

June 5, 2009

TO: School District Administrators

FROM: Division of Administration and Finance

SUBJECT: Quarterly Unemployment Insurance and Workers' Compensation Data

The **2nd quarter (Apr. – Jun.)** 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, July 17, 2009**.

Both the Unemployment Insurance (UI) and Workers' Compensation (WC) premiums will be calculated from a report provided 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. Districts are required to submit a signed copy of the DE-6 Prelist upon completion of their audit prior to the July 17 date.

If you have any questions about completing wage adjustments or cancelled warrants, please call Maxx Garris, District Fiscal Services, (661) 636-4689.

MG:lsI