STRS MONTHLY REPORT PROCESS (PAY-W064)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction is applied to prepare a monthly report of member and non-members earnings to send to CalSTRS via the County Office of Education.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

3.0 APPR