

**Sonoma County Office of Education  
IT and Business Services Division**

**Procedure for Retroactive Pay Notification Form**

The purpose of the Retroactive Pay Notification form is to notify the County Office of Education of when LEAs are planning for a retroactive pay adjustment including one-time bonus/off-schedule. We realize retroactive pay adjustments most commonly happen only once a year and that there can be turnover in payroll staffing. Therefore, we would like to provide you and staff the support and guidance necessary to navigate the retroactive pay process.

Receiving the information requested in a timely manner allows our IT and Business Services divisions the opportunity to review the signed agreement(s) and new salary schedule(s) so that we may better serve the LEA.

Please complete the attached Retroactive Pay Notification form and email to [helpdesk@scoe.org](mailto:helpdesk@scoe.org) cc' to [carend@scoe.org](mailto:carend@scoe.org), [jliu@scoe.org](mailto:jliu@scoe.org), [maguayo@scoe.org](mailto:maguayo@scoe.org) and [abritton@scoe.org](mailto:abritton@scoe.org), and IT will work with you.

**Sonoma County Office of Education  
IT and Business Services Division**



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Santa Rosa, CA 95403-8246  
(707) 524-2600 ■ www.scoe.org

**Retroactive Pay Notification Form**

LEA Retro Information	
LEA Name:	
Contact Name:	
Contact Phone/Email:	
Date of Retro Pay:	
Escape HR/Payroll Fields	
Retro Period Coverage Dates (Earnings From/Thru)	
From: _____	Thru: _____
Bargaining Unit/Group*:	
Salary Schedule(s):	
Addon(s) to Include**:	

\*Please submit separate form for each bargaining unit or group.

\*\*Consider including addons for docks, positive and negative adjustments, and vacation and longevity pay unless otherwise specified in agreement.

**Check all that Apply:**

- Classified     
  Certificated     
  Certificated RWL     
  Management  
 Other: \_\_\_\_\_

**Retro Payroll Features** (check all that apply):

- On Salary Schedule     
  Active Employees Only (NOT Creditable for all)  
 One-Time Bonus     
  Include Terminated (Creditable for all)

**Required Attachments:**

- Copy of Signed Agreement (submit signed letter detailing terms if no bargained agreement)  
 New Salary Schedule(s)

\_\_\_\_\_  
*LEA Authorized Signature*

\_\_\_\_\_  
*Date*

Email completed form to [helpdesk@scoe.org](mailto:helpdesk@scoe.org), cc' to [carend@scoe.org](mailto:carend@scoe.org), [jliu@scoe.org](mailto:jliu@scoe.org), [maquayo@scoe.org](mailto:maquayo@scoe.org) and [abritton@scoe.org](mailto:abritton@scoe.org)