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# STRS MONTHLY REPORT PROCESS (PAY-W064)

Sacramento City Unified School District

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## **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**

