LEA PAYROLL CERTIFICATION FORM

Email signed form and Pay01 to: production@scoe.org by Noon the day Payroll is Due

LEA Name: _____ LEA No: _____

Payroll Dated: _____ Payroll Submitted: _____

☐ Regular Payroll ☐ Supplemental Payroll

☐ Charter Mid-Month Payroll Accrual: ☐ July Prior Year

☐ YWE/RESIG ☐ August Prior Year

Payroll Gross $_____

Payroll Net $_____

_____ Date: _____

Payroll Technician

CHECKLIST FOR CBO's

Please check each applicable report verifying reviewed and approved:

☐ Pay01 Payroll Summary (*email with certification form*)
☐ Pay31 W-2 Errors
☐ Pay99 Payroll Processing Snapshot
☐ Pay22 Payroll Errors (*any remaining errors have been verified by SCOE Business Services Retirement Analysts and/or IT*)
☐ Pay15 Payroll Differences (Earnings) (with Regular Payroll)
☐ Retire25 STRS Errors (*with Supplemental & Regular Payroll*)
☐ Pay13 Payroll Adjustments (*with Supplemental Payroll*)

Print Name of Authorized Signer:

Authorized Signature: _____ Date: ___ _____

By signing this form I certify that I have validated correct compensation, retirement and payroll tax reporting, have reviewed the reports as appropriate and approve the above payrolls.

Revised 10/16/2026