

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 ___ August Prior Year

Payroll Gross \$ _____

Payroll Net \$ _____

Payroll Technician Date: _____

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(NEW)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.