: Monterey County Office of Education
 Human Resources Web Page: <http://www.monterey.k12.ca.us/human-resources/index>
 Employees Held under their Own Positions? Yes (Enter 'Yes' or 'No')
 State Ac' File Name: 2014-2102200617.xlsx

Preparer Contact Information
 Preparer Name: MCOE Sample
 Phone Number: (831) 123-4567
 E-mail Address: mcoe@monterey.k12.ca.us

Please check % of employees holding more than one position by using the Multiple Positions checkbox.

Head Wages Subject to Withhold (Max 5 of 17 %)

Line #	Position	Classification	Multiple Positions	Annual Salary	Annual Salary Maximum	Total Pay	Overhead Pay	Long Term Pay	Other Pay	Applicable Deduct Percent	Employer Contribution to Employees' Share of Funding	Deducted Employer Contribution	Monthly Gross	Monthly Net
1	Certificated Teacher	Teacher		71,835		71,835	1,162 2% @ 66					8,791	18,270	18,270
2	Clerical	Secretary I		68,261		68,261	346 2% @ 66					3,189	6,869	6,869
3	Classified Management	Assistant Super Reading		63,652		63,652	99 2% @ 66					4,470	7,410	6,919
4	Paraprofessors	Instructional Para I		24,632		24,632	2% @ 66					2,884	3,321	19,888
5	Paraprofessors	Account Teacher		27,761		27,761	168 2% @ 66					2,878	3,442	11,872
6	Accounting	Payroll Management Specialist		62,508		62,508	2% @ 66					4,432	7,347	10,894
7	Clerical	Secretary II		66,841		66,841	966 2% @ 66					4,341	7,828	7,888
8	Certificated Teacher	Teacher B&D		68,827		68,827	824 2% @ 66					4,168	6,889	6,889
9	Certificated Management	IEP Coordinator		66,814		66,814	1,420 2% @ 66					6,889	7,425	11,878
10	Certificated Teacher	Lang/Speech/Hearing Spec		66,811		66,811	2,266 2% @ 66					6,889	7,425	14,303
11	Paraprofessors	Educational Interpreter I		31,421		31,421	1,423 2% @ 66					2,736	4,525	14,303
12	Paraprofessors	Instructional Para I		6,528		6,528	921 2% @ 66					689	1,156	4,887
13	Monterey County Office of Edu Classified Support Salaries						4,846 N/A							
14	Monterey County Office of Edu Cert. Teachers' Salaries						2,993 2% @ 66					300		
15	Certificated Teacher	Lang/Speech/Hearing Spec		50,085		50,085	6,988 2% @ 66					6,552		17,448
16	Monterey County Office of Edu Class & Office Salaries	983					8,233 N/A							
17	Monterey County Office of Edu Cert Teachers' Salaries	983					N/A							
18	Classified Management	Supervisor I General Services		73,261		73,261	2% @ 66					6,493	9,986	18,484
19	Certificated Teacher	Teacher ED		78,238		78,238	6,261 2% @ 66					7,194	13,972	13,972
20	Transportation	Bus Driver		28,669		28,669	3,770 2% @ 66					2,425	4,096	18,888
21	Paraprofessors	Instructional Para I		26,198		26,198	489 2% @ 66					2,662	2,972	18,888
22	Community Services	Health and Family Services Spc		28,568		28,568	87 2% @ 66					2,562	4,268	13,874
23	Certificated Teacher	Teacher Home Chartr		66,300		66,300	2,739 2% @ 66					6,889	17,388	17,388
24	Classified Management	Senior Accountant		94,154		94,154	12,391 2% @ 66					6,820	8,984	16,474

13. The GCC Report is due :

- a. May 1st, 2015 for K-12
- b. June 1st, 2015 for Community Colleges

14. For additional information on the Government Compensation in California please visit their website:

http://sco.ca.gov/ard_locinstr_govcomp_edu.html