

State of California
***Government
Compensation in
California Program***

2015 Reporting Instructions



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California State Controller's Office

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Introduction – Report Preparation Information

The State Controller's Office (SCO) is pleased to present the Government Compensation in California (GCC) reporting instructions for calendar year 2015. The reporting instructions provide guidance on completing and submitting the GCC report to the SCO.

I. Intent of the Report

The intent of the GCC report is to capture the salary, compensation, and benefit information for every compensated employee and board members (compensated or uncompensated) who received a W-2 for calendar year 2015.

- Report compensation information for:
 - Governing officers – paid or unpaid
 - Full-time employees
 - Part-time employees
 - Temporary employees
 - Seasonal employees
- If you did not employ any paid employees who received W-2's for the calendar year, submit a GCC report that contains the Department and Classification of the governing officers.
- Do not report information on positions filled by independent contractors.
 - For clarification of employee vs. contractor, refer to *Internal Revenue Service Publication 15-A Employer's Supplemental Tax Guide* at:

<https://www.irs.gov/pub/irs-prior/p15a--2015.pdf>
- Do not include any pay reported on IRS Form 1099.

II. General Reporting Requirements

1. Report - Due Date

The reporting due date is provided on the GCC alert letter regarding the *2015 Government Compensation in California Report*.

2. Report - Format Requirements

Click on the appropriate URL list below to download the GCC report template from the State Controller's Office website. This is the only report format that can be used.

- Cities, Counties, Special Districts: http://www.sco.ca.gov/ard_locinstr_lgcomp_forms.html
- K-12, UC, Community College: http://sco.ca.gov/ard_locinstr_govcomp_edu.html
- Fairs & Expositions, First 5, Superior Courts: http://sco.ca.gov/ard_locinstr_govcomp.html

III. Detailed Reporting Requirements

Section A. Report Identification and Contact Information

This is the header portion of the GCC report.

State Controller's Office - Division of Accounting and Reporting Local Government Compensation Report - Calendar Year 2015				Preparer Contact Information	
Entity Name				Preparer Name	
Human Resources Web Page				Phone Number	
Employees Hold more than One Position?	(Enter 'Yes' or 'No')	'Save As' Filename		E-mail Address	

Step A1: Entity Name

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.

Step A2: Save As Filename

Save the GCC report file to your computer. The filename should be the reporting year and your 11 digit unique identification number 2015-xxxxxxxxxx. Your unique identification number is located on your reporting template embedded in the ‘Save As’ Filename box in **red font**.

For example, the filename for entity ABC will be **2015-12345678910.xlsx** and the unique identification number is “12345678910,” the last 11 digits, as shown below:

State Controller's Office - Division of Accounting and Reporting Local Government Compensation Report - Calendar Year 2015			
Entity Name			
Human Resources Web Page			
Employees Hold more than One Position?	(Enter 'Yes' or 'No')	'Save As' Filename	

Step A3: Human Resources Web Page

Enter the Uniform Resource Locator (URL) for your entity’s human resources (HR) web page in to the “Human Resources Web Page” field.

If your agency does not have a Human Resources web page, you can enter “None” or leave the field blank.

Step A4: Employees Hold More Than One Position?

- Select “Yes” or “No” from the drop-down list.
 - Yes – indicates that your agency had employees who held more than one position concurrently during the course of the calendar year.
 - No – indicates that your agency did not have any employees who held more than one position concurrently during the course of the calendar year.
- Refer to Section B, Step B3 for details on the **Multiple Positions Footnote** column.

Step A5: Preparer Contact Information

- In the “Preparer Name” field, enter the name of the individual who prepared this report and will be able to answer questions regarding the data reported.
- In the “Phone Number” field, enter the phone number including the area code of the report preparer.
- In the “Email Address” field, enter the e-mail address of the report preparer.

Preparer Contact Information	
Preparer Name	John Doe
Phone Number	(123) 456-7890
E-mail Address	john.doe@entityABC.org

Section B. Salary and Compensation Data for Each Employee

This is the compensation detail portion of the GCC report.

- Each row represents an employee who received a W-2 for the calendar year, or
- Additional positions that were held concurrently during the calendar year. (Refer to Section B, Step B4 for details on the **Multiple Positions Footnote** column)
- The GCC report contains protected cells. Do not reformat the cells of the spreadsheet. This may cause your report to be rejected.
- 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. The number of columns on the spreadsheet you are copying data from must match the number of columns on the GCC reporting template.

						Total Wages Subject to Medicare (Box 5 of W-2):				Applicable Defined Benefit Pension Formula	Employer Contribution:			
Elected Official Enter 'Y'	Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum	Total Regular Pay	Overtime Pay	Lump Sum Pay	Other Pay		Defined Benefit Plan: Employees' Share Paid by Employer	Defined Benefit Plan: Employer's Share	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 = 99,999,999	Whole Dollars Only Maximum = 99,999,999	Whole Dollars Only Maximum = 99,999,999	Whole Dollars Only Maximum = 99,999,999	Whole Dollars Only Maximum = 99,999,999	Whole Dollars Only Maximum = 99,999,999	Alphanumeric 50 Characters Maximum	Whole Dollars Only Maximum = 99,999,999	Whole Dollars Only Maximum = 99,999,999	Whole Dollars Only Maximum = 99,999,999	Whole Dollars Only Maximum = 99,999,999

Step B1: Elected Officials

- An elected official is publicly elected by the voters or appointed to a fixed term of office by either the city council or board of supervisors. The individual must be elected by the voters or appointed to a fixed term for the board they are serving on. For example, if a board member for a special district is an elected official for their respective city, but was not elected by the voters for the special district, they are considered an elected official on the city GCC report, but not on the special district GCC report.

- In the **Elected Official** column, enter a “Y” if the row represents a position filled as a result of an election or interim appointment in place of an elected official. Note: (you do not need to enter an “N” for the non-elected officials).
- Elected officials **may** include, but are not limited to:
 - Assessors
 - Auditor-Controllers
 - Board Members
 - City Attorneys
 - City Council Members
 - Clerks
 - Controllers
 - County Supervisors
 - District Attorneys
 - Mayors
 - Public Defenders
 - Sheriffs
 - Treasurer-Tax Collectors

Step B2: Department

In the **Department** column, enter the department name if applicable.

- Use alphanumeric characters (100 characters maximum).
- Use proper case. (i.e. Administration, Finance, Public Works, etc.)
- **Do not use abbreviations.**

Step B3: Classification

In the **Classification** column, enter the job title or position name.

- Use alphanumeric characters (100 characters maximum).
- Use proper case. (i.e. Accountant, Clerk, Director, etc.)
- Use standard job title or position name for individuals who received a W-2 for calendar year 2015:
 - Governing officers – paid or unpaid
 - Full-time employees
 - Part-time employees
 - Temporary employees
 - Seasonal employees
 - Volunteer employees
- For stepped classifications use roman numerals. (i.e. Accountant I, Clerk IV, etc.)
- Do not include employee names, employee numbers, or position numbers.

Step B4: Multiple Positions Footnote

In the **Multiple Positions Footnote** column, enter a unique number to identify employees who held multiple positions concurrently during the calendar year.

- Use a numeric character (5 characters maximum).
- Enter a unique number for each employee who held multiple positions concurrently.
- The employee's total wage information and employer contribution information for all concurrently held positions are reported on one primary row using the most recently held position or the position with the highest maximum annual salary.
- Use subsequent rows for information related to other concurrently held positions. Enter the Department, Classification, Annual Salary Minimum/Maximum (in Steps B5 and B6), and Pension Formula (in Step B11) on the subsequent rows. Enter zeros for wage information and employer contribution information.
- The example in Figure 2 on Page 8 shows an employee who held two positions concurrently during the calendar year: one position was as an Accountant I, the other position was a Clerk II. "246" is an example of a unique number that identifies the multiple positions held by this employee.
- The **Multiple Positions Footnote** column should be left blank if the employee has only one position during the calendar year. The example in Figure 1 on Page 8 shows an employee with one position.
- The **Multiple Positions Footnote** column should be left blank if an employee transferred, promoted, or worked in multiple positions that did not have overlapping dates of service. For example, if an employee was an Accountant I for the first six months out of the year, then transferred/promoted to an Accountant II for the remaining six months out of the year, do not record the two positions as a multiple position. You will use the position the employee was in most recently in the reporting calendar year.

Figure 1

Scenario 1: Employee appointed one position as of the end of the calendar year

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 Contribution			
					Total Regular Pay	Overtime Pay	Lump Sum Pay	Other Pay		Defined Benefit Plan: Employees' Share Paid by Employer	Defined Benefit Plan: Employer's Share	Deferred Comp/ Defined Contribution Plan	Health, Dental, Vision
Administration	Accountant I		24,000	36,000	31,250	1500	0	0	2% @ 55	0	2500	0	2000

Employee works in Administration

- Appointed as an Accountant I
- Worked 1/1/2012 to 12/31/2012
- Annual Total Wages Subject to Medicare (Box 5 of W-2) is \$32,750
 - \$31,250 in total regular pay
 - \$1,500 in overtime pay

Figure 2

Scenario 2: Employee appointed two positions at any time during the calendar year

	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 Contribution			
						Total Regular Pay	Overtime Pay	Lump Sum Pay	Other Pay		Defined Benefit Plan: Employees' Share Paid by Employer	Defined Benefit Plan: Employer's Share	Deferred Comp/ Defined Contribution Plan	Health, Dental, Vision
Primary Row	Finance	Accountant I	246	24,000	36,000	31,250	2250	0	3000	2% @ 55	0	2500	0	2000
Secondary Row	Administration	Clerk II	246	18,000	24,000	0	0	0	0	Too Many Formulas To List	0	0	0	0

Enter Total Wages Subject to Medicare and Employer Contribution information for all concurrently held positions on one primary row using the most recently appointed position or the position with the highest maximum annual salary.

Use subsequent rows for information related to other concurrently held positions. Enter only position-related information on this row (Department, Classification, Annual Salary Minimum/Maximum, Pension Formula). Enter zeros for wage information and employer contribution information.

Employee's Annual Total Wages Subject to Medicare (Box 5 of W-2) is \$36,500

- Appointed as an Accountant I in Finance
- Worked 1/1/2012 to 12/31/2012
- \$20,250 in regular pay
- \$2,250 in overtime pay

- Also appointed as a Clerk II in Administration
- Worked 1/1/2012 to 5/31/2012
- \$11,000 in regular pay
- \$3,000 in incentive pay

Calculations:

\$20,250 Accountant I
 + \$11,000 Clerk II
\$31,250 Total Regular Pay
 \$2,250 overtime pay
 + \$3,000 incentive pay
\$36,500 Total Wages

Step B5: Annual Salary Minimum

In the **Annual Salary Minimum** column, enter the minimum annual base salary for the employee's position.

- Use whole dollars only.
- To calculate the annual minimum salary from hourly wages, convert hourly pay to equivalent full-time pay, including part-time employees (i.e. take the minimum base hourly wage and multiply by full-time hours).
- Do not include additional compensation (i.e. overtime pay, incentive pay, etc.).
- Enter zero if there is no salary minimum associated with the employee's position.

Step B6: Annual Salary Maximum

In the **Annual Salary Maximum** column, enter the maximum annual base salary for the employee's position.

- Use whole dollars only.
- To calculate the annual maximum salary from hourly wages, convert hourly pay to equivalent full-time pay, including part-time employees (i.e. take the maximum base hourly wage and multiply by full-time hours).
- Do not include additional compensation (i.e. overtime pay, incentive pay, etc.).
- If there is no maximum salary for the position, enter zero in both the minimum and maximum salary columns.

Total Wages Subject to Medicare (Box 5 of W-2)

- **Total Wages Subject to Medicare** (Box 5 of W-2) excludes wages that are not subject to medicare taxes. It will be reported in steps B7 through B10 in four fields. Deductions subtracted from gross pay to calculate Total Wages Subject to Medicare (Box 5 of W-2) are not captured by the GCC report.
- For instructions regarding cafeteria allowances, see Step B15 on Page 13.
- If an employee 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* at:

<https://www.irs.gov/pub/irs-prior/p15a--2015.pdf>
 - For information on wages not subject to medicare taxes, refer to *Internal Revenue Service Publication 15-B Employer's Tax Guide to Fringe Benefits* at:

<https://www.irs.gov/pub/irs-prior/p15b--2015.pdf>

Step B7: Total Wages Subject to Medicare (Box 5 of W-2): Total Regular Pay

In the **Total Regular Pay** column, enter the dollar amount paid to an employee for regular or base pay.

- Use whole dollars only.
- Enter zero if the employee did not earn regular pay.

Step B8: Total Wages Subject to Medicare (Box 5 of W-2): Overtime Pay

In the **Overtime Pay** column, enter the dollar amount paid to an employee for overtime.

- Use whole dollars only.
- Enter zero if the employee did not earn overtime pay.

Step B9: Total Wages Subject to Medicare (Box 5 of W-2): Lump Sum Pay

In the **Lump Sum Pay** column, enter the dollar amount paid to an employee for lump sum pay.

- Use whole dollars only.
- Enter zero if the employee was not given lump sum pay.
- Lump sum pay includes one-time cash outs such as paid excess vacation/sick leave.

Step B10: Total Wages Subject to Medicare (Box 5 of W-2): Other Pay

In the **Other Pay** column, enter the dollar amount paid to an employee for any other pay not reported as regular pay, overtime pay, or lump sum pay. Other pay includes but is not limited to the following: car allowances, meeting stipends, incentive pay, bonus pay, retention pay, hazard pay, bilingual pay.

- Use whole dollars only.
- Enter zero if the employee was not given other pay.

Step B11: Applicable Defined Benefit Pension Formula

In the **Applicable Defined Benefit Pension Formula** column, enter the defined benefit pension formula for employees under a defined benefit plan.

- Use alphanumeric characters (50 characters maximum).
- If providing a formula entry, include a percentage representation and an age. (i.e. 2% @ 55)
- For defined benefit formulas that contain more than 50 characters, enter "Too Many Formulas to List" in the column.
- Enter "N/A" if the position does not have a defined benefit pension formula.

Employer Contributions: Pension Systems

There are two types of pension systems:

- Defined benefit system - benefits are predetermined by a formula, based in part on an employee's age at retirement, final average salary and length of service. The employer's contributions are determined on the basis of benefits to be paid.
- Defined contribution system - the rate of contribution by the employer, and sometimes by the employee, is fixed. Therefore, the employee's pension benefit will be whatever amount the accumulated contributions plus investment earnings will provide at retirement.

The diagram in Figure 3 on Page 13 shows the two types of pension systems and illustrates which employer contribution amounts are to be reported in Steps B12 through B14 for each plan.

An employee's pension plan may be funded by separate monetary contributions from two sources - the employer and the employee. Occasionally, the employer will make a monetary contribution to the employee's share.

The GCC report captures only the amounts paid by the employer and does not include employee contributions.

Step B12: Employer Contribution: Defined Benefit Plan – Employees' Share Paid by Employer

In the **Defined Benefit Plan – Employees' Share Paid by Employer** column, enter the contribution (dollar amount) paid by the employer, on behalf of the employee, towards the employee's share of pension benefits.

- Use whole dollars only.
- Enter zero if there is no employer contribution.
- For example: Employee's share is 7% and employer paid 2% of that 7%. Enter the dollar amount (the dollar value of the 2%) for the employer's share of the contribution.
- Include amounts the employer paid on behalf of the employee; do not include any amounts that the employee paid.

Step B13: Employer Contribution: Defined Benefit Plan – Employer's Share

In the **Defined Benefit Plan – Employer's Share** column, enter the required employer contribution (dollar amount) paid by the employer towards the employee's defined benefit plan. This corresponds to the dollar amount of the Applicable Defined Benefit Pension Formula column that is paid by the employer to the retirement system.

- Use whole dollars only.
- Enter zero if there is no employer contribution.

Step B14: Employer Contribution: Deferred Compensation/Defined Contribution Plan

In the **Defined Contribution/Deferred Compensation Plan** column, enter the employer contribution (dollar amount) paid by the employer towards the employee's defined contribution/deferred compensation plan.

This includes defined contribution/deferred compensation plans such as 401(a), (b), (k), 403(b), and 457 plans.

- Use whole dollars only.
- Enter zero if there is no employer contribution.
- Deferred compensation: Employer may contribute a matching amount of money based on the employee's contribution to an investment fund.

For example: Employee annually contributes \$2,000 to a 401(k) and the employer matches that contribution in the same amount. Enter \$2,000 in the column for the employer's share of the contribution.

- Defined contribution: Employer 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.

For example: Employer pays 7% of employee's \$50,000 annual salary. Enter \$3,500 (7% x \$50,000) in the column for the employer's share of the contribution.

Figure 3

Current GCC Report Fields – as of May 25, 2012

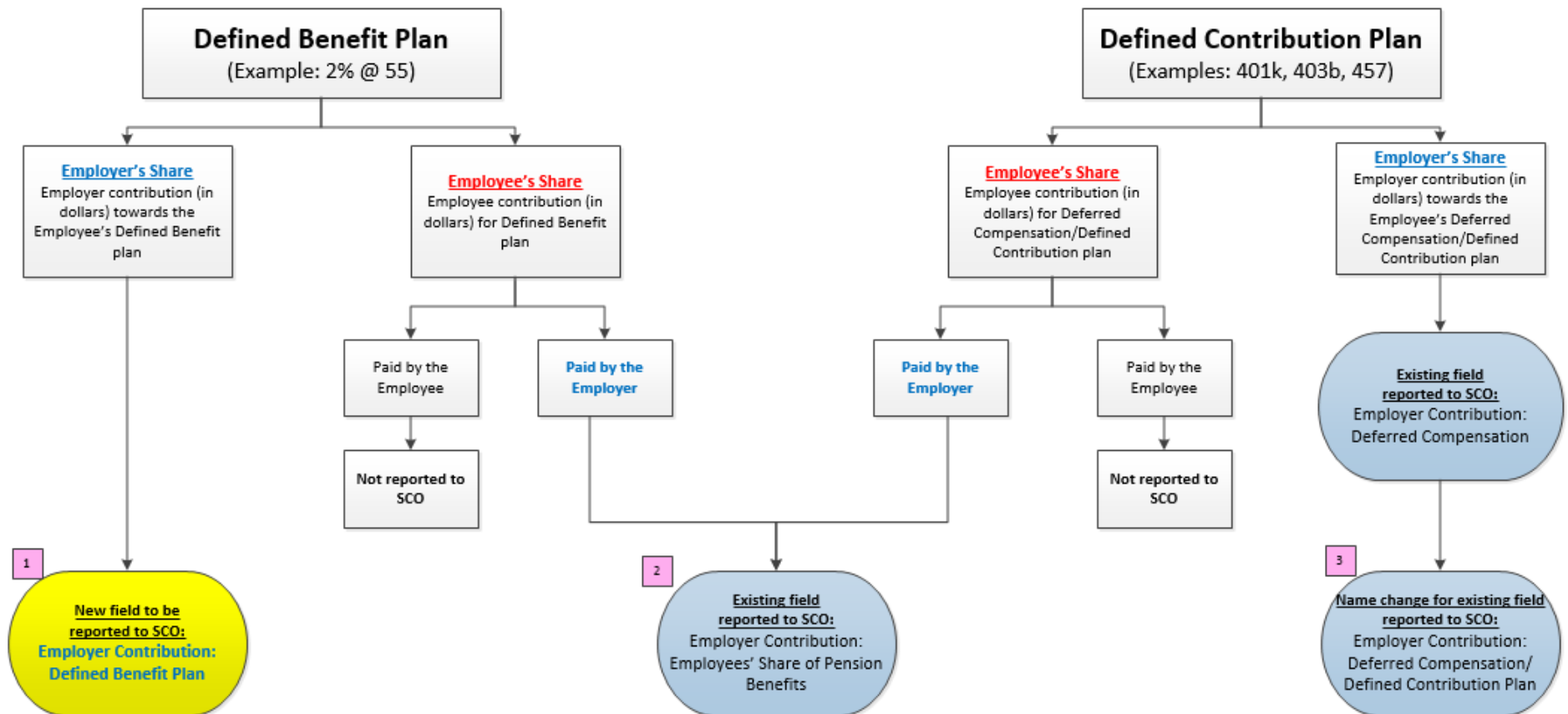
Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum	Total Wages Subject to Medicare (Box 5 of W-2)				Applicable Defined Benefit Pension Formula	Employer Contribution			
					Total Regular Pay	Overtime Pay	Lump Sum Pay	Other Pay		Defined Benefit Plan: Employees' Share Paid by Employer	Defined Benefit Plan: Employer's Share	Deferred Comp/ Defined Contribution Plan	Health, Dental, Vision

Previous GCC Report Fields

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 Contribution		
							Employees' Share of Pension Benefits	Deferred Compensation	Health, Dental, Vision

Line #	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 Contribution:			
						Regular Pay	Overtime Pay	Lump Sum Pay	Other Pay		Defined Benefit Plan: Employees' Share Paid by Employer	Deferred Compensation/Defined Contribution Plan: Defined Benefit Plan: Employer's	Health, Dental, Vision	
											2	1	3	

Pension Systems



Step B15: Employer Contribution: Health, Dental, Vision

In the **Health, Dental, Vision** column, enter the contribution (dollar amount) paid by the employer towards the employee's Health, Dental, and/or Vision care plan.

- Use whole dollars only.
- If the employer provides a cafeteria allowance, enter the total amount the employer paid for the Health, Dental, and/or Vision care plan. Please include any unused allowance received by the employee in the **Other Pay** column.

For example: Employee receives a \$1,000 cafeteria allowance. Employer pays \$800 of the allowance and includes it in the employee's Health, Dental, and Vision column. \$200 of the allowance is unused but the employee receives this amount as pay. Include the \$200 in the Other Pay column (see Step B10 on Page 10).

- Enter zero if there is no employer contribution.

This is an example of a completed GCC report:

State Controller's Office - Division of Accounting and Reporting Local Government Compensation Report - Calendar Year 2015										Preparer Contact Information				
Entity Name: <u>City of ABC</u> Human Resources Web Page: <u>http://www.cityofABC.org/hr</u> Employees Hold more than One Position? <u>Yes</u> (Enter 'Yes' or 'No') 'Save As' Filename: <u>2015-12345678910.xlsx</u> Please identify the employees holding more than one position by using the 'Multiple Positions Footnote' column.										Preparer Name: <u>John Doe</u> Phone Number: <u>(123) 456-7890</u> E-mail Address: <u>john.doe@cityofABC.org</u>				
Line #	Department	Classification	Multiple Positions Footnote	Annual Salary Minimum	Annual Salary Maximum	Total Regular Pay	Overtime Pay	Lump Sum Pay	Other Pay	Applicable Defined Benefit Pension Formula	Benefit Plan: Employees' Share Paid by Employer	Defined Benefit Plan: Employer's	Employer Contribution: Defined Contribution Plan	Health, Dental, Vision
1.	Governing Body	Council Member		0	0	0	0	0	0		0	0	0	0
2.	Governing Body	Council Member		0	0	0	0	0	0		0	0	0	0
3.	Governing Body	Council Member		0	0	0	0	0	0		0	0	0	0
4.	Governing Body	Council Member		0	0	0	0	0	0		0	0	0	0
5.	Governing Body	Council Member		0	0	0	0	0	0		0	0	0	0
6.	Administration	City Manager		200,000	300,000	300,000	0	0	5,000	2% @ 55	5,000	10,000	0	0
7.	Administration	Accountant I	246	24,000	36,000	31,250	2,250	0	3,000	2% @ 55	0	2,500	0	2,000
8.	Payroll	Clerk II	246	18,000	24,000	0	0	0	0	2% @ 55	0	0	0	0
9.	Planning	Senior Planner		50,000	80,000	60,000	0	0	2,000	2% @ 55	1,500	3,500	0	0
10.	Engineering	City Engineer		100,000	200,000	150,000	0	15,000	0	2% @ 55	2,000	7,000	0	0
11.	Community Services	Director		50,000	150,000	80,000	0	0	0	Too Many Formulas to List	3,000	5,000	0	0
12.														
13.														

*These reporting instructions are located on the State Controller's Office website at:
http://www.sco.ca.gov/Files-ARD-Local/LocRep/2015_Reporting_Instructions.pdf*

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