



# Monterey County Office of Education

Dr. Nancy Kotowski  
County Superintendent of Schools

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Finance and Business Services

Bulletin No. 16-014

To: Superintendents and Chief Business Officials

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

Date: April 11, 2016

**Re: Bay Area News Group Public Records Request**

In March your District may have received a public records request from the Bay Area News Group under California Public Records Law, California Government Code §6251. The request was to provide payroll and benefit data for employees and school officials for the 2015 calendar year.

The District can extract the requested data from the Escape Financial System by generating the Pay50 – Extract of Earnings and Contributions report. Directions are attached to provide guidance in extracting the data.

If you have any questions, please contact me at (831) 755-0307.

cc: Colleen Stanley, Senior Executive Director of Finance  
Dawn Tovey, Director Controller, Internal Business Services  
Karen Hennessy, Senior Director, District Advisory Services  
Suzette Burns, Director, Payroll and Purchasing, Payroll Services

# 1 Running Pay50 – Extract of Earnings and Contributions

Information needed for public records requests, reports, etc. on earnings and employer contribution amounts can frequently be extracted from Escape using the Pay50 – Extract of Earnings and Contributions report. *There is a separate report – Pay54 – for the State Controller’s Government Compensation in California request.*

Figure 1 shows how the Pay50 – Extract of Earnings and Contributions – has recently be used in response to public records requests. Addon and contribution report criteria may vary per district.

The screenshot shows the 'Request/Report' configuration window for '099 - MC HR / Payroll - Reports - Payroll'. The interface is divided into several sections:

- 1 - Report:** Report Number: Pay50; Description: Extract of Earnings and Contributions; Report Sample: Pay50.pdf; Report Favorite ID: [empty].
- 2 - User Options:** Starting Pay Date: 1/1/2015; Ending Pay Date: 12/31/2015. (Annotated with: 'Select the desired beginning and ending dates')
- 3 - Column Options:** Base Pay or Posted Salary: Posted Salary (no addons); Taxable Benefits: Do NOT include Taxable Benefits; Additional Pay: One column. (Annotated with: 'These criteria may vary depending on the specifics of the request. This example was used recently in a public records request response')
- 4 - Addon Column Definitions:** Column 1 Heading: Overtime; Column 1 Addon Group(s): O (Overtime). (Annotated with: 'Addon groups can be identified in HR/Payroll – Setup – Payroll - Addons')
- 5 - Contribution Column Definitions:**
  - Column 3 Heading: HLW; Column 3 Contribution Group(s): H (Benefits)
  - Column 4 Heading: Retirement ER; Column 4 Contribution Group(s): R (Retirement); Column 4 Contrib Id(s): PERS, PERSN, STRS, STRSDBS, STRSEO, STRSN, STRSR
  - Column 5 Heading: Retirement EE; Column 5 Contribution Group(s): R (Retirement); Column 5 Contrib Id(s): PERSEE, PERSEEN
  - Column 6 Heading: OPEB; Column 6 Contribution Group(s): R (Retirement); Column 6 Contrib Id(s): OPEB10, OPEB11, OPEB12, OPEB13
(Annotated with: 'Contribution groups and contribution ids can be identified in HR/Payroll – Setup – Payroll - Contributions')

Figure 1

Figure 2 shows how the extract columns are laid out in the report results.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Grid	EmpId	NameLast	NameFirst	Person Type	JobCatDescr	JobClassDescr	Site Descr	Gross Pay	Posted Salary	Overtime	Additional Pay	Retirement	HLW				
99				Certificated	Certificated Teacher	Teacher											
99				Classified	Cencl	Secretary I	Infant Program										

Figure 2

Districts must update the data in Job Category Description, Job Class Description, and Site (Location) Description for this extract to be accurate.

**District may need to update the Excel file as needed based on public records request.**