

State of California

***Government  
Compensation in  
California Program***

Frequently Asked Questions



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California State Controller's Office

## Government Compensation in California (GCC) Report FAQs

- *Our district does not have any paid employees – Do I need to submit a GCC report?*
  - Yes – we require that Board Members are included in the report, even if they are unpaid. Enter the Department name (i.e. Board Member, Board of Directors), the Classification (i.e. Director, Trustee), and leave the remaining fields blank.
- *Do contracted employees need to be reported?*
  - No – only employees who received a W-2 for the calendar year and board members (compensated or uncompensated) are to be reported.
- *Do we need to include names on the report?*
  - No – names are not permitted.
- *When is it appropriate to identify an employee as an “Elected Official”?*
  - An employee is considered an elected official when their position with that specific entity is attained via public election, or when they are appointed to fill out the remainder of a previously elected official’s term. Individuals serving for multiple entities should only be listed as elected officials for the entities to which they were specifically elected. For example, if an employee is elected to the city council and subsequently appointed as a board member for a special district, they would be listed as an elected official on the city’s GCC report, and would not be listed as an elected official on the special district’s GCC report.
- *If there is no Department name for an employee’s position, what should I enter in that column?*
  - You can enter the name of the entity or type of activity performed. (i.e. ABC Finance Authority, Water, Fire)
- *If one position is held by two or more employees during the year, do I need to enter anything in the “Multiple Positions Footnote” field?*
  - No – a multiple position footnote is only entered when one employee held two or more positions concurrently during the calendar year. If a position is held by two or more employees during the year, please provide separate entries for each employee.

- *If an employee was promoted or changed positions during the year, do I need to enter anything in the “Multiple Positions Footnote” field?*
  - No – a multiple position footnote is only entered when an employee held two or more positions concurrently during the calendar year. If an employee was promoted or changed positions during the year, report the position that was held at the end of the year with pay and benefit information for all positions held during the year.
  
- *What type of compensation is considered “Annual Regular Pay?”*
  - This is the base salary paid to the employee that is associated with their position(s) held during the calendar year.
  
- *What if employee’s wages are not subject to medicare taxes (Box 5 of W-2)?*
  - For an employee who held a position that did not have wages subject to medicare taxes, use the amount reported in Box 1 of that employee’s W-2 and add back any deferrals and deductions that would have been medicare taxable.
  
  - For information on positions that are not subject to medicare taxes, refer to *Internal Revenue Service Publication 15-A Employer’s Supplemental Tax Guide*: <https://www.irs.gov/pub/irs-pdf/p15a.pdf>
  
  - For information on benefits not subject to medicare taxes, refer to *Internal Revenue Service Publication 15-B Employer’s Tax Guide to Fringe Benefits*: <https://www.irs.gov/pub/irs-pdf/p15b.pdf>
  
- *What is “Lump Sum Pay?”*
  - Lump sum pay is a one-time cash payment from the employer. (i.e. cash out of vacation time at the point of separation)
  
- *What does “Other Pay” include?*
  - Other pay includes, but is not limited to the following: car allowances, meeting stipends, incentive pay, bonus pay, hazard pay, bilingual pay, on-call pay, and any other pay that is medicare taxable and not part of the base salary.
  
- *How should I report retroactive pay?*
  - Since the wages reported are from Box 5 of the W-2, you should report retroactive pay in the year it was received.
  
- *Do I need to adjust the annual salary ranges for calendar years with extra pay periods?*
  - No - the salary ranges are based on the position’s salary schedule, regardless of the pay period fluctuation for certain calendar years.

- *The Microsoft Excel template is not letting me paste data from another spreadsheet or allowing me to work with formulas – is it protected?*
  - Yes – the template is protected to preserve formatting. To perform copy and paste of all data from another spreadsheet, make sure the number of columns on the source file matches those on the reporting template; no data is to be entered outside of the provided columns. You can work with formulas in a separate Excel spreadsheet and copy and paste the final values to the report template. To do so, select the cells to be copied, right click the destination cell in the report template, and select “123” (Values) that is found under paste options. This will eliminate all formulas and formats associated with your separate working files.
  
- *What is difference between the “Retirement Plan: Employees’ Share Paid by Employer” and the “Defined Benefit Plan: Employer’s Share” column?*
  - The “Retirement Plan: Employees’ Share Paid by Employer” column includes the retirement contribution paid by the employer that would normally be covered by the employee. For example, if the employee’s retirement contribution share is 7%, but the employer covers 2% of that 7%, enter the 2% (dollar amount) in this column. The “Defined Benefit Plan: Employer’s Share” column is the employer’s retirement contribution amount for the employee’s defined benefit plan.
  
- *How should I report cafeteria allowances?*
  - If the employer provides a cafeteria allowance, report the portion used in the “Health, Dental, Vision” column, and report any unused portion in the “Other Pay” column. For example, if an employee receives \$1,000 cafeteria allowance. Employer pays \$800 of the allowance and includes it in the employee’s “Health, Dental, Vision” column. The remaining \$200 of the allowance is unused but the employee receives this amount as pay. Include the \$200 in the “Other Pay” column for the employee.
  
- *How do I submit a GCC report using the File Transfer Protocol (FTP)?*
  - To submit a report using the FTP, refer to the FTP Instructions available on the State Controller’s Office website:  
[https://www.sco.ca.gov/ard\\_locinstr\\_gcc\\_reporting.html](https://www.sco.ca.gov/ard_locinstr_gcc_reporting.html)

*These FAQs are located on the State Controller's Office website at:  
[https://www.sco.ca.gov/ard\\_locinstr\\_gcc\\_reporting.html](https://www.sco.ca.gov/ard_locinstr_gcc_reporting.html)*

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