

Sonoma County Office of Education – Business Services

Create Manual Payroll

LEA Creates Manual Pay ~ use to pay employees for missed timesheets, or to correct errors on regular payroll cycles, or in conjunction with a stopped/cancelled check. Can use one sheet to submit for multiple employees.

Check Handling	
___	District Pick up Check
___	Send AV
___	Employee Pick up

CREATE MANUAL PAY – LEA enters

LEA Name: _____ LEA Number: _____

Employee Name(s): _____

Please attach the following:

A) Pay 01a

Or B) Employee snapshot

Gross Pay: _____

Net Pay: _____

Payroll: _____ Signed: _____

Approved: _____ Signed: _____

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

COMPLETE AND EMAIL WITH ATTACHMENTS TO:

carend@scoe.org

jsarsfield@scoe.org

tpham@scoe.org

jliu@scoe.org