RETROACTIVE PAY - CERTIFICATED

District Name

District Number (xxx)

Contact Person   Phone Number

Fiscal year of Retro   Employee Count

Please submit separate form for each fiscal year retro. Retro grouping cannot cross fiscal years.

Retro Start Date   Retro End Date

Proposed Retro Pay Date

Please submit this form 3 weeks prior to proposed retro pay date to allow adequate time for Retirement Unit to review. DO NOT enter in retro pay manually to the payline unless Retirement Unit is notified prior to entry. Incorrect retro pay entry can cause errors in an employee's final compensation, service credit, and contributions. Errors will be sent back to the district for correction via payroll.

Follow the CRC instructions and required deadlines: Salary Schedule updates - 3 weeks prior to paysheets being created. Excel to CI Retro spreadsheet upload - 3 weeks prior to pre-calc1. It is highly recommended to update Salary Schedule(s) first and then process Retro pay the following month, do not process both in the same month.

Salary Admin Plan(3 Digit)   Salary Grade (3 Digit)   Empl Class

Type of Retro (Choose one):

   Salary Schedule Adj   Off Schedule Bonus ($)   Off Schedule Bonus (%)

                                              Other

RETRO details:

CRC HEAT Ticket #:

*Required Attachments: Monthly Retro Query(s)   Hourly Retro Query(s)   Excel to CI Spreadsheet

SDCOE Retirement Reporting Unit Section:

Received Date   Reviewed By   Reviewed Date

District Corrections

District Corrections from Retirement Unit Sent to District: