

DFS: PAYROLL & RETIREMENT – CONTACT INFORMATION
 (951) 826-6538/[951] 826-6961- FAX
FOR DISTRICT STAFF USE ONLY. PLEASE DO NOT SHARE WITH EMPLOYEES

FOR QUESTIONS RELATED TO ANY OF THE FOLLOWING:	Contact:	Email
New Employee Authorization Transmittal (NEAT):		DFS-NEATS@rcoe.us
PERS Access/Password Reset:	Erika Burton	erikaburton@rcoe.us
STRS Access/Password Reset:	Melisa Wadley	mwadley@rcoe.us
Certification of Signatures	Anabel Gonzalez	agonzalez@rcoe.us
For link to Instructions:		How to Complete Form 3350
For link to Form 3350:		Certification of Signatures Form

PAYROLL QUESTIONS RELATED TO:	Contact:	Email
Payroll Deduction Payments:		DFSPayroll@rcoe.us
Alt FICA		
403(b), Roth 403(b), 457(b), Roth 457(b)		
Insurance, 125 Plans, Union Dues, Misc.		
New Voluntary Deduction Codes		
H&W Employee Contribution Vendor Codes		
Garnishments:		DFSPayroll@rcoe.us
Payroll Warrants & Direct Deposits:		DFSPayroll@rcoe.us
Cancels/Stops/Reissues of Payroll Warrants		
Copies of Paid Payroll Warrants		
Direct Deposit Reversals		
Salary Abatements:		DFSPayroll@rcoe.us
Payroll on Demand (POD):		DFSPayroll@rcoe.us
EDD Unemployment Tax Quarterly Filing, Deposits (SEF):		DFSPayroll@rcoe.us
Payroll Taxes, W2 Corrections, Employee Voluntary Deduction Errors, Health & Welfare Deduction Errors:		DFSPayroll@rcoe.us
Payroll Questions & Corrections:		DFSPayroll@rcoe.us
Legacy (pre-Galaxy) Copies of W2s/Earning Reports:	Toni Martinez	tmartinez@rcoe.us
Galaxy Technical Payroll Questions:	Service Desk	servicedesk@rcoe.us

RETIREMENT QUESTIONS RELATED TO:	Contact:	Email
PERS Reporting:		DFSPERS@rcoe.us
PERS Questions:		DFSPERS@rcoe.us
MARs Appointments, Separations, etc.		
PERS Redeposits		
PERS Questions and Fixed Charges		
STRS Reporting:		DFSSTRS@rcoe.us
STRS Questions:		DFSSTRS@rcoe.us
STRS Redeposits, Service Discrepancies, Mandatory Qualifications, Fixed Charges, STRS Forms, Penalties & Interest Questions		
All Other STRS Questions		
ES 372:		ES372@rcoe.us
Galaxy Technical Retirement Questions:	Service Desk	servicedesk@rcoe.us

PAYROLL & RETIREMENT SUPERVISORS	Name	Email
Administrator:	Ana M. Lambert	alambert@rcoe.us
Coordinator:	Yadira Rike	yrike@rcoe.us
Payroll Manager:	Julie Portillo	jportillo@rcoe.us
Retirement Manager (PERS):	Erika Burton	erikaburton@rcoe.us
Retirement Manager (STRS):	Melisa Wadley	mwadley@rcoe.us

GoAnywhere: Secure file submission to DFS Payroll and Retirement is available via [GoAnywhere](#) and should be used to securely upload New Employee Authorization Transmittal (NEAT) reports and retirement forms that contain sensitive employee information. The secured file submission process is the only acceptable avenue to submit requests to RCOE for new employee approvals.

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

Please note: E-mail servers are not secure. Confidential information should not be e-mailed to our office. Please only fax documents that contain confidential information. Social security numbers should never be included in an e-mail or an e-mail attachment. Please fax DFS if a social security number must be included in any correspondence.

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DFS Notify E-mails

DFS Notify e-mails are used by all units in District Fiscal Services (DFS). The subject matter of the e-mail will always identify which unit the e-mail is being sent from:

- DFS Notify AB1200
- DFS Notify Accounting
- DFS Notify Payroll
- DFS Notify PERS
- DFS Notify STRS
- DFS Notify Retirement (if it affects both PERS and STRS)

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

- Workshop notifications
- Taxing changes
- Payroll rate changes
- Changes in procedures
- Updates on pending matters
- District surveys
- District Fiscal Services staff updates
- New legislation

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.

RCOE Website

DFS has started the process of moving DFS manuals to the RCOE website for easier access to updates. Notifications will be sent district as manuals are approved for publication to the website.