

REQUEST FOR PAYROLL HISTORY ADJUSTMENT

Purpose

To provide a way for the district to request a payroll history adjustment for an employee.

When

A payroll history adjustment is necessary for the following reasons:

1. Collection / payback of STRS/PERS contributions.
2. Collection / payback of OASDI/Medicare taxes.
3. Adjustments discovered through employee payroll history audits performed throughout the year for items pertaining to taxes (this would include adjustments to tax sheltered annuities and non-taxable items).
4. Other appropriate adjustments to an employee's payroll history as deemed necessary.

Procedure

The district should complete the top portion of the [Request for Payroll History Adjustment](#) form found above the section designated "For County Use Only". It is important that adequate detail be included in the "remarks" section of the form to enable BMAS to fully understand the nature of the requested adjustment.

Please follow the routing instructions at the bottom of the form for proper distribution of all copies.

Date Revised: January 1, 2000

Contact Person: Cheryl Dutton

Procedure Binder Section: Payroll