



Gary S. Thomas, Ed.D., Superintendent

San Bernardino County Superintendent of Schools

Payroll Processing Checklist

Please forward the following forms to District Financial Services each pay period by the date listed on DFS' Payroll Processing Schedule.

PYR510 - Payroll Prelist

Totals page and signature page only, signed by an authorized agent of the District (County Form 2, Payroll Orders)

PYR510 - New Employee Warning List

PYR525 - Special Earning Types Audit Report

Signed by an authorized agent of the District (County Form 2, Payroll Orders).

- Allowances paid to employees require board authorization.
 - Vacation payout for employees with individual contracts with the district (i.e. Superintendents, Assistant Superintendents) requires board authorization if no provision is specifically stated in their contract.
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PYR620 - Vendor Deduction Recap by Vendor

Signed by an authorized agent of the district (County Form 2, Payroll Orders)

- If recouping a revolving cash advance, DFS will need revolving cash receipts signed by employee (or copy of cancelled revolving cash check) and a copy of the PYR600 (Vendor Deduction Recap by Employee).
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Notice of Employment (N.O.E.)

Signed by an authorized agent of the district (County Form 2, Notices of Employment)

- Please ensure that all copies are legible.