Government Compensation of California Program

Electronic Reporting Instructions

California State Controller's Office

Division of Accounting and Reporting
Bureau of Local Government Policy and Reporting

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Introduction – Report Preparation Information

The State Controller's Office (SCO) is pleased to present the Government Compensation of California (GCC) report for Calendar Year 2010. To ensure a compliant report, the report preparer(s) should be familiar with the information provided within this instruction packet.

I. Intent of Report

The intent of the GGC report is to capture the salary and compensation data for every position of the city, county or independent special district. **For the purpose of compensation reporting, transit operators (TO) and transportation planning agencies (TPA) are included with independent special districts.**

- Positions include the following:
  - Governing Officers – elected or appointed (including vacancies)
    - District Board Member positions (for independent special district reports)
    - City Council positions (for city reports)
    - County Supervisor positions (for county reports)
  - Full-time employees
  - Part-time employees
  - Temporary or seasonal employees
  - Volunteers
  - Vacant positions
- The total salary, compensation, and benefits for each and every position that are paid by the city, county, and independent special district, including:
  - Governing Officers (District Board member, City Council member, or County Supervisor member)
  - Full time positions
  - Positions occupied for only a portion of the year
  - Positions in which two or more persons occupied the same job during different times of the 2010 calendar year
- The report must **NOT** include the following information:
  - The actual names of those serving in a particular position
  - Positions filled by independent contractors
    - **Note:** For clarification of employee vs. contractor, consult Internal Revenue Service Publication 15-A. http://www.irs.gov/publications/p15a/index.html
  - Any Compensation reported on form 1099
    - **Note:** If any governing officer (District Board member, City Council member, or County Supervisor) compensation was issued via a 1099 form, you must still report the positions, but do not report the wages.

II. General Reporting Requirements

These instructions will serve as a guide in completing the GCC report.

1. **Report - Due Date**
   - The report must be submitted to the SCO on or before Tuesday, October 18, 2011.
2. **Report - Format Requirements**
   - The GCC report format is an excel spreadsheet template designed and provided by the SCO.
   - The SCO report template must be used to prepare and submit the report.
   - You may not use a facsimile, approximation, or any substitute of the SCO report template.
   - The spreadsheet can be downloaded from the State Controller's website. (See page 6 for the download address link.)
3. **Report - Content Requirements**
   - AT A MINIMUM, ALL REPORTS MUST CONTAIN AT LEAST **THREE GOVERNING OFFICERS**
     - For Special Districts – the District Board members
     - For Cities - the City Council members
     - For Counties - the County Supervisor members
   - Any other city, county or special district positions. This includes:
     - Full-time staff
     - Part-time and temporary (seasonal) staff
       - **Note:** Do not include contractors or positions paid via a 1099 form (District Board Members, City Council members, or County Supervisor members paid via 1099 must still be included, just not the 1099 wages)
   - All salary information for each position must be entered into the report spreadsheet. This includes, but not limited to:
     - Wages issued via a W-2
     - Meeting Attendance Stipends/ Allowances (for District Board members, City Council members, County Supervisor members)
     - Call Fees (for firefighters, etc.)
     - Longevity Pay
     - Overtime
     - Sick Leave Payouts
     - Final Payouts
     - Vacation Payouts
   - Specified Compensation information, including:

- Any monies contributed by the local agency to the employee's defined pension benefit for any portion normally paid by the employee
- Any monies contributed by the district to the employee's deferred compensation
- Any monies paid by the district for employee's health, dental, and vision

- Compensation NOT included
  - Wages paid via a 1099 form
    - **Note:** District Board members, City Council members, or County Supervisor members receiving compensation via 1099 must still be included in the report, but their wages must be listed as zero.
  - Defined Contributions (i.e. a percentage of salary paid by the district into a retirement fund during the employment tenure)
  - Car Allowance or other related compensation

4. Report - Data Format Requirements

- For each position entry, the following columns cannot be left blank:
  - Department
    - This column must contain an entry related to a defined department title, e.g. Administration, Fire, Maintenance, Parks, Police, Public Works, Water, etc.
    - Do not populate this column with entries such as: None, No Employees, the name of the county, city, or district.
  - Classification
    - This column must contain an entry related to a job title, e.g. Chief Executive Officer, General Manager, Maintenance Worker, Physician, Technician, etc.
    - Do NOT include: None, No employees, etc.
- For all alpha entries, use Proper Case only
  - Proper Case is where first letter of each word is capitalized and all other letters are displayed in lower case
  - **DO NOT use ALL CAPS**
  - If a position has an associated roman numeral II or higher (e.g. Technician III), all numerals must be capitalized. Example: "Technician III" rather than Technician Iii"

- Use a separate row for each employee within each position. A single position may be listed multiple times for each department, **including <u>unfilled positions</u>**.
  - Example: If you have five Administrative Assistants, you will use one row for each of the positions, so a total of five rows will be used for Administrative Assistant.

- Wage and compensation for each associated position must be entered on the same row as the respective position

- **Do NOT** enter or include the following in the report:
  - Names of employees or board members
  - Social Security Numbers
  - Independent contractors

III. Download The Report Template from Controller's Website

The report template for the Local Government Compensation Report may be downloaded from the SCO's website: **http://www.sco.ca.gov/ard_locinstr_lgcomp_forms.html**

File Download Instructions

Upon linking to the Local Government Compensation Report webpage, scroll down the page to the section titled "**Preparing Your Report - Report Template for Cities, Counties and Special Districts.**"

1. In this section, there are three Report Group Templates. Identify the report template group that fits your agency:
   - For Cities, choose the City Report Group Template
   - For Counties, choose the County Report Group Template
   - For Independent Special Districts, there are several options:
     - For Transit Operators, choose the Transit Operator Group Template
     - For Transportation Planning Agencies, choose the Transportation Planning Agency Group Template
     - For all other Independent Special Districts, choose General Special District Group Template
2. Within each report group template section, there are two versions of the Report File template in Excel.
   - MS Office Excel 2007
   - MS Office Excel 97-03
3. Choose the "LGCompensation File" Excel version best fits your current operating system
4. Click on that version. An "Open/Save" pop-up prompt will appear
5. Click the "Open" button
6. Once the template opens, you are now ready to begin preparing your report
7. Proceed to Section A. Report Identification and Contact Information on page 7

Section A. Report Identification and Contact Information

Begin preparing your report by completing the individual fields in the top portion of the report template

Step 1: Enter Entity Name

This field contains a list of local agency names (Either Cities, Counties, or Independent Special Districts)

1. Click the arrow at the right of the Entity Name field. Scroll the drop-down list to find your city, county, or independent special district name.
2. Click enter

Step 2: Saving and Naming the Report File

1. Save the file using the "Save As" option
2. Name the file "2010" plus a dash (-) plus the eleven-digit Assigned ID number

   Example: 2010-12345678901

Step 3: Enter the internet address to your Human Resources Web Page

This entry must be the full web link. Example: http//:www.district.gov/hrhomepage.html

If your agency does not have a Human Resources webpage, do one of the following:

1. Enter your agency's home webpage.
2. Leave the field blank. Do NOT enter "None" or "N/A"

Step 4: Employees Hold More Than One Position?

Once the cursor is placed into this field, the field will display a dropdown list arrow. Click the arrow to reveal the two entry choices - "Yes" or "No."

1. You MUST Select either "Yes" or "No"
   - A "Yes" selection indicates that one (or more) individual(s) employed under your Special District held more than one position, <u>at the same time for the time period you are reporting</u>. Refer to Section B, Step 3 on page nine of these instructions for further instruction on the Multiple Positions Footnote.
   - A "No" selection indicates that individual(s) employed under your local agency DID NOT hold more than one position (Classification).

Step 5: Preparer Contact Information

Complete the following fields:

1. **Preparer Name:** Enter the name of the individual who prepared this report, and will be able to answer questions regarding the data reported.
2. **Phone Number:** Enter the phone number of the preparer.
3. **E-mail Address:** Enter the e-mail address of the preparer.

Proceed to Section B. Entering Salary and Compensation Data for Each Position

Section B. Entering Salary and Compensation Data for Each Position

The report file template is formatted in a standard Excel layout. Each row represents one position. All data reported on that row relates to that particular position (classification).

IMPORTANT NOTE FOR ENTERING DATA INTO SPREADSHEET: SCO has embedded automated data-checking elements into the spreadsheets. As such, if you decide to cut and paste data from your internal files, only do so by pasting one COLUMN of information at a time.

DO NOT cut and paste ROWS (or Multiple columns) of information. Cutting and pasting rows (or more than one column) of data will disrupt the embedded elements mentioned above and cause your report to be rejected.

Complete the following column fields:

Step 1: Department Column:

Enter the Department name

- The department name must be formatted in "Proper Case" (Do Not use ALL CAPS)
- Abbreviations and numerals are not accepted
- Entries must contain a defined department title, e.g. Administration, Fire, Maintenance, Parks, Police, Public Works, Water, etc.
- Do not populate this column with entries such as: None, No Employees, or the name of the county, city, or district

Step 2: Classification Column:

Enter the Classification for each position

- The Classification (position title) name must be formatted in "Proper Case"*
- Entry related to a job title, e.g. Chief Executive Officer, General Manager, Maintenance Worker, Physician, Technician, etc
- Abbreviations are not accepted
- Do not include employee names or position numbers
- For stepped classifications use Roman Numerals:

  Example: "Clerk II" in place of "Clerk 2"; "Accountant III" in place of "Accountant 3", etc.

Example of a Compliant File Entry for Department and Classification:

Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum	Total 2010 Wages Subject to Medicare (Box 5 of w-2)	Applicable Defined Benefit Pension Formula	Employees' Share of Pension Benefits	Deferred Compensation	Health, Dental, and Vision
Administration	Clerk II		30,000	50,000	70,000	2%@55	$2,000	$400	0

Step 3: Multiple Positions Footnote:

This column is designed for circumstances where two or more positions are held by the same person at the same time.

1. If your agency does not have two or more positions held by the same employees at the same time:
   a. Skip this section and leave the column fields blank. DO NOT enter 'N/A" or "None"

   Note: The multiple position footnote does not apply to situations in which the same position (classification) is held by two or more people at different times during the year. For additional information pertaining to this scenario, refer to Step 6 below.

2. If your agency does have at least two positions that are held by the same person at the same time:
   a. Enter a letter on the row of each position concurrently held by the same person

   Example:

   - If an employee held more than one position (Classification) at the same time during Calendar Year 2010, enter an "A" in this column for all of the positions held by that employee.
   - If another employee held more than one position (Classification) at the same time, continue the letter sequence for that employee by entering "B" in this column for all of the positions held by that employee, etc.
   - For districts that have more employees who held multiple positions than the alphabet has letters, you may double and even triple up on the letters, (i.e. A, B - Z, AA, BB – ZZ, AAA, BBB – ZZZ). If you go beyond 78 employees that held multiple positions, please use the number system, (i.e. 1, 2, 3, and so forth).

     Note: The multiple position footnote affects how data is entered into the following columns: "Total 2010 Wages", "Pension Benefits", "Deferred Compensation" and "Health, Dental, Vision."

     On the row of the employee's primary position, enter dollar amounts and other compensation for all the relevant columns. For any additional positions held by that employee, enter "0" for the "Total 2010 Wages", "Pension Benefits", "Deferred Compensation" and "Health, Dental, Vision" columns.

Example of a Compliant File Entry with multiple positions: For the employee holding more than one position (Classification column), the related columns in the secondary position are entered as zeros

Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum	Total 2010 Wages Subject to Medicare (Box 5 of W-2)	Applicable Defined Benefit Pension Formula	Employees' Share of Pension Benefits	Deferred Compensation	Health, Dental, and Vision
Administration	Clerk II	A	30,000	50,000	70,000	2%@55	2,000	5,700	3,400
Public works	Truck Driver	A	10,000	25,000	0.00	2%@55	0.00	0.00	0.00
Public works	Office Technician		30,000	50,000	49,000	2%@55	$2,000	$5,700	$3,400

Step 4: Annual Salary Minimum:

Enter the minimum base salary/pay for each position (Classification), in an annual amount.

- To calculate the annual entry-level salary from hourly wages, convert hourly pay to equivalent full-time pay, including part-time positions or employees, and calculate accordingly. (i.e. take the minimum base wages and multiple by full-time hours)
- Do not include additional compensation (i.e. bilingual pay, overtime, hazard pay, etc.)
- For employees who do not have a minimum salary, enter their current annual salary in this column

Step 5: Annual Salary Maximum:

Enter the maximum base salary/pay for each position (Classification), in an annual amount.

- To calculate the annual top-level salary from hourly wages, convert hourly pay to equivalent full-time pay, including part-time positions or employees, and calculate accordingly. (i.e. take the maximum base wages and multiply by full-time hours)
- Do not include additional compensation (i.e. bilingual pay, overtime, hazard pay, etc.)
- For employees who do not have a maximum salary, enter their current annual salary in this column

Step 6: Total 2010 Wages Subject to Medicare (Box 5 of W-2):

Enter the amount the local agency paid for each particular position. (Box 5 of the employee's 2010 W-2)

- If the position was filled by an employee that did not have wages subject to Medicare, calculate the total compensation prior to any deductions that generally reduce the amount reported in Box 1 of that employee's W-2.

  Since Box 1 includes only the taxable gross portion of an employee's wages, add in any amounts that reduced the taxable gross. These may include employee contributions to tax deferred pension plans, cafeteria plans, flexible spending accounts and employee contributions to Deferred Compensation or Tax Sheltered Annuity programs.

  Example:

	$ 4,000	Employee's wage noted in W-2 Box 1
	$ 500	Deferred Compensation
+	$ 200	Employee contribution to pension plan
	$ 4,700	Wages Subject to Medicare

Note – How to calculate wages for a position shared by two employees at different times:

On occasion, an employee may promote or retire and another employee backfills a position. Thus, two employees would essentially hold the same job, just at different times during the year.

Example: If Bob serves in a position for 3 months of a given calendar year and then leaves, and Sally moves into Bob's vacated position and serves the remaining 9 months of the same calendar year, the calculation would be as follows:

The wages paid to Bob for three months would be added to the wages paid to Sally for 9 months to yield a combined total wage for the whole year for that particular position.

Any compensation for retirement, deferred compensation, and health benefits would also be combined in their respective fields in the report.

For additional explanation, see the "Sample Report – Multiple Positions" on the Local Government Compensation Report web page at: http://www.sco.ca.gov/ard_locinstr_lgcomp_forms.html .

Step 7: Applicable Defined Benefit Pension Formula:

Enter the Pension Formula, if applicable, for each classification (position). The entry must include the percentage and an age, e.g. 2% @ 55. Entries without either of those two elements are non-compliant.

Examples of compliant entries are: 2% AT 55, 2 @ 55, 2 AT 55, 2/55, Too many formulas to list, and N/A

Note: If a position (classification) does not have a Defined Benefit Pension formula leave this field blank. **Do NOT** enter Defined Contribution formulas in this field.

Example of a Compliant File Entry with Applicable Defined Benefit Pension Formula:

Department	Classification	Multiple Positions Footnote	Annual Salary Min	Annual Salary Max	Total 2010 Wages Subject to Medicare (Box 5 of w-2)	Applicable Defined Benefit Pension Formula	Employees' Share of Pension Benefits	Deferred Compensation	Health, Dental, and Vision
Administration	**Clerk II**	**A**	**30,000**	**50,000**	**70,000**	**2% @55**	**2,000**	**5,700**	**3,400**
Public works	**Truck Driver**	**A**	**10,000**	**25,000**	**0.00**	**2%@55**	**0.00**	**0.00**	**0.00**
Public works	Office Technician		**30,000**	**50,000**	**49,000**	**2@55**	**2,000**	**5,700**	**$3,400**
Administration	**Clerk**		**30,000**	**50,000**	**72,000**	**2% @55**	**2,000**	**5,700**	**3,400**
Administration	**Administrative Assistant**		**10,000**	**25,000**	**23,000**	**N/A**	**0**	**0**	**0**

Step 8: 2010 Employer Contribution: Employees' Share of Pension Benefits:

In a number of instances, an employee's pension plan may be funded by separate monetary contributions from two sources - the employer and the employee. The distinction between these two contributions is characterized as "the employer's share" and the "employee's share". Occasionally, and usually as part of an incentive to the employee, the employer will make a monetary contribution to the employee's share.

The contribution by the employer to the employee's share is defined as the "Employer's contribution to the Employee's Share of Pension Benefit" and it is this contribution (dollar amount) that must be captured in the report.

Example: If the employees' share is 7% and your agency paid 2% of that 7%, then include the actual dollar amount of the 2%.

If there is no dollar amount or the column is not applicable, leave this field blank or enter a zero ("0").

Note: Do not enter employer contributions for Defined Contributions, i.e. monies paid to a fund based on a percentage of annual salary for the duration of employment, or contributions under Section 401 (k) and Tax Sheltered Annuity plans under Section 403 (b). These entries should be made in the column referenced in Step 9 of these instructions.

Step 9: 2010 Employer Contribution: Deferred Compensation:

Enter the actual total employer contribution (In Dollars) toward the employee's Deferred Compensation plan. This includes Deferred Compensation/Defined Contribution plans such as: 401(a), (b), (k), 403(b), 457 plans.

- **Deferred Compensation**: Agency contributes a matching amount of money based on employee's contribution to an investment fund.

  Example: Employee annually contributes $2000 to a 401(k) and the agency matches that contribution in the same amount. Enter $2,000. Do **NOT** add the amount that the employee contributes.

- **Defined Contribution:** Agency contributes a percentage of the employee's salary into an investment fund, regardless of whether employee contributes. Convert that percentage to an annual dollar amount and enter.

  Example: Agency pays 7% of employee's $50,000 annual salary. Seven percent of $50,000 is $3,500. Enter $3,500. Do **NOT** enter the salary percentage formula.

Note: Regardless of employee contribution to investment funds, if the district does not contribute any monies, leave this field blank or enter a zero ("0").

Step 10: 2010 Employer Contribution: Health, Dental, Vision:

Enter the actual total employer contribution (In Dollars) toward employee's Health, Dental, and/or Vision care plan.

If your district provides a cafeteria allowance, report the total amount that the employee used for Health, Dental, and/or Vision care plan.

The remaining amount will show up in Box 5 of the W-2 column of this report. If an employee does not have information for this column, leave this field blank or enter a zero ("0").

Section C. Report Submission Requirements

- Please DO NOT SEND THE REPORT via mail, fax, or PDF.
- The report must be sent via File Transfer Protocol (FTP).
- Use the enclosed FTP instructions for filing the GCC Report.