

RETROACTIVE PAY - CLASSIFIED

District Name

District Number (xxx)

Contact Person

Phone Number

Fiscal year of Retro

Employee Count

**Please submit separate form for each fiscal year retro. Retro grouping cannot cross fiscal years.*

Retro Start Date

Retro End Date

Proposed Retro Pay Date

**Please submit this form 3 weeks prior to proposed retro pay date to allow adequate time for Retirement Unit to review. DO NOT enter in retro pay manually to the payline unless Retirement Unit is notified prior to entry.*

Incorrect retro pay entry can cause errors in an employee's final compensation, service credit, and contributions. Errors will be sent back to the district for correction via payroll.

**Follow the CRC instructions and required deadlines: Salary Schedule updates - 3 weeks prior to paysheets being created. Excel to CI Retro spreadsheet upload - 2 weeks prior to precalc. It is highly recommended to update Salary Schedule(s) first and then process Retro pay the following month, do not process both in the same month.*

Salary Admin Plan (3 Digit)

Salary Grade (3 Digit)

Empl Class

Type of Retro (Choose one):

Salary Schedule Adj

Off Schedule Bonus (\$)

Off Schedule Bonus (%)

Other

Reason for RETRO:

CRC HEAT Ticket #:

*Required Attachments:

Monthly Retro Query(s)

Hourly Retro Query(s)

Excel to CI Spreadsheet

SDCOE Retirement Reporting Unit Section:

Received Date

Reviewed By

Reviewed Date

District Corrections

District Corrections from Retirement Unit Sent to District: