



Cash Collection Processing

Process	Cash Collection Processing
HCM Activity Folder(s)	Payroll Accounting Management (PAYM) Deduction Management (DEDM)
HCM Document(s)	External Adjustment Document (EADJC) Miscellaneous Document (MISC)

Cash Collection Processing

District/agency calculates the pay and deduction amount that needs to be adjusted, and notifies the employee about the overpayment. Employee will pay back either by cash, check or payroll deduction. Once the payment has been collected, the pay and deduction adjustments need to be recorded in HCM. Recording of this transaction is completed by using the External Adjustment Document – Cash Collection (EADJC). Do not use the EADJ document for cash collections.

The EADJC requires one level of workflow approval internally and then workflows to School Financial Services (SFS) for final approval.

Step 1: Financial (FIN) System

If the overpayment is deposited into County Treasury, then it is entered as JVDEP. There is an optional reclassification using a JVDT. District/agencies also must complete a JVA to redistribute the repaid wages to the appropriate expenditure objects. For more assistance with JVDEP, JVDT, or JVA; please contact the help desk at helpdesk@laoe.edu or (562) 922-6447.

Step 2: Human Capital Management (HCM) System

If employee agrees to repayment through deduction, create a MISC document using the district specific repayment code to collect the net overpayment calculation to recover the overpayment as an after-tax deduction.

Processing Activities:

Establish Payroll Deduction (MISC)

Record the Repayment (EADJC)

External Adjustment documents are processed during the No Pay Calc payroll process in the nightly cycle. This cycle always runs prior to any supplemental or regular payroll cycle production runs. The finalized transactions will appear in the employees' pay history screen under Issued Checks/Advices. Employees will also be able to see these transactions on the Employee Self-Service (ESS) Screen.

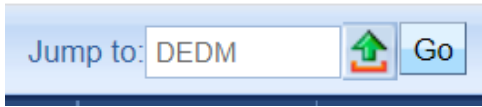
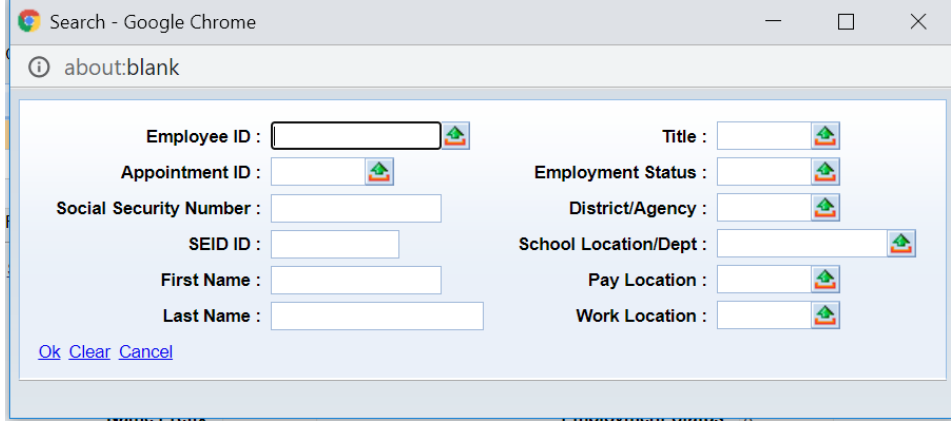
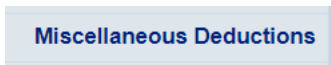

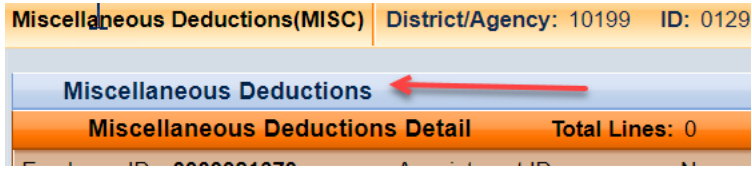
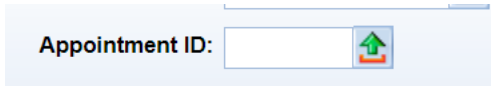
Report ID: HCM-HPCD-0011 External Adjustments

The External Adjustments report displays a comprehensive list of pay and deduction adjustment activity done within the EADJ/EADJC document for each applicable employee within the selected time period. Employees are grouped by payroll group, payroll number, pay location, and cancelled warrant. The report prompts for GTN Run Number and Payroll Group.



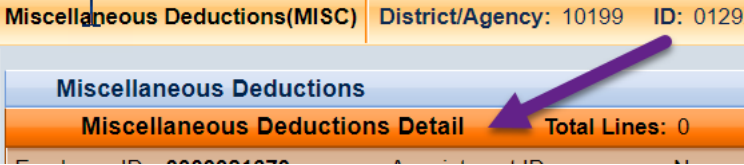

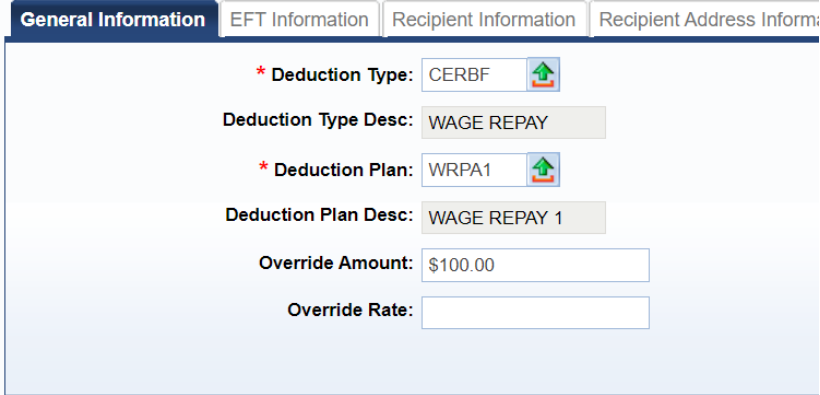
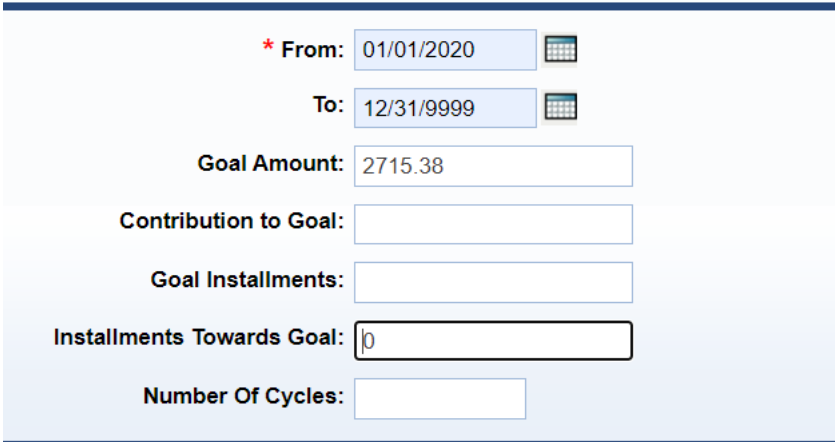
Cash Collection Processing

Activity: Establish the payroll deduction to collect the overpayment. *(Skip if payment was made by cash or personal check)*

Step	Description	Screenshots
01	In the Jump To Box, enter DEDM to access the Deduction Management Activity Folder. The Search Box is displayed.	
02	Enter the appropriate criteria to locate the employee and select the appropriate appointment Id.	
04	Select Miscellaneous Deductions from the secondary navigation pane.	
05	Select the Create Miscellaneous Deduction link	
	Click on the Miscellaneous Deductions tab.	
	Select the appropriate Appointment Id.	

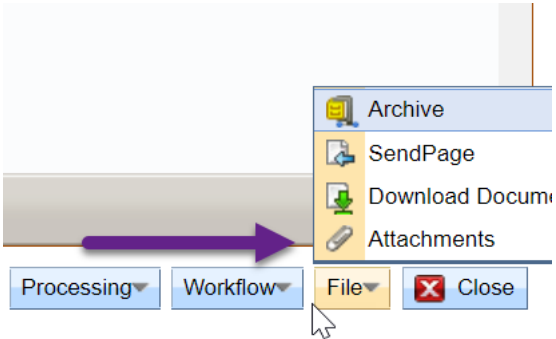

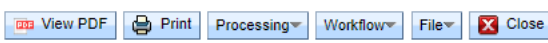


Cash Collection Processing

Step	Description	Screenshots
	Click on Miscellaneous Deductions Detail tab.	
	Click Insert New Line	
06	<p>On the left side of the General Information tab, enter the following:</p> <p><i>Deduction Type:</i> Enter the deduction type code for repayments. This is a district specific code.</p> <p><i>Deduction Plan:</i> Enter the deduction type code for repayments.</p> <p><i>Override Amount:</i> Enter the amount the employee is going to pay each pay period.</p>	
07	<p>On the right side of the General Information tab, enter the following:</p> <p><i>From:</i> Enter the first day of the pay period deductions should begin.</p> <p><i>To:</i> Enter 12/31/9999.</p> <p><i>Goal Amount:</i> Enter the total amount the employee owes.</p> <p>No Additional fields or tabs need to be completed.</p>	




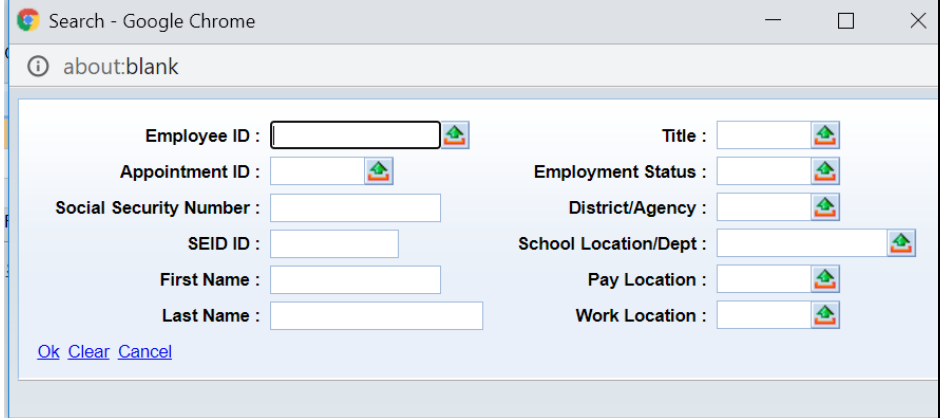
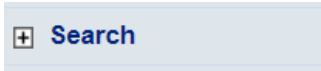
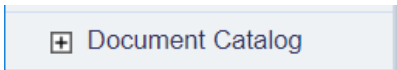
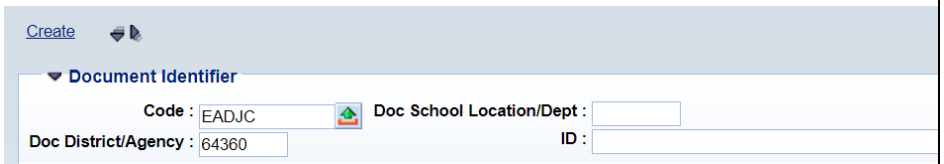
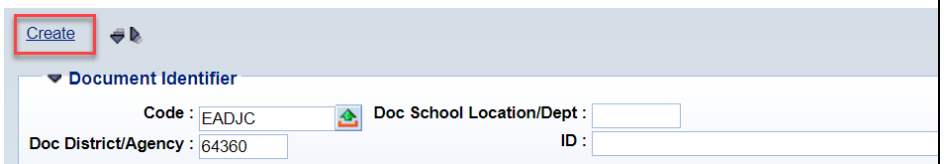
Cash Collection Processing

Step	Description	Screenshots
	Optional – attach the signed agreement and cash collection form to the document.	
10	Select Validate	
11	Click Close to close the document.	



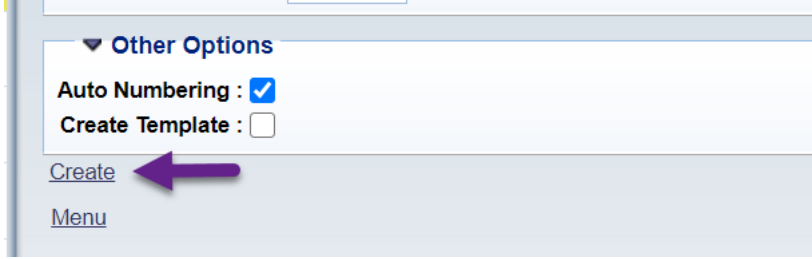
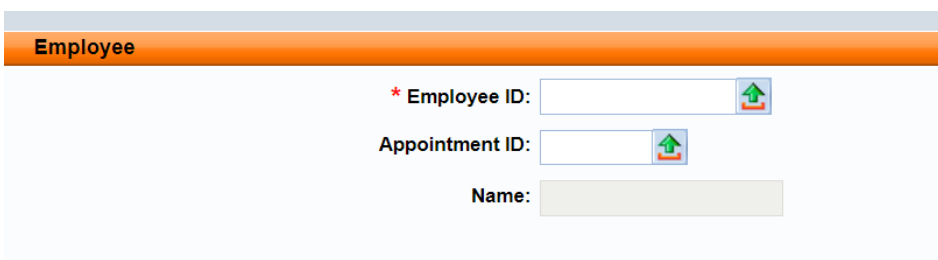
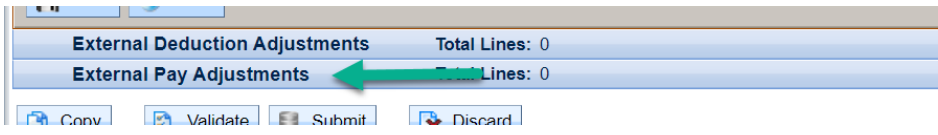

Cash Collection Processing

Activity: Entering the External Adjustment Document (EADJC).

Step	Description	Screenshots
01	Click the HOME button on the tool bar.	
02	Enter the appropriate criteria to locate the employee and select the appropriate appointment Id.	
04	Expand the +Search in the secondary navigation pane.	
05	Click on Document Catalog in the secondary navigation pane.	
	Enter the following information: Code: EADJC Doc District/Agency: 5 digit agency code	
	Click the Create link.	

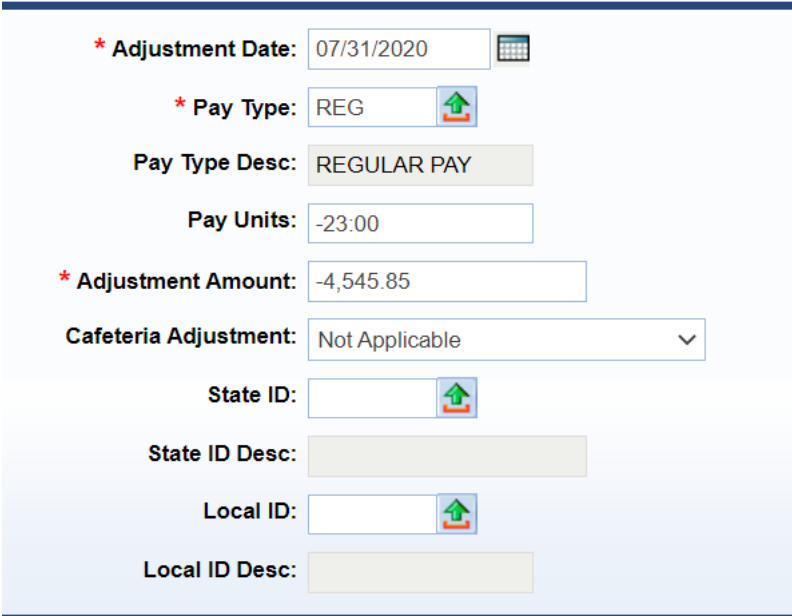




Cash Collection Processing

Step	Description	Screenshots
	Check the Auto Numbering box. Click the Create link.	
	On the Employee Tab, enter/select the employee and the appropriate appointment Id.	
06	Click on the External Pay Adjustments tab.	
	Click Insert New Line	

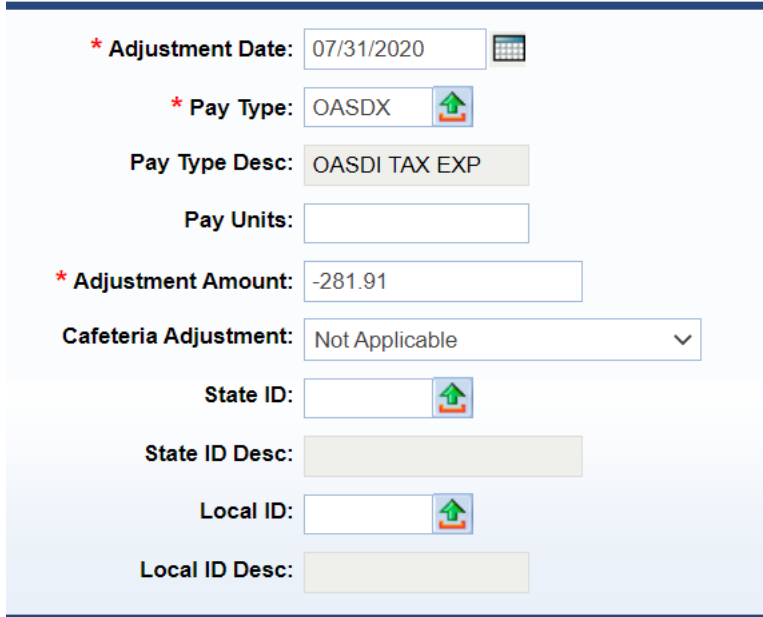



Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: REG or pay event that was overpaid.</p> <p>Pay Units: If hours need to be adjusted enter hours associated to the pay adjustment.</p> <p>Adjustment Amount: Enter the total gross from the form to be adjusted.</p>	 <ul style="list-style-type: none">Reference Cash Collection form at end of document.
10	Select Save	
	Click Insert New Line	

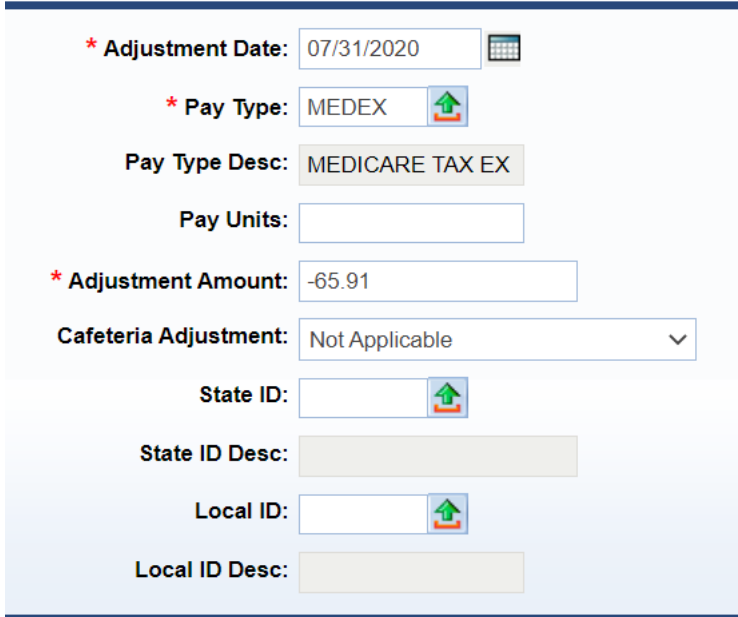
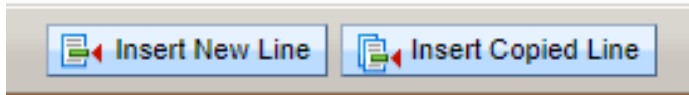


Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: OASDX – Employer Social Security Pay Event Expense.</p> <p>Adjustment Amount: Enter the amount of the employer social security deduction from the form to be adjusted.</p>	 <ul style="list-style-type: none">Reference Cash Collection form at end of document.
	Click Insert New Line	

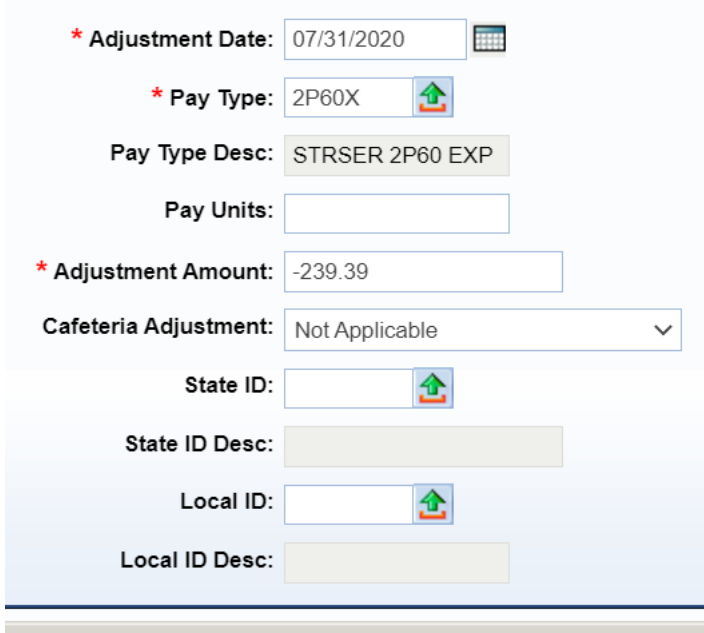
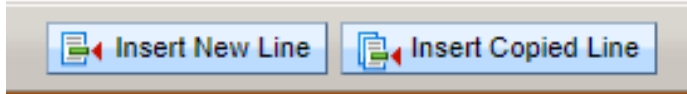
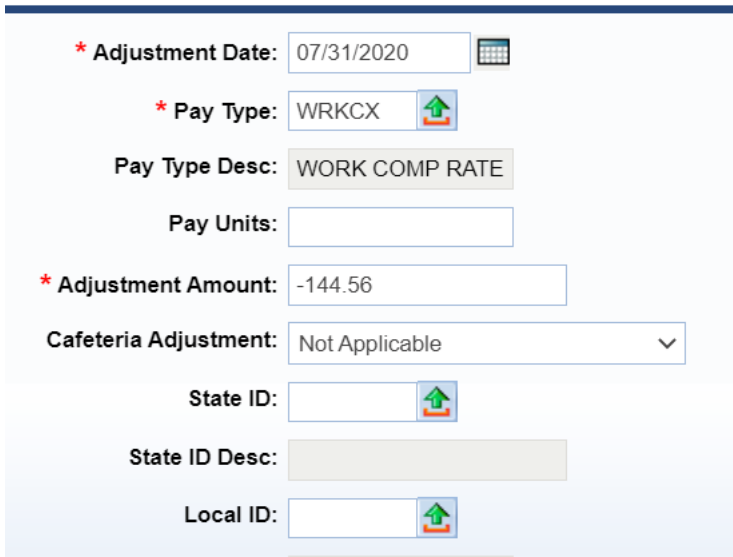


Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: MEDEX – Employer Medicare Pay Event Expense.</p> <p>Adjustment Amount: Enter the amount of the employer social security deduction from the form to be adjusted.</p>	 <ul style="list-style-type: none">Reference Cash Collection form at end of document.
	Click Insert New Line	


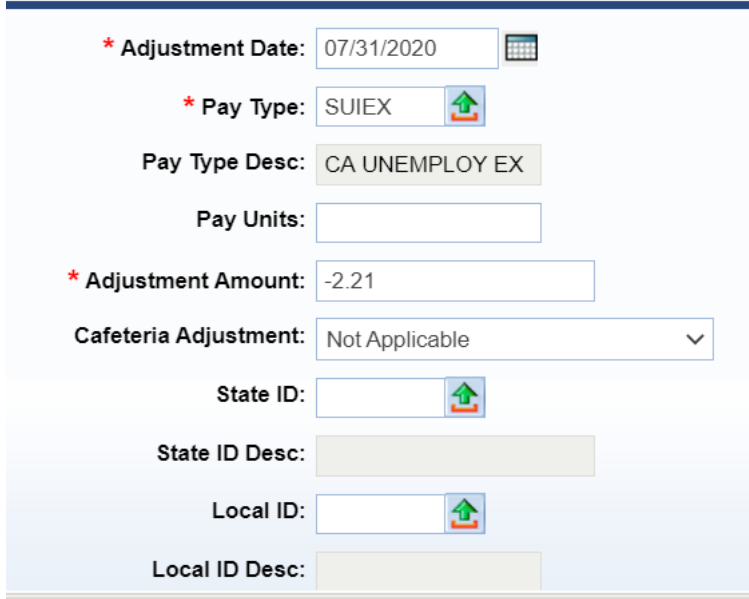




Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: Pension – Enter the appropriate employer pay event expense.</p> <p>For this example: 2P60X</p> <p>Adjustment Amount: Enter the amount of the employer social security deduction from the form to be adjusted.</p>	 <ul style="list-style-type: none"> Reference Cash Collection form at end of document.
	Click Insert New Line	
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: WRKCCX – Workers' Compensation employer pay event expense.</p> <p>Adjustment Amount: Enter the amount of the employer social security deduction from the form to be adjusted.</p>	 <ul style="list-style-type: none"> Reference Cash Collection form at end of document.

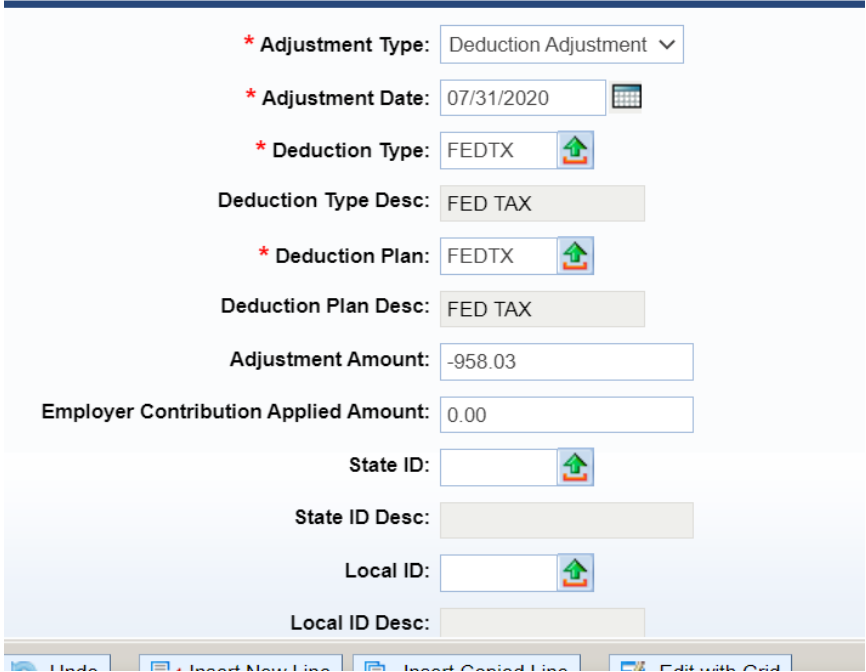



Cash Collection Processing

Step	Description	Screenshots
	Click Insert New Line	
	<p>Enter the data from the Cash Collection form Adjustment column related to earnings.</p> <p>Adjustment Date: Check Date</p> <p>Pay Type: SUIEX – California employer pay event expense.</p> <p>Adjustment Amount: Enter the amount of the employer social security deduction from the form to be adjusted.</p>	 <ul style="list-style-type: none">Reference Cash Collection form at end of document.
	Click on the External Deduction Adjustments tab.	
	Click Insert New Line	

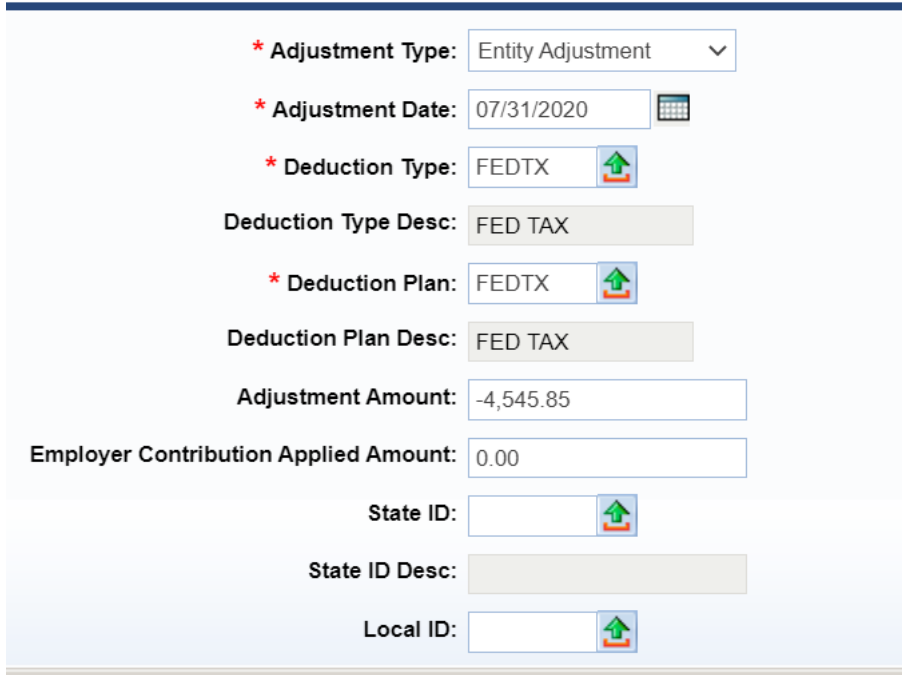



Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: FEDTX – Federal Tax</p> <p>Deduction Plan: FEDTX- Federal Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

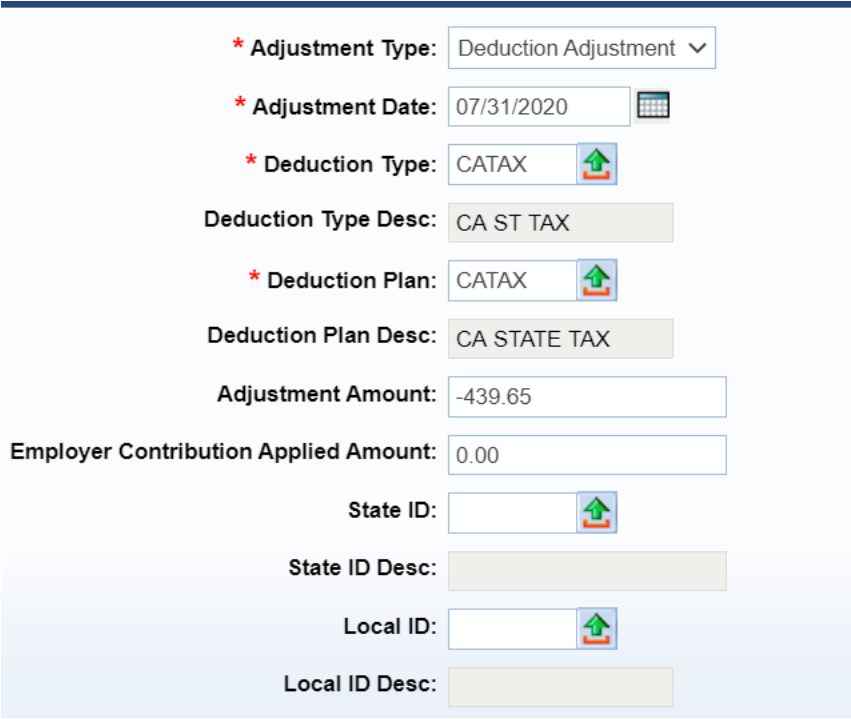



Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Entity Adjustment – this is the subject gross amount. <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p>Adjustment Date: Check Date</p> <p>Deduction Type: FEDTX – Federal Tax</p> <p>Deduction Plan: FEDTX- Federal Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	 <p>Entity amounts are the amounts used to calculate the related deduction.</p>
	Click Insert New Line	

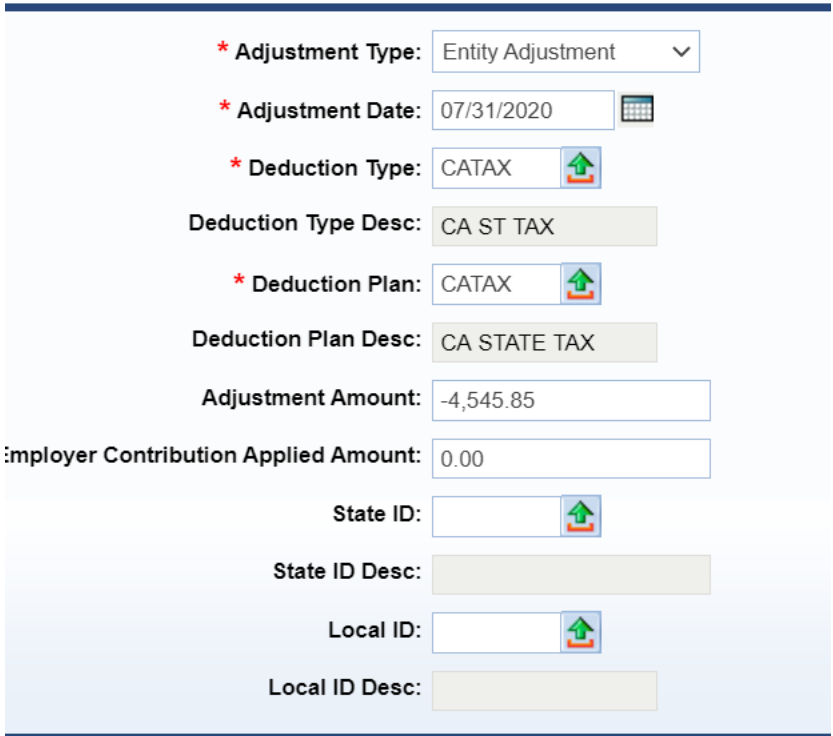
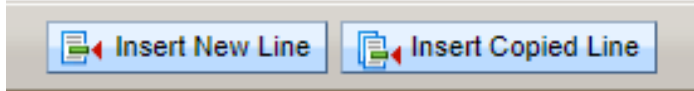


Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: CATAX – California Tax</p> <p>Deduction Plan: CATAX – California Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

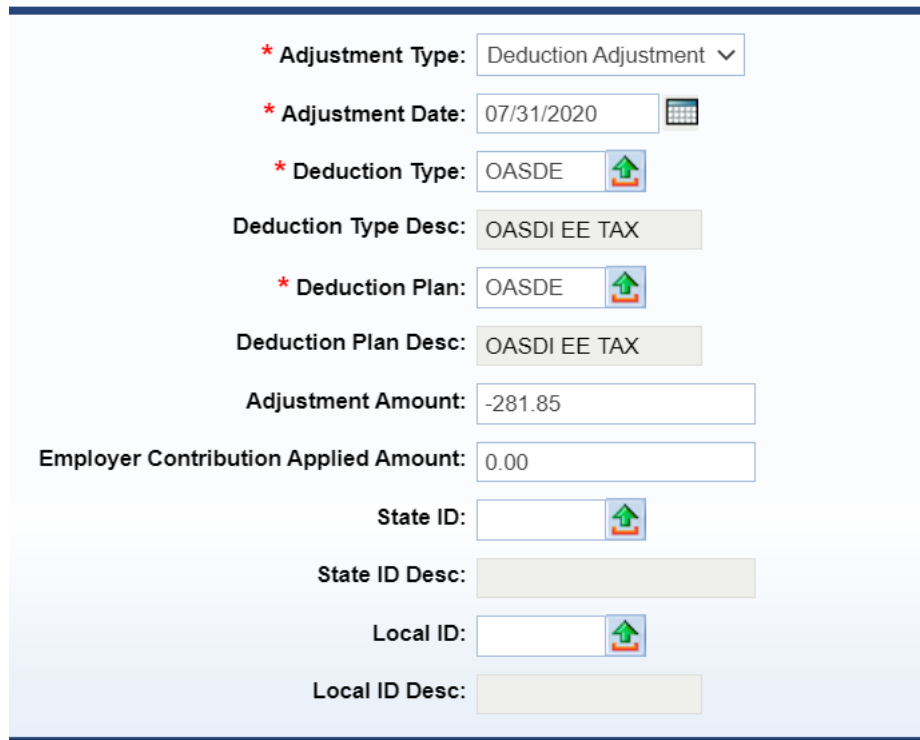
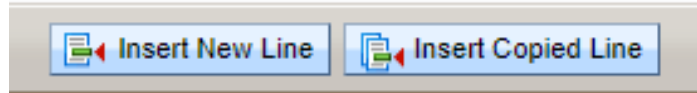


Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Entity Adjustment – this is the subject gross amount. <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p>Adjustment Date: Check Date</p> <p>Deduction Type: CATA – California Tax</p> <p>Deduction Plan: CATA – California Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	 <p>Entity amounts are the amounts used to calculate the related deduction.</p>
	Click Insert New Line	

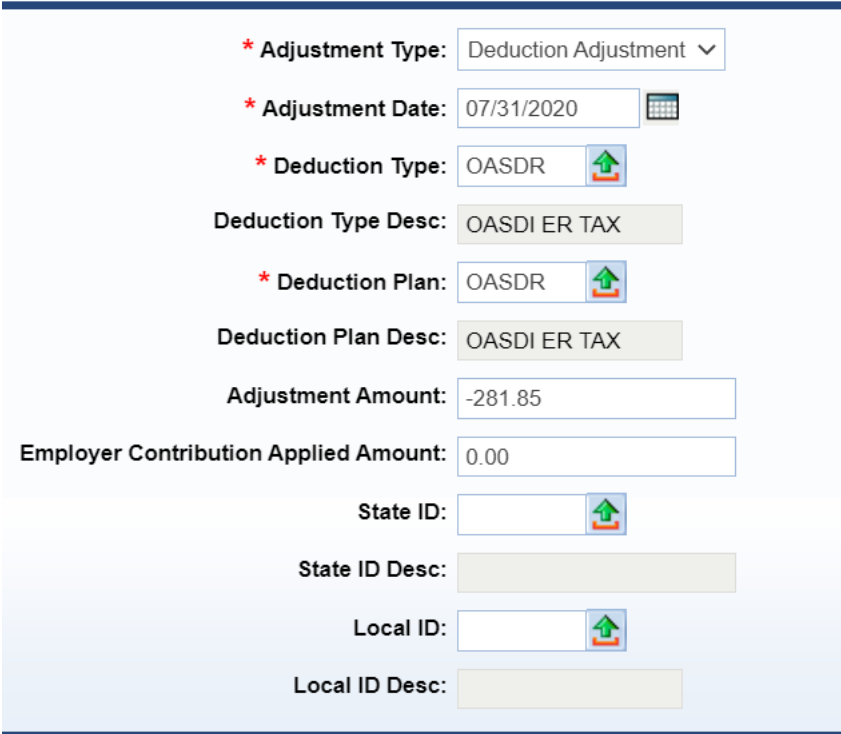



Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: OASDE – Employee Social Security Tax</p> <p>Deduction Plan: OASDE – Employee Social Security Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

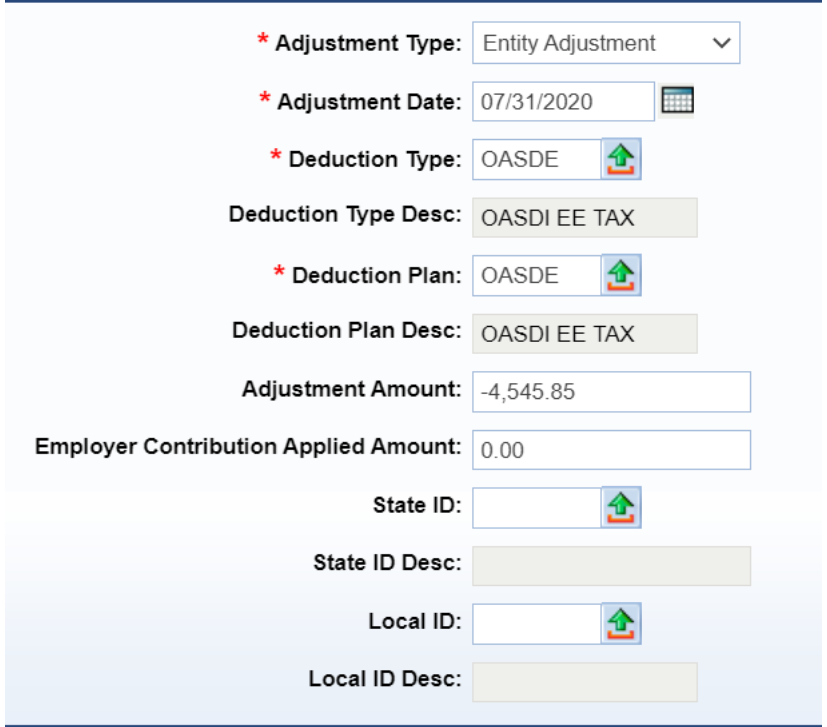



Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: OASDR – Employer Social Security Tax</p> <p>Deduction Plan: OASDR – Employer Social Security Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

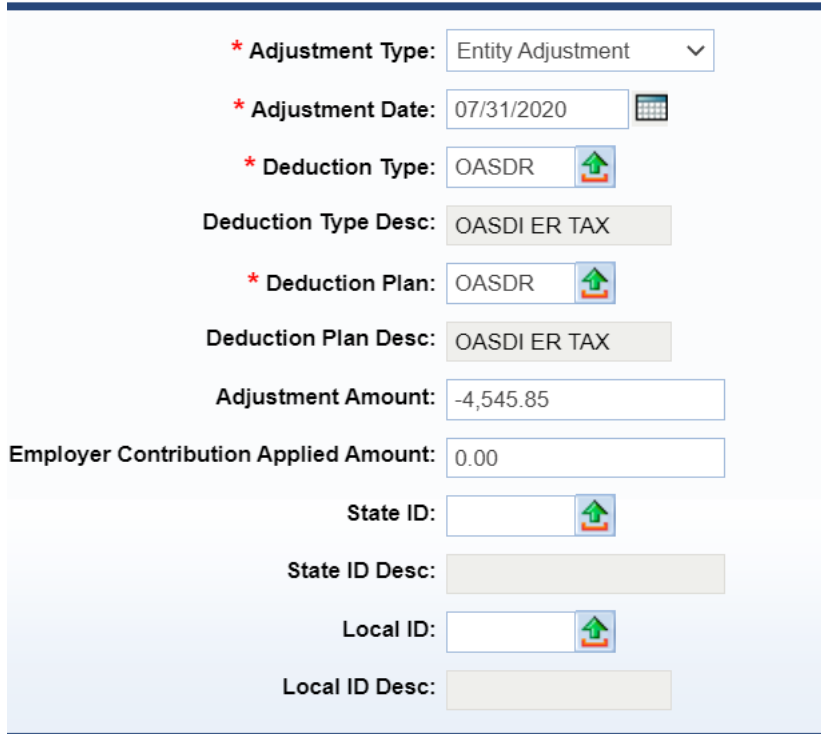



Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Entity Adjustment – this is the subject gross amount. <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p>Adjustment Date: Check Date</p> <p>Deduction Type: OASDE – Employee Social Security Tax</p> <p>Deduction Plan: OASDE – Employee Social Security Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	 <p>Entity amounts are the amounts used to calculate the related deduction.</p>
	Click Insert New Line	

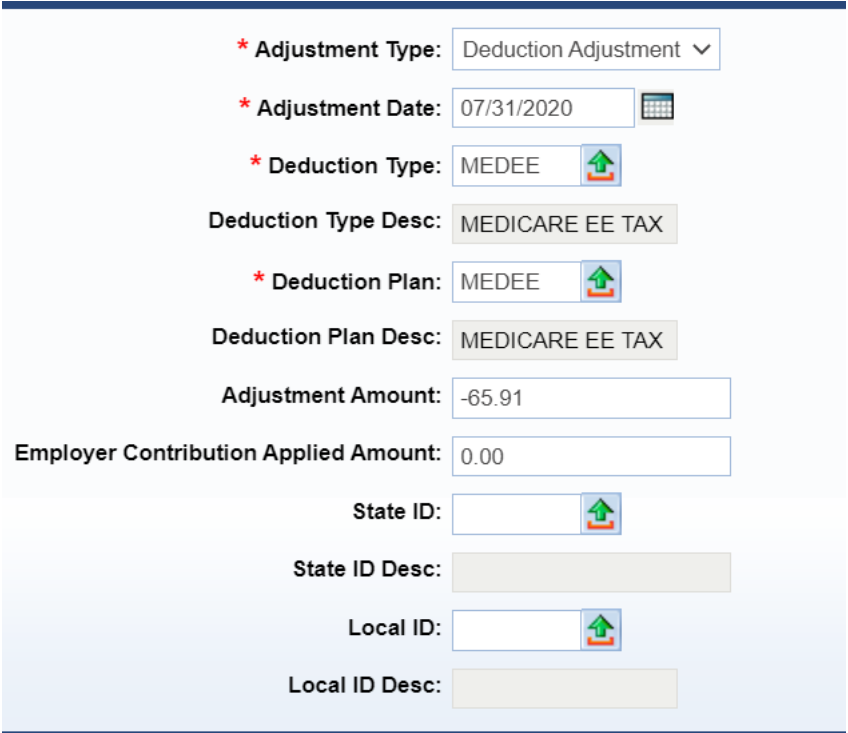



Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Entity Adjustment – this is the subject gross amount. <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p>Adjustment Date: Check Date</p> <p>Deduction Type: OASDR – Employer Social Security Tax</p> <p>Deduction Plan: OASDR – Employer Social Security Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

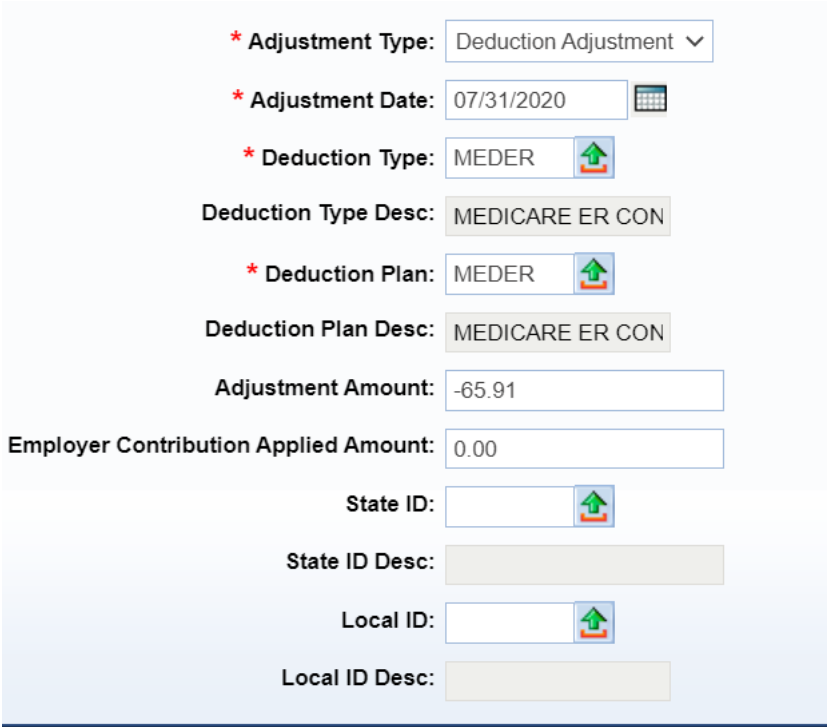
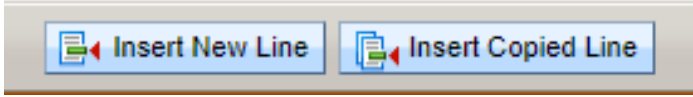


Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: MEDEE – Employee Medicare Tax</p> <p>Deduction Plan: MEDEE – Employee Medicare Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

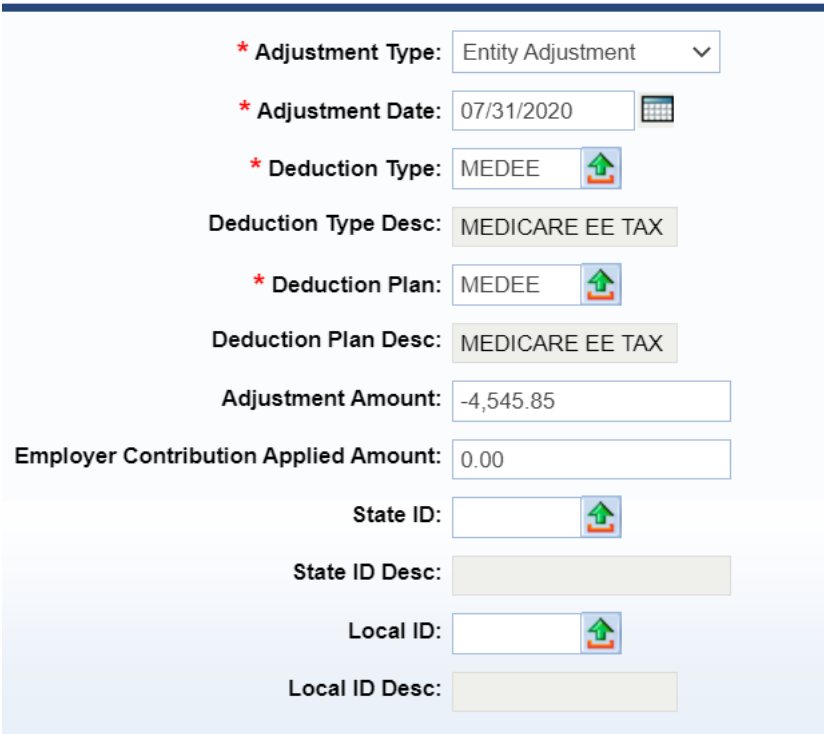



Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: MEDER – Employer Medicare Tax</p> <p>Deduction Plan: MEDER – Employer Medicare Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

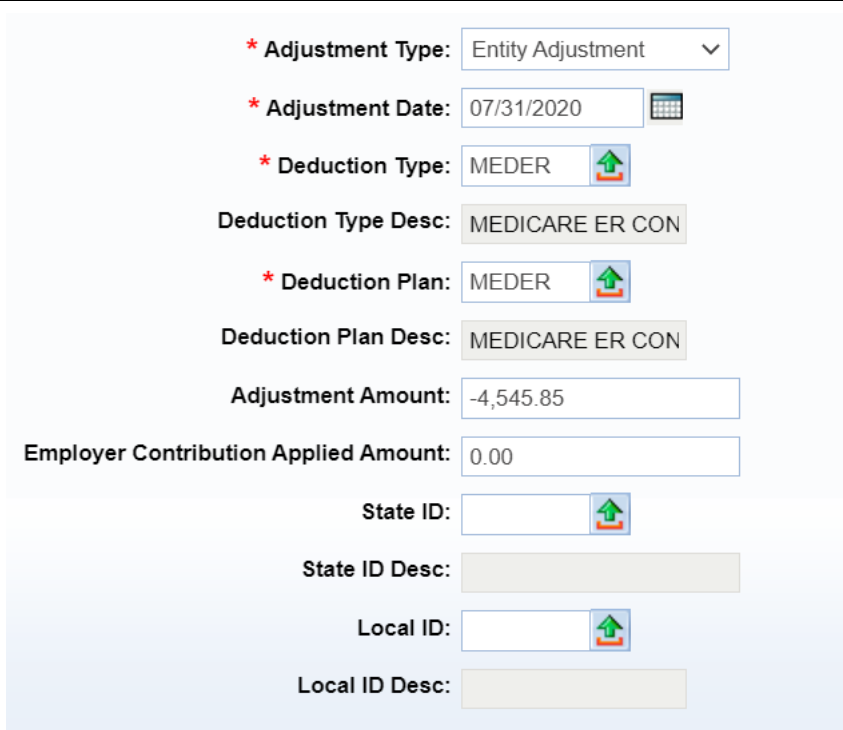
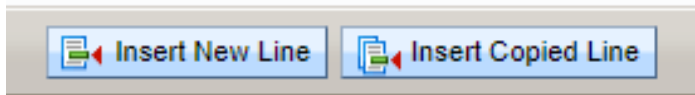


Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Entity Adjustment – this is the subject gross amount. <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p>Adjustment Date: Check Date</p> <p>Deduction Type: MEDEE – Employee Medicare Tax</p> <p>Deduction Plan: MEDEE – Employee Medicare Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

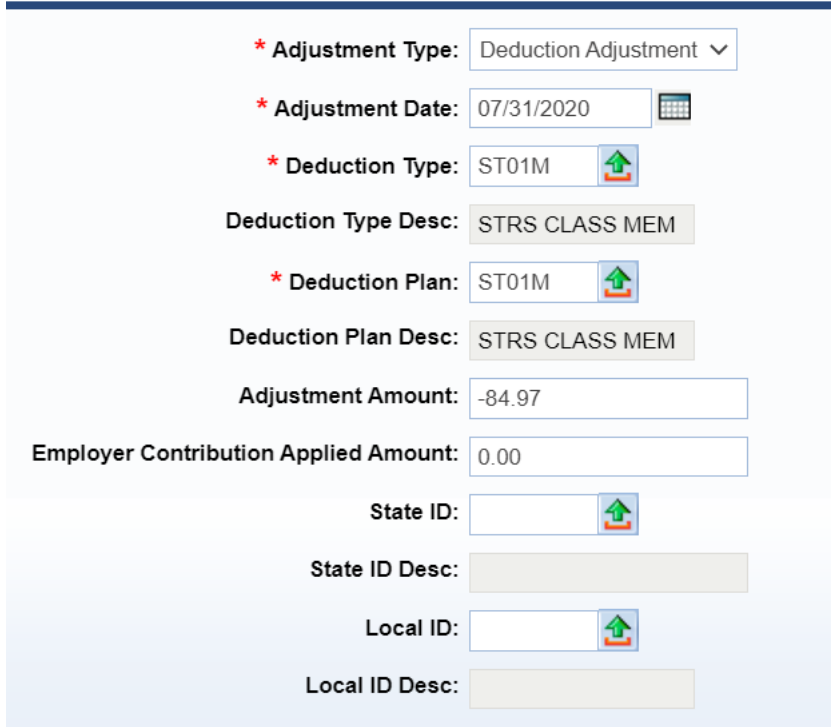



Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Entity Adjustment – this is the subject gross amount. <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p>Adjustment Date: Check Date</p> <p>Deduction Type: MEDER – Employer Medicare Tax</p> <p>Deduction Plan: MEDER – Employer Medicare Tax</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	 <p>* Adjustment Type: Entity Adjustment ▼</p> <p>* Adjustment Date: 07/31/2020 </p> <p>* Deduction Type: MEDER </p> <p>Deduction Type Desc: MEDICARE ER CON</p> <p>* Deduction Plan: MEDER </p> <p>Deduction Plan Desc: MEDICARE ER CON</p> <p>Adjustment Amount: -4,545.85</p> <p>Employer Contribution Applied Amount: 0.00</p> <p>State ID: </p> <p>State ID Desc:</p> <p>Local ID: </p> <p>Local ID Desc:</p>
	Click Insert New Line	 <p>Insert New Line Insert Copied Line</p>

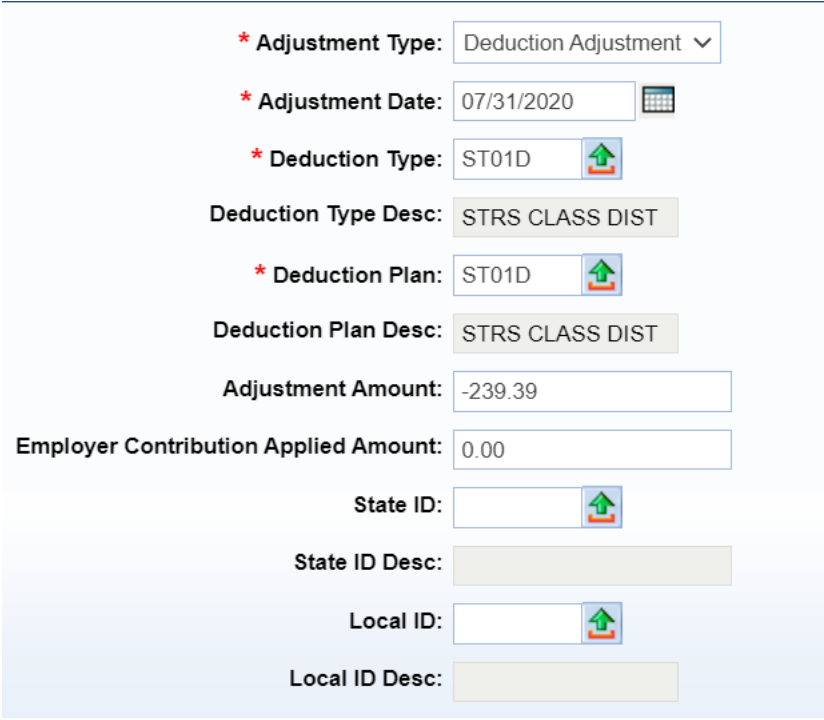



Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: Employee Pension Member Contribution Type</p> <p>Deduction Plan: Employee Pension Member Contribution Plan</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

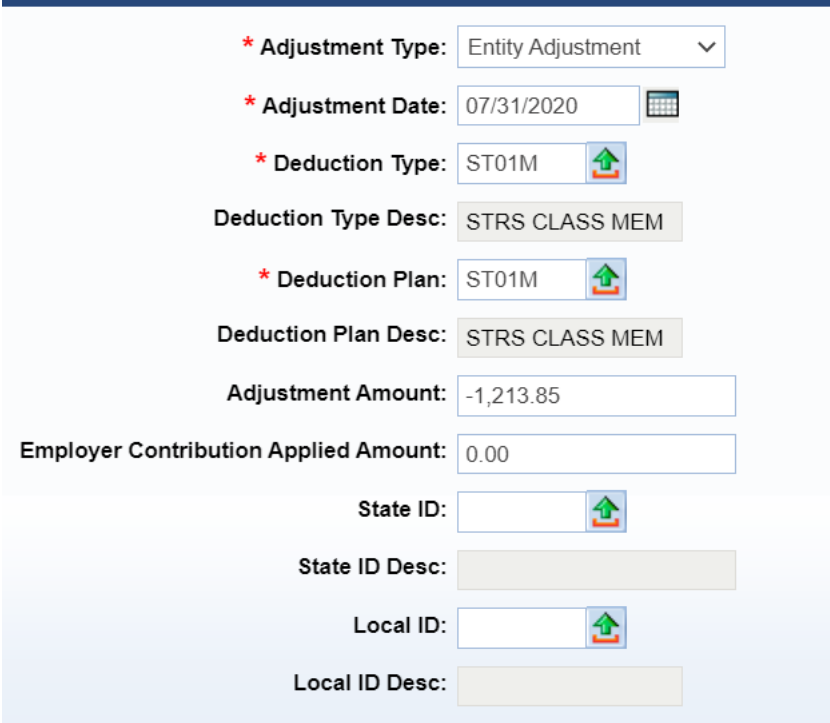
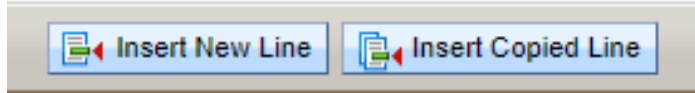


Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: Employer Pension Contribution Type</p> <p>Deduction Plan: Employer Pension Contribution Plan</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

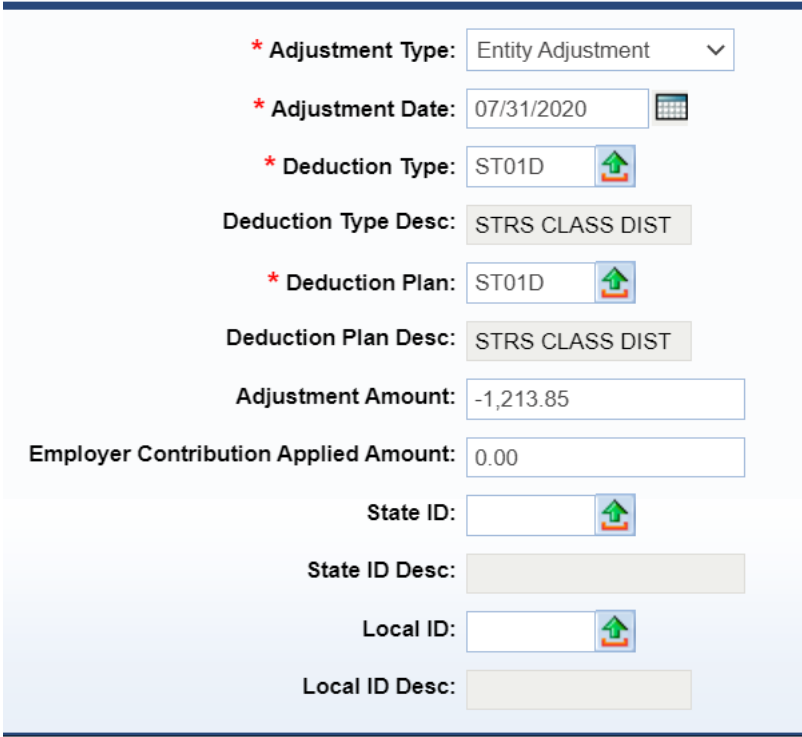



Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Entity Adjustment – this is the subject gross amount. <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p>Adjustment Date: Check Date</p> <p>Deduction Type: Employee Pension Contribution Type</p> <p>Deduction Plan: Employee Pension Contribution Plan</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

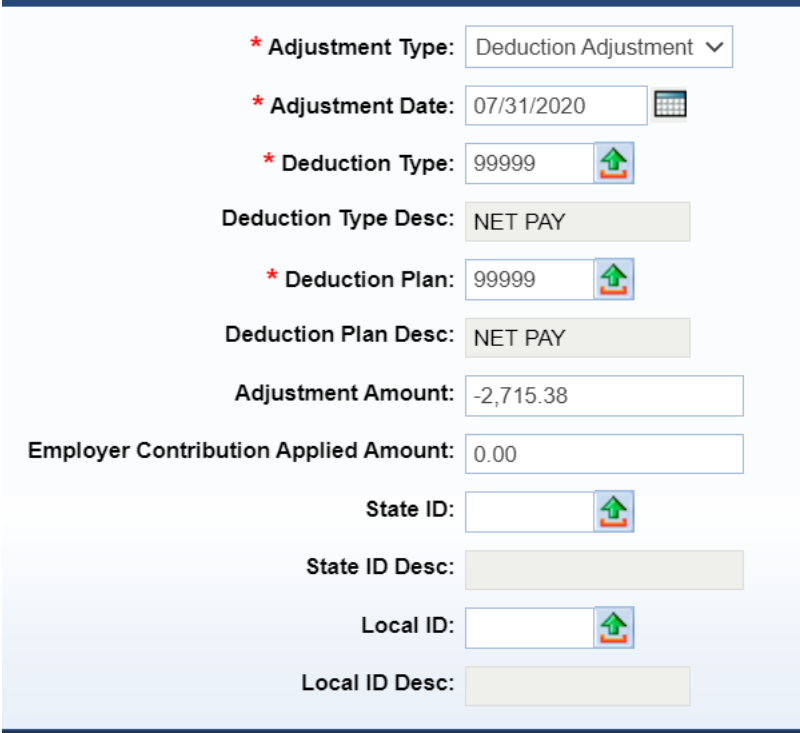



Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Entity Adjustment – this is the subject gross amount. <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p>Adjustment Date: Check Date</p> <p>Deduction Type: Employer Pension Contribution Type</p> <p>Deduction Plan: Employer Pension Contribution Plan</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

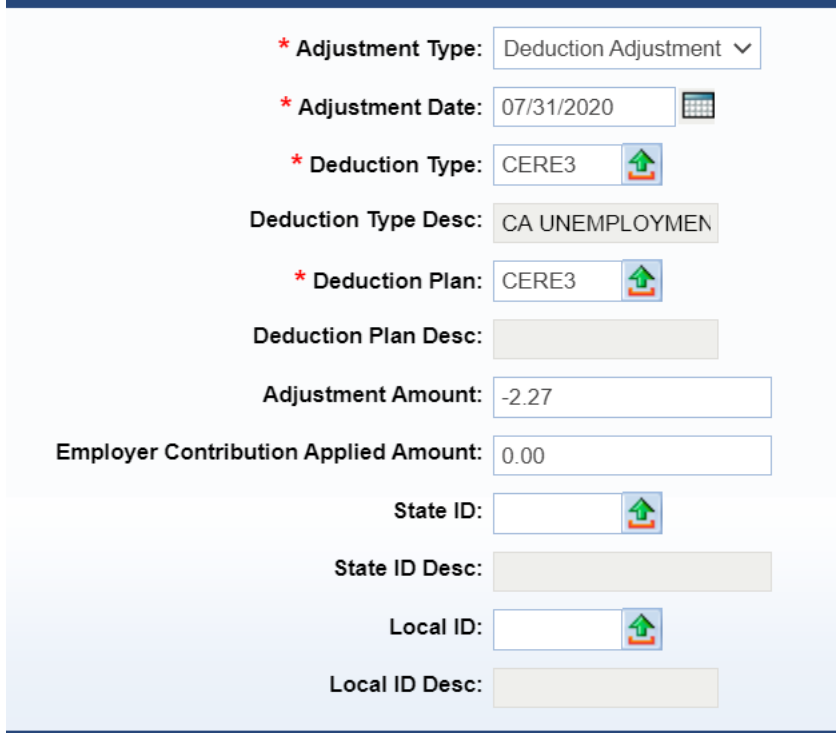



Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: Net Pay Type</p> <p>Deduction Plan: Net Pay Plan</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

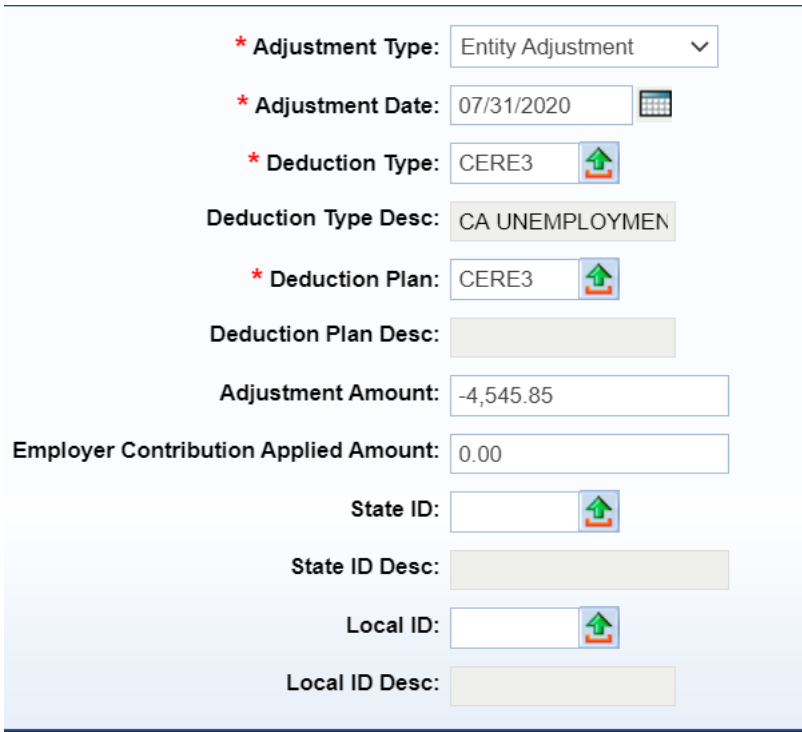



Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: CA Unemployment – Employer Specific Code</p> <p>Deduction Plan: CA Unemployment – Employer Specific Code</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

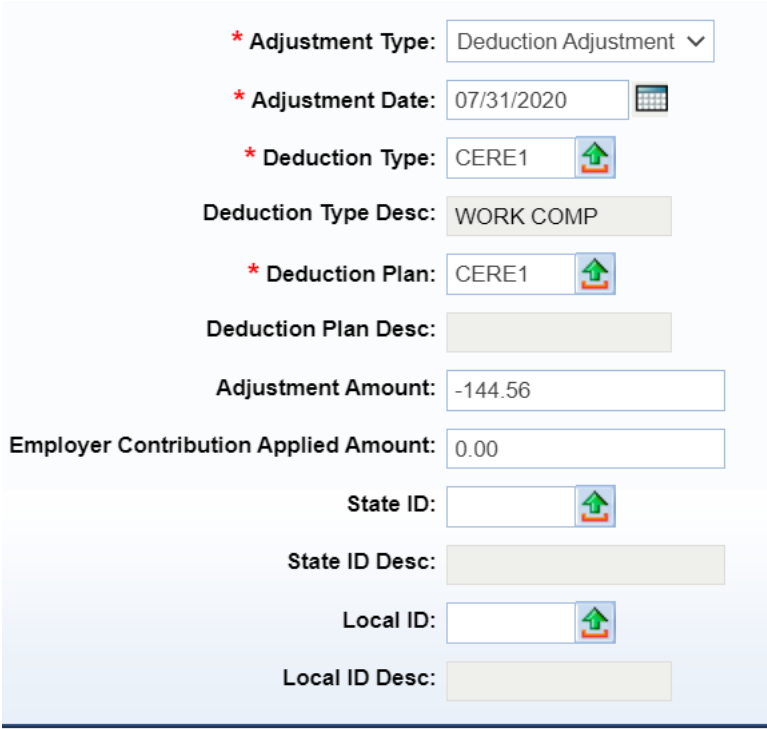



Cash Collection Processing

Step	Description	Screenshots
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Entity Adjustment – this is the subject gross amount. <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p>Adjustment Date: Check Date</p> <p>Deduction Type: CA Unemployment – Employer Specific Code</p> <p>Deduction Plan: CA Unemployment – Employer Specific Code</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	



Cash Collection Processing

Step	Description	Screenshots
07	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Deduction Adjustment – this is the deduction. <p>Adjustment Date: Check Date</p> <p>Deduction Type: Workers Comp – Employer Specific Code</p> <p>Deduction Plan: Workers Comp – Employer Specific Code</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>	
	Click Insert New Line	

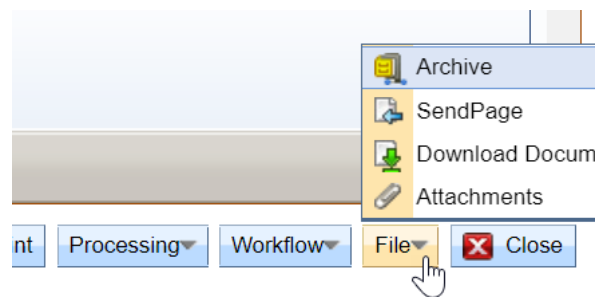
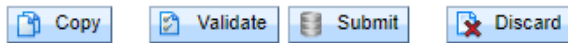
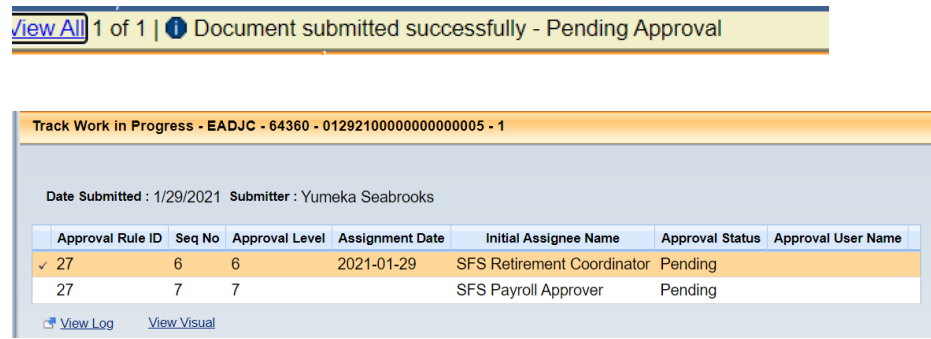
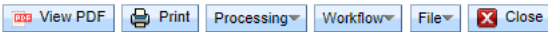


Cash Collection Processing

Step	Description	Screenshots												
	<p>Enter the required information from the Cash Collection Adjustment column.</p> <p>Adjustment Type:</p> <ul style="list-style-type: none">Entity Adjustment – this is the subject gross amount. <p>All deduction adjustments should have an entity adjustment (Subject gross).</p> <p>Adjustment Date: Check Date</p> <p>Deduction Type: Workers Comp – Employer Specific Code</p> <p>Deduction Plan: Workers Comp – Employer Specific Code</p> <p>Adjustment Amount: Enter the total from the form to be adjusted.</p>													
	Click on the Employee tab.													
10	Select Validate													
	<p>Confirm the Fringe Payment is equal to the Fringe Deductions and Non-fringe Payment is equal to Non-Fringe Deductions. If there is a difference, the document will not validate.</p>	<table><tr><td>Fringe Payment:</td><td>-733.98</td><td>Fringe Deductions:</td><td>-733.98</td></tr><tr><td>Non-fringe Payment:</td><td>-4,545.85</td><td>Non-fringe Deductions:</td><td>-4,545.85</td></tr><tr><td></td><td></td><td>Entity Adjustments:</td><td>-38,794.50</td></tr></table> <p>Fringe Payment = Employer Expense Pay Events Fringe Deductions = Employer Paid Deductions Non-Fringe Payment = Employee Pay Events Non-Fringe Deductions = Employee Deductions</p>	Fringe Payment:	-733.98	Fringe Deductions:	-733.98	Non-fringe Payment:	-4,545.85	Non-fringe Deductions:	-4,545.85			Entity Adjustments:	-38,794.50
Fringe Payment:	-733.98	Fringe Deductions:	-733.98											
Non-fringe Payment:	-4,545.85	Non-fringe Deductions:	-4,545.85											
		Entity Adjustments:	-38,794.50											



Cash Collection Processing

Step	Description	Screenshots																					
	Attach the Cash Collection form to the EADJC document before validating and submitting. This will submit the form to SFS for review and final approval																						
10	Select Validate and Submit																						
	When Document is submitted, it enters workflow approval. EADJC documents require approval from SFS before they are in Final status.	 <table><thead><tr><th>Approval Rule ID</th><th>Seq No</th><th>Approval Level</th><th>Assignment Date</th><th>Initial Assignee Name</th><th>Approval Status</th><th>Approval User Name</th></tr></thead><tbody><tr><td>✓ 27</td><td>6</td><td>6</td><td>2021-01-29</td><td>SFS Retirement Coordinator</td><td>Pending</td><td></td></tr><tr><td>27</td><td>7</td><td>7</td><td></td><td>SFS Payroll Approver</td><td>Pending</td><td></td></tr></tbody></table>	Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name	✓ 27	6	6	2021-01-29	SFS Retirement Coordinator	Pending		27	7	7		SFS Payroll Approver	Pending	
Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name																	
✓ 27	6	6	2021-01-29	SFS Retirement Coordinator	Pending																		
27	7	7		SFS Payroll Approver	Pending																		
11	Click Close to close the document.																						



Cash Collection Processing

Print Form

PAYROLL CASH COLLECTION

ATTN: Division of School Financial Services
Accounting Section

Date: _____

(Check One) ☒ Salary Collection

☐ Retirement, Medi, OASDI Contribution

☐ ESA Collection Only

District No.: _____

District Name: _____

Prepared by: _____

Phone No. _____

Ext. _____

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.

A. REFERENCE AREA

Employee Classification: ☐ C - Certificated ☒ N - Non-Certificated

Employee Name: _____

Employee ID: _____

Pay Period: From: _____ To: _____

Warrant No.: _____ Schedule: _____

The data in the Adjustment Column is entered in the EADJC document in HCM.

B. DEPOSIT JOURNAL REFERENCE

PSFS JOURNAL ID: PAYCC _____

C. ESA OVERPAYMENT

ESA Collected

Accounting Distribution: Fund _____ Object 9342

		As Paid	Should Be	Adjust
SECTION D.	1 Basis of Pay (M, D, H, L)	1a) M	1b) M	
	2 Type of Period (S, C, H, Y, 4)	2a) S	2b) S	
	3 Number of Months (10, 11, 12)	3a) 12	3b) 12	
	4 Salary Rate	4a) 8,768.33	4b) 4,222.48	
	5 Retirement Reporting Rate	5a) 4,545.85	5b) 3,332.00	
	6 Percent Time (Monthly Only)	6a) 100.00	6b) 100.00	
	7 Retirement Plan	7a) P9M	7b) P9M	
	8 Units (No. of Days or Hours)	8a) 23.00	8b) 23.00	8c) 0.00
	9 Retirement Gross	9a) 4,545.85	9b) 3,332.00	9c) - 1,213.85
	10 OASDI Gross	10a) 8,768.33	10b) 4,222.48	10c) - 4,545.85
	11 Medicare Gross	11a) 8,768.33	11b) 4,222.48	11c) - 4,545.85
SECTION E.	12 Total Gross	12a) 8,768.33	12b) 4,222.48	12c) - 4,545.85 REG
	13 Federal Withholding Tax	13a) 1,298.57	13b) 340.54	13c) - 958.03 FEDTX
	14 State Withholding Tax	14a) 575.16	14b) 135.51	14c) - 439.65 CATAX
	15 OASDI Deduction	15a) 543.64	15b) 261.73	15c) - 281.91 OASDE
	16 Medicare Deduction	16a) 127.14	16b) 61.23	16c) - 65.91 MEDEE
	17 SDI	17a) _____	17b) _____	17c) 0.00 CASDI
	18 PERS/STRS Reductions	18a) 318.21	18b) 233.24	18c) - 84.97
	19 Alt. Ret. Plan (ARP)	19a) _____	19b) _____	19c) 0.00
	20 Voluntary Deductions (+)	20a) _____	20b) _____	
	(Enter same amount in 20a and 20b)			
21 NET PAY		21a) 5,905.61	21b) 3,190.23	21c) - 2,715.38
+ 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) 896.49	1b) 657.10	1c) - 239.39	
2 OASDI	2a) 543.64	2b) 261.79	2c) - 281.85	OASDR
3 Medicare	3a) 127.14	3b) 61.23	3c) - 65.91	MEDEE
4 SUI	4a) 4.38	4b) 2.11	4c) - 2.27	
5 Worker's Comp	5a) 278.83	5b) 134.27	5c) - 144.56	
6 Worker's Comp Rate	6a) 3.18 %			

G. ADJUSTMENT REASON - District Use Only

Overpayment

County Use Only - DO NOT COMPLETE

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