

## New Employee Authorization Transmittal (NEAT) Form

The New Employee Authorization Transmittal (NEAT) form is a critical document for DFS Payroll and Retirement units, serving two main purposes. For payroll, it acts as a new hire notification and is used to ensure the employee's Social Security Number and name match for accurate W-2 reporting. For retirement, it notifies DFS that a new CalSTRS (S-code), CalPERS (P-code), or Alt-FICA (A-code) account may need to be established.

### Submitting the NEAT Form and Required Documents

Once an LEA authorized approver has signed the NEAT form, it should be submitted to DFS via [GoAnywhere](#)

The complete new hire packet must include the following:

- The NEAT form, which must be launched as an electronic version from the "Add/Modify Employee Information" screen in Galaxy.
- A valid, government-issued photo ID (e.g., driver's license, passport).
- A copy of the social security card (if available).

An authorized signature is required on the form. To find a list of authorized approvers, refer to column III of the Certificate of Signatures.

### Post-Approval Process

Once the NEAT form is approved for payroll, it is sent to the STRS or PERS units. These units then review the employee's profile in Galaxy to confirm the correct retirement plan code, membership type, and position type, which helps them accurately set up the employee's account with CalSTRS or CalPERS.

### Best Practices and Reminders for NEAT Submission

- Ensure a supervisory review process is in place before submitting NEAT forms.
- Per the Social Security Administration (SSA), employees must have a correct Social Security number that matches their name on file with the SSA. The employees' names as they appear on their Social Security cards must match what is entered in Galaxy.
- Submission instructions
  - Submit all required documents as a single PDF securely via GoAnywhere
  - Submit in a timely manner
  - NEATs are due before Gross Pay
  - Critical to credential check and garnishment calculations
- Accuracy and completeness of the form are crucial
  - Common errors include incorrect entry of full legal name, SSN, date of birth, and gender
  - When errors are identified by DFS, we will contact the LEA to correct
  - The entire NEAT must be resubmitted after corrections are made
- Use the Notice Change of Employment Report in MicroStrategy daily to verify all entered and approved NEATs.

Galaxy Direct Reporting > Shared Reports > Personnel > Employees > **Notice Change of Employment**

Galaxy Reporting

NEAT

SAMPLE

## RIVERSIDE COUNTY OFFICE OF EDUCATION

## New Employee Authorization Transmittal

District Nbr	Emp Nbr	Soc Sec Nbr	Retirement Code	Pay Freq	Pay Type	Retirement Account				
99	987654	123-45-6789	A1	24	X	0 - NONE				
Employee Last Name		Employee First Name		Employee Middle Name		Hire Date				
JOHNSON		MARY		NICOLE		10/31/23				
CalPERS ID # (if applicable):			CalSTRS ID # (if applicable):			PEPRA? (if applicable): <input checked="" type="checkbox"/>				
Date of Birth	Gender	Employee Phone Number	Employee Email							
01/01/1977	M	(951) 555-1212								
Address Street	Address City	State	Zip Code							
1234 MAIN STREET	ANYTOWN	CA	91030-0000							
Position Held		Schedule		Contract						
Prime Job	Type	Title	Seq	FTE	Type	Rate	Days	Amount	Position Start Date	Description
*	2	006	020	1.0000	H	17.00			10/31/23	INTERN, ORCSS

This section is auto-filled by information input in Galaxy.

## Must Accompany Retirement Forms

- Photocopy of Social Security Card (must be legible)
- Photocopy of government-issued ID identifying birthdate (such as state issued driver's license or state issued ID)

## Log into both, the MyCalPERS and CalSTRS websites and complete information for employee, regardless of the position:

In the MyCalPERS website, employee is a:

- Member
- Retired Annuitant
- N/A

In the CalSTRS Website, employee is a:

- 2% at 60 member
- 2% at 62 member
- 2% at 60 non-member (Refunded)
- 2% at 62 non-member (Refunded)
- Retired Annuitant (SR,DR)
- N/A

Information in this section must be complete by LEA prior to submitting to DFS.

## IF ELIGIBLE, RETIREMENT SYSTEM FORMS

- CalPERS Member Reciprocal Self-Certification Form (PERS-EAMD-801)
- CalSTRS Permissive Membership Form (ES350)
- CalSTRS/CalPERS Retirement System Election Form (ES372)

## Member Action Request (MAR); Complete section below if employee qualifies for PERS membership

## Basis for CalPERS Membership Qualification :

Effective date of CalPERS appointment: 

- Full Time > 6 months  Indeterminate; at least 20 hours a week for 1 year or more
- Part Time > or = 20 hours for 1 year or more  Person is already a PERS member

Form Completed By:  Email: Authorized Signature: Authorizer Name and Title:

For existing employees moving to a new position, NEATS are not required. In these cases, the STRS and PERS units are unable to verify the employee's profile, which prevents the verification of retirement coding.

When the Retirement Unit is unable to validate an employee's retirement status, it may cause district charges/refunds due to incorrect membership status or member retirement formula at the time payroll was processed. These charges/refunds are completed via the retirement adjustments process and logged in the control sheets e-mailed to districts monthly.

### **Modifying Gender and Birthdate after county approval of NEAT**

CalSTRS and CalPERS use employee gender and birthdate to perform actuarial studies, which help them forecast future benefit costs and adjust contribution rates.

Districts can now update an employee's gender and birthdate even after the employee's information has been approved by the county.

**Best Practice:** Before making these changes, always review proper supporting documentation, such as a government-issued ID. A review system for these updates is highly recommended.

### **Employee Status Codes**

#### **Employee Status 500 Code**

Galaxy features employee status code "500–Pending." This non-paid status code lets you onboard new employees into Galaxy prior to their position start date. While in 500-Pending status, employees can be county-approved. However, please remember that employees will not be paid until their status is updated to a paid status code (1XX-4XX). This update must be completed before the employee's payroll, specifically before gross pay.

If a mass update is needed to update employees with the 500-Pending status code, please contact the Service Desk at least three business days before the gross pay runs.

If you have any questions, please contact the Service Desk at [servicedesk@rcoe.us](mailto:servicedesk@rcoe.us).

#### **Employee Status 800 Code – Ready for Deletion**

The 800 status code (ready for deletion) is used when a new hire was entered into Galaxy but never actually became an active, paid employee. This typically applies to situations where:

- The employee declined the position after being county-approved.
- There was a data entry error (like an incorrect SSN) that prevented them from being a valid employee in Galaxy, and no payroll was ever generated.
- The employee was entered in error and never started working.
- No payroll has ever been issued for this employee record in Galaxy

- Once it has been determined that an employee should be deleted, please change the employee's status to 800, and email DFSPayroll@rcoe.us to request the deletion of the employee.
- District Control security clearance is required to change the status to 800. Your security clearance can be viewed on the Add/Modify Employee Information Galaxy screen. It is located at the bottom of the search screen, under Security Clearance by Function.

## NEAT Retirement Status

It is critical that the retirement status section of the NEAT is completed correctly. The retirement status determines the employee's PERS/STRS contribution rates and will change the employee's taxable wages and FICA deductions. District staff should be checking membership status with the CalPERS and CalSTRS systems for all new hires and employee's changing classifications. Remember, an employee who does not meet the minimum requirements for membership at your district may still be required to be set up as a member if the employee has established PERS/STRS membership at another district.

If you are unsure about what coding to use for an employee, contact DFS for additional guidance.

The following codes are available:

CODE	DESCRIPTION	TAX DEFERRED*	FICA	MC	SURVIVOR BENEFIT	O/T SAME DISTRICT FICA	O/T SAME DISTRICT MC	
<b><u>STRS - EMPLOYEE PAYS RETIREMENT</u></b>								
S1	MEMBER PAYS RETIREMENT	Y	N	Y		N	Y	
S3	MEMBER HIRED PRIOR TO 4/1/86	Y	N	N		N	N	
<b><u>STRS - EMPLOYER PAYS EMPLOYEE'S RETIREMENT</u></b>								
S4	EMPLOYER PAYS MEMBER CONTRIBUTIONS	Y	N	Y		N	Y	
S5	EMPLOYER PAYS MEMBER CONTRIBUTIONS-HIRED PRIOR TO 4/1/86	Y	N	N		N	N	
S6	EMPLOYER PAYS PORTION OF EMPLOYEE CONTRIBUTIONS	Y	N	Y		N	Y	
S7	EMPLOYER PAYS PORTION OF EMPLOYEE CONTRIBUTIONS-HIRED PRIOR TO 4/1/86	Y	N	N		N	N	
<b><u>PERS - EMPLOYEE PAYS RETIREMENT</u></b>								
P1	PERS EMPLOYER PU- FICA & MEDICARE	Y	Y	Y		Y	Y	
P2	PERS EMPLOYER PU- NO FICA NO MEDICARE	Y	N	N	Y	N	N	
<b><u>PERS - EMPLOYER PAYS EMPLOYEE'S RETIREMENT</u></b>								
P3	PERS EMPLOYER PD - FICA & MEDICARE	N	Y	Y		Y	Y	
P4	PERS EMPLOYER PD - NO FICA & NO MEDICARE	N	N	N	Y	N	N	
<b><u>PERS - EMPLOYEE PAYS RETIREMENT</u></b>								
P5	PERS - EMPLOYEE PD - FICA & MEDICARE	N	Y	Y		Y	Y	
P6	PERS - EMPLOYEE PD - NO FICA & MEDICARE	N	N	N	Y	N	N	
P8	EMPLOYER PAYS PORTION OF EMPLOYEE PICKUP	N	Y	Y		Y	Y	
<b><u>PERS - EMPLOYEE PAYS RETIREMENT</u></b>								
P7	MEMBER WORKING OT AT THIS DISTRICT WHILE FULL TIME AT ANOTHER - DOES NOT PAY PERS CONTRIBUTIONS	N	Y	Y		Y	Y	
<b><u>ALT FICA</u></b>								
A1	ALTERNATE TO A RETIREMENT PLAN	Y	N	Y		N/A	Y	
<b><u>NON MEMBER</u></b>								
N1	HAS NOT QUALIFIED FOR PERS MEMBERSHIP	N	Y	Y		Y	Y	
N2	HAS NOT ELECTED TO BECOME STRS MEMBER	N	Y	Y		Y	Y	
N3	NOT ELIGIBLE DEDUCT NO FICA NO MEDICARE	N	N	N		N	N	
N4	NOT ELIGIBLE DEDUCT FICA & MEDICARE	N	Y	Y		Y	Y	
N5	NOT ELIGIBLE DEDUCT FICA & MEDICARE (STUDENTS)	N	Y	Y		Y	Y	
N7	NONE (FOR BANNIG USE ONLY- PAYING RETIREMENT ANNUITY TO 17 Ees)							
<b><u>RETIREE</u></b>								
R1	RETIREE DRAWING BENEFIT FROM PERS	N	N	Y		N	Y	
R2	RETIREE DRAWING BENEFIT FROM STRS	N	N	Y		N	Y	

\* Note:  
The tax deferred flag for P8 is set by Employee Group, not the Retirement Plan Code

Remember: An employee who does not meet the minimum requirements for membership at your district may still be required to be set up as a member if the employee has established PERS/STRS membership at another district.

**Once a member, always a member.**

RETIREMENT PLAN CODE	RETIREMENT PLAN CODE DESCRIPTION	RETIREMENT ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
<u>PERS RETIREMENT CODES</u>			
P1	PERS - EMPLOYER PU - FICA & MEDICARE	60004	FICA/MEDICARE DEDUCTED
P2	PERS - EMPLOYER PU - NO FICA & MEDICARE	60001	NO FICA/MEDICARE DEDUCTED
P3	PERS - EMPLOYER PD - FICA & MEDICARE	60004	FICA/MEDICARE DEDUCTED
P4	PERS - EMPLOYER PD - NO FICA OR MEDICARE	60001	NO FICA/MEDICARE DEDUCTED
P5	PERS-EMPLOYEE PD - FICA & MEDICARE	60004	FICA/MEDICARE DEDUCTED
P6	PERS - EMPLOYEE PD - NO FICA OR MEDICARE	60001	NO FICA/MEDICARE DEDUCTED
P7	MEMBER WORKING OVERTIME AT THIS DISTRICT WHILE FULL TIME AT ANOTHER	NONE	FICA/MEDICARE DEDUCTED
P8	EMPLOYER PAYS PORTION OF EMPLOYER PICKUP	NONE	FICA/MEDICARE DEDUCTED
A1	ALTERNATE TO RETIREMENT PLAN	NONE	NO FICA - MEDICARE ONLY
N1	HAS NOT QUALIFIED FOR PERS MEMBERSHIP	NONE	FICA/MEDICARE DEDUCTED
N3	STUDENT WORKER	NONE	NO FICA/MEDICARE
N4	NOT ELIGIBLE - BOARD MEMBERS	NONE	FICA/MEDICARE DEDUCTED
N5	NOT ELIGIBLE - WORKABILITY STUDENTS	NONE	FICA/MEDICARE DEDUCTED
R1	RETIREE DRAWING BENEFIT FROM PERS	NONE	NO FICA - MEDICARE ONLY

## **New Hire Reporting**

It is the employer's responsibility to inform the California Employment Development Department (EDD) of all new hires. The new hire reporting process helps child support agencies issue income withholding orders quickly. Employers must report newly hired employees using the form DE-34, Report of New Employee(s), shortly after the date of hire. The Office of Child Support Enforcement (OCSE) and other states throughout the nation match new hire reports against child support records to locate parents who owe child support. The following is done during the new hire or rehire process:

- DFS reports new hires and rehires to the Employment Development Department.
  - Filed electronically – two times a month, (1st and 16th).
- Provides employee's name, home address, social security number, and start of work date.
- Due to EDD within 20 days of hiring