

The district primary contact is the STRS member assigned to their specific district as displayed below. Questions specifically related to the right of election between STRS and PERS should be addressed with Ana Lambert directly if the employee is electing STRS or Erika Ortega if the employee is electing PERS.

Supervisor: Vacant, Retirement Manager, (951)826-6538 (Debbie Van Holland or Ana Lambert)

Districts 03, 21, 31, 39, 40, 43, 67, 84, 90	Vacant	(951) 826-6425	(Debbie)
Districts 07	Debbie Van Holland	(951) 826-6275	dvanholland@rcoe.us
Districts 10, 35, 41, 45, 49, 47, 56, 71, 81 88	Vacant	(951) 826-6294	(Debbie)
Districts 01, 46, 48, 50, 58, 61, 72, 74, 99	Marci Buenrostro	(951) 826-6353	mbuenrostro@rcoe.us
Districts 05, 13, 18, 27, 30, 34, 37, 38, 64	Hannah Schoebel	(951) 826-6272	jschoebel@rcoe.us
STRS Redeposits, Service Discrepancies, & Mandatory Qualifications	Debbie Van Holland	(951) 826-6275	dvanholland@rcoe.us
Fixed Charges, STRS Forms, Penalties & Interest Questions	Ana Lambert	(951) 826-6538	alambert@rcoe.us
ES 372 Electing STRS	Ana Lambert	(951) 826-6538	alambert@rcoe.us
All Other STRS Questions	Debbie Van Holland	(951) 826-6275	dvanholland@rcoe.us

Supervisor: Erika Ortega, Retirement Manager, (951)826-6538, EOrtega@rcoe.us

MARS, Separations, M Payroll: 01, 07, 21, 39, 46, 58, 64, 71, 81, 90	Irene Alvarez	(951) 826-6469	ialvarez@rcoe.us
MARS, Separations, M Payroll: 10, 13, 30, 34, 41, 56, 84, 99	Brenda Barraza	(951) 826-6423	bbarraza@rcoe.us
MARS, Separations, M Payroll: 03, 05, 18, 35, 43, 49, 61, 67, 74, 88	Ashley Hart	(951) 826-6426	ahart@rcoe.us
MARS, Separations, A, B, C, & D Payrolls: Districts 01 – 99	Shabana Berket	(951) 826-6427	sberket@rcoe.us
ES 372 Electing PERS	Erika Ortega	(951) 826-6538	eortega@rcoe.us
PERS Redeposits: Districts 01-43	Shabana Berket	(951) 826-6427	sberket@rcoe.us
PERS Redeposits: Districts 46-99	Brenda Barraza	(951) 826-6423	bbarraza@rcoe.us
PERS Questions and Fixed Charges	Erika Ortega	(951) 826-6538	eortega@rcoe.us

Charters Schools & Independent Districts (Accounting Technician)

24	Corona Norco Unified School District – Fiscally Independent 07/01/1988, STRS Direct Reporting 07/01/2013
52	Moreno Valley Unified School District – Fiscally Independent 07/01/2005
101	San Jacinto Valley Academy Charter
102	Temecula Prep Charter
105	Temecula Valley Charter
106	Sycamore Academy (Ronald Reagan) Charter
107	OliveCrest (Nova Academy) Charter
111	Reach Academy Charter
112	Excel Prep Charter
113	Highland Academy Charter
114	Encore High School for the Arts Charter

DFS: PAYROLL & RETIREMENT – CONTACT INFORMATION

(951) 826-6538/[951] 826-6961- FAX

FOR DISTRICT STAFF USE ONLY. PLEASE DO NOT SHARE WITH EMPLOYEES

Administrator: Ana M. Lambert, (951)826-6538, ALambert@rcoe.us			
Coordinator: Tracey Corso, (951)826-6538, TCorso@rcoe.us			
New Employee Authorization Transmittal (NEAT): PERS Access/Password Reset:	Toni Martinez	(951) 826-6551	tmartinez@rcoe.us
STRS Access/Password Reset:	Erika Ortega	(951) 826-6538	eortega@rcoe.us
Certification of Signatures, Workshops	Ana Lambert	(951) 826-6538	alambert@rcoe.us
	Roxanne Barba	(951)826-6267	rbarba@rcoe.us
Supervisor: Julie Portillo, Retirement Manager, (951)826-6538, JPortillo@rcoe.us			
Payroll Deduction Payments:			
Alt FICA	Brenda Franklin	(951) 826-6428	bfranklin@rcoe.us
403(b) and 457(b)	Brenda Franklin	(951) 826-6428	bfranklin@rcoe.us
Insurance, 125 Plans, Union Dues, Misc.	Johanna Brown	(951) 826-6273	jbrown@rcoe.us
New Voluntary Deduction Codes & H&W Employee Contribution Vendor Codes	Julie Portillo	(951) 826-6538	jportillo@rcoe.us
Garnishments:			
Districts 01 – 46	Brenda Franklin	(951) 826-6428	bfranklin@rcoe.us
Districts 47 – 99	Johanna Brown	(951) 826-6273	jbrown@rcoe.us
Payroll Warrants & Direct Deposits:			
Cancels/Stops/Reissues of Payroll Warrants	Amy Sanders	(951) 826-6425	asanders@rcoe.us
Copies of Paid Payroll Warrants	Julie Portillo	(951) 826-6538	jportillo@rcoe.us
Direct Deposit Reversals	Amy Sanders	(951) 826-6425	asanders@rcoe.us
Copies of Pay Stubs	Service Desk	(951) 826-6600	servicedesk@rcoe.us
Salary Abatements:	Julie Portillo	(951) 826-6538	jportillo@rcoe.us
Payroll on Demand (POD):	Julie Portillo	(951) 826-6538	jportillo@rcoe.us
	Johanna Brown	(951) 826-6273	jbrown@rcoe.us
	Brenda Franklin	(951) 826-6428	bfranklin@rcoe.us
Legacy (pre-Galaxy) Copies of W2s/Earning Reports:	Lorraine Estrada	(951) 826-6305	lestrada@rcoe.us
EDD Unemployment Tax Quarterly Filing, Deposits (SEF):	Julie Portillo	(951) 826-6538	jportillo@rcoe.us
Payroll Taxes, W2 Corrections, Employee Voluntary Deduction Errors, Health & Welfare Deduction Errors:			
	Julie Portillo	(951) 826-6538	jportillo@rcoe.us
Payroll Questions & Corrections:			
	Julie Portillo	(951) 826-6538	jportillo@rcoe.us
Staff Support/Trust Fund Reconciliations:			
	Lorraine Estrada	(951) 826-6305	lestrada@rcoe.us
Galaxy Technical Payroll Questions:			
	Service Desk	(951) 826-6600	servicedesk@rcoe.us
Supervisor: Vacant, Retirement Manager, (951)826-6538 (Debbie Van Holland or Ana Lambert)			
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PERS Questions and Fixed Charges	Erika Ortega	(951) 826-6538	eortega@rcoe.us

The Payroll and Retirement units in District Fiscal Services (DFS) primarily distribute information via e-mail. The e-mails may be addressed to different contacts, depending on the subject matter.

Please note: RCOE's e-mail server is not secure. Confidential information, such as an employee's social security number, should not be e-mailed to our office; please only mail or fax documents that contain confidential information.

DFS Notify E-mails

DFS Notify e-mails are used by all units in District Fiscal Services (DFS). The sender will appear as DFS-NOTIFY and the subject line of the e-mail will always identify which unit the e-mail pertains and follow a [UNIT][YEAR]-[MONTH] format. For example:

- DFS2018-12: Year-End Accrual Processing
- RET2018-07: CalSTRS District Reporting Workshop
- PAY2018-04: Payroll Adjustment Codes Deactivation

The Retirement unit will use DFS Notify e-mails to distribute information that is not district or employee specific but affects all districts, community colleges and charters in general. Example of information distributed via DFS Notify:

- Workshop notifications.
- CalSTRS circulars or directives.
- Changes in procedures.
- Updates on pending matters.
- District surveys.
- District Fiscal Services staff updates.

The primary recipients of DFS Notify e-mails are FMAC and quarterly community college members, supervisors at charter schools that use Galaxy, and independent district and charters, if applicable. The STRS staff in DFS will also forward the DFS Notify e-mails to their primary contacts at each of their assigned districts.

Communication with Specific District Staff

The STRS unit will e-mail specific district staff members when dealing with matters that affect one or more employees. E-mails are sent when:

- Staff changes an employee's retirement plan and/or code in Galaxy.
- Employees qualify for membership by meeting the 60 hour or 100 day threshold.
- A copy of an employee's contract is needed.
- A form, like a Permissive Election, Right of Election, or Salary Adjustment Worksheet is needed.
- Employees do not qualify for the Right of Election and a transfer from one retirement system to another is needed.
- An Employee Review and Verification form is needed.

The employee's name and number will be used as the e-mail subject if dealing with one or two individuals. If the request is for multiple employees, the subject matter will be used in the e-mail subject line such as "Retirement Plan Changed-Multiple Employees" or "Permissive Elections Needed".

Other requests may be made over the phone.

Distribution of Financial Transactions

E-mail is also used to distribute financial transactions related to penalties and interest, STRS fixed charges, and excess contribution refunds. These e-mails are addressed usually to district accounting staff or payroll supervisors, as previously directed by each district, and are distributed on a monthly basis. Please contact the STRS unit if you would like to know who receives these documents at your district.

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