



District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 11-015

Date: March 25, 2011

To: Payroll Users Group

From: Laurie Sholl

Re: Correction of Retirement Errors

The purpose of this bulletin is to advise you that effective April 1, 2011, you will be correcting retirement errors prior to payroll processing. As mentioned in the Payroll & Retirement Training, District Business and Advisory Services (DBAS) staff will be identifying retirement errors for each District on the day before payroll processing. The payroll prelist report of retirement errors will be sent to the designated payroll staff at each District that has errors. Payroll will be unlocked for the affected districts for a period of two hours. It is extremely important that corrections are made within the allotted time. DBAS staff will be available, should their assistance be required.

In order to ensure that the appropriate staff within each District receives the prelist, please provide the contact information of each pertinent staff member using the form below. The form can be e-mailed to laurie_sholl@sccoe.org no later than Monday, March 28, 2011.

Contacts	Phone Number	E-Mail Address	PERS/STRS

Approved by: Nimrat Johal- Director- District Business & Advisory Services