

End of June Payrolls

❖ June Regular

- Submitted_____
- Run Pay01, Pay22, Pay99, Pay15, Retire25 (STRS Errors) reports_____
- Certification form_____
- CBO/Business Manager signature_____

❖ July prior

- Do NOT submit_____
- Run Pay01, Pay22, Pay99, Pay15 Retire25 (STRS Errors) reports_____
- Certification form_____
- CBO/Business Manager signature_____

❖ August prior

- Do NOT submit_____
- Run Pay01, Pay22, Pay99, Pay15 Retire25 (STRS Errors) reports_____
- Certification form_____
- CBO/Business Manager signature_____

❖ Email Pay01 & certification form for all 3 payrolls to production@scoe.org in the same email but separate attachments_____

Due July 1st

❖ Signature Authorization Form _____

- Permissible to send payroll AV?_____
- Superintendent signature and date_____

July submission with first payroll

(Please send in separate email from payroll)

❖ Contracts & Salaries, Please do not send Escape snapshot

- Superintendent_____
 - Name of employee_____
 - Placement on salary schedule_____
 - if annual amount, indicate number of paychecks will be spread over_____

 - if hourly, indicate number of days employee will be paid_____
 - include any additional, monthly pay_____
- CBO_____
 - Name of employee_____
 - Placement on salary schedule_____
 - if annual amount, indicate number of paychecks will be spread over_____

 - if hourly, indicate number of days employee will be paid_____
 - include any additional, monthly pay_____
- Payroll Tech_____
 - Name of employee_____
 - Placement on salary schedule_____
 - if annual amount, indicate number of paychecks will be spread over_____

 - if hourly, indicate number of days employee will be paid_____
 - include any additional, monthly pay_____

PAYROLL YEAR-END:

- **June Payrolls:**

There are 3 Payrolls to process for June

IMPORTANT: Initiate pay for each June Payroll prior to submitting and/or running the following reports.

How To:

- Go to *HR/Payroll-Payroll-Payroll Status* and Press Go
 - This will take you to the list.
 - Highlight and Open the 6/30/2021 Regular, process and submit as you normally would
 - Run the Pay01, Pay22, Pay99, Pay15, and Retire25 (STRS Errors) reports
- Return to the list (*HR/Payroll-Payroll-Payroll Status*)
 - Do **not** submit
 - Highlight the 6/30/2021 July Prior Year
 - From the magnifying glass, snap shot the three reports (Pay01, Pay22, Pay99, and Retire25 (STRS Errors))
 - Verify no Labor Errors
- Return to the list again (*HR/Payroll-Payroll-Payroll Status*)
 - Do **not** submit
 - Highlight the 6/30/2021 August Prior Year
 - From the magnifying glass, snap shot the three reports (Pay01, Pay22, Pay99, and Retire25 (STRS Errors))
 - Verify no Labor Errors
- Email production@scoe.org certification page and Pay01 report, signed by supervisor or an administrator, for all three 6/30/2021 payrolls identifying on each report “Regular”, “July Prior Year” and “August Prior Year”
 - Do this even when there are zero dollars
 - Send all 3 payrolls in one email but 3 separate attachments.

SIGNATURE AUTHORIZATION FORM

TO: Sonoma County Office of Education
FROM: _____ # _____ (School
District or Charter School)

FISCAL YEAR: _____/_____

Complete this section for annual listings of authorized signatures or to add employees to the list.

This is an: Annual Listing Addition

Indicate items the following persons are authorized to sign for:

A – Payroll Warrants **B** – AP Warrants

Name (Type or Print)	Signature	Circle Items Authorized
_____	_____	A B
_____	_____	A B
_____	_____	A B
_____	_____	A B
_____	_____	A B
_____	_____	A B
_____	_____	A B
_____	_____	A B

Permissible to send Payroll AV? YES NO

Note: Authorizations remain in effect for the entire fiscal year or until a request for change or deletion is filed with External Fiscal Services.

Complete this section to delete authorized signatures.

The following person(s) should be deleted from the signature authorization list:
Name _____
Name _____
Name _____

DISTRICT SUPERINTENDENT DATE

**PLEASE SEND FORM TO: SCOE BUSINESS SERVICES
ATTN: Director, External Payroll and Finance**

Contract & Salary 2021-2022

1. When sending the salary schedule please include:

- the name of the employee
- placement on salary schedule
- if an annual amount, indicate the number of paychecks the annual amount will be spread over
- if an hourly rate, indicate the number of days the employee will be paid for
- include any additional, monthly pay the employee will be receiving

In essence, everything that tells you what to pay the employee each month.

2. When sending an MOU please be sure it includes:

- the name of the employee
- what position(s) for which the employee is contracted for (i.e. CBO and Payroll Tech)
- if an annual amount, indicate the number of paychecks the annual amount will be spread over

In essence, everything that tells you what to pay the employee each month.

***Please do not send a snapshot of the employee's pay in ESCAPE. I will be referring to that to audit their contracts & salaries.**

Thanks😊

Let me know if you have any questions.

sgreenwood@scoe.org cc tpham@scoe.org

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 ____ Manual Payroll

____ Charter Mid-Month Payroll Accrual: ____ July Prior Year
____ YWE/RESIG Payroll ____ 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*)
- ____ Pay99 Payroll Status
- ____ Pay22 Payroll Errors (*any remaining errors have been verified by SCOE Business Services Retirement Analysts and/or IT*)
- ____ Pay15 Payroll Adjustments (*with Regular Payroll*)
- ____ Retire25 STRS Errors (*with Supplemental & Regular Payroll*)
- ____ Pay13 Payroll Adjustments (*with Supplemental Payroll*)
- ____ Pay99 Employee Payroll Snapshot (*as applicable with Manual Payroll*)

LEA 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 payroll totals.