

December 4, 2014

TO: School District Administrators
FROM: Division of Administration, Finance and Accountability
SUBJECT: Quarterly Unemployment Insurance and Workers' Compensation Data

The **4th quarter (October - December)** information for Unemployment Insurance and Workers' Compensation premiums will be compiled soon. Wage adjustments may be necessary for your district. For example, jury duty abatements, workers' compensation reimbursements and student wages are exempt from unemployment insurance and workers' compensation premiums. Adjustments for cancelled warrants should also be reflected as soon as possible. Please make necessary adjustments via the Update Employee Pay History screen by **Friday, January 9, 2015**.

Both the Unemployment Insurance (UI) and Workers' Compensation (WC) premiums will be calculated from a report provided to SISC by the Data Processing/Business and Student Services Department of the Kern County Superintendent of Schools Office. The total Regular Gross earnings will be used to calculate UI and WC premiums.

Districts must run the DE-6 Quarterly Prelist Report to verify adjustments and total regular gross earnings. Please make sure any wages listed in the Exempt column are allowable. Districts are required to submit a signed copy of the DE-6 Prelist to Vicki Lueck upon completion of their audit prior to the January 9 date.

If you have any questions about completing wage adjustments or cancelled warrants, please call **Vicki Lueck, District Payroll, (661) 636-4706**.

VL:mp