
CALSTRS RETIREMENT REDEPOSIT (PAY-W065)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to help guide employees to redeposit funds into CALSTRS for service.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Paa

Signature

Date

ined in the CALSTRS account.

- 4.2 STRS – State Teachers’ Retirement System
- 4.3 GTN – Gross to Net

5.0 WORK INSTRUCTION:

- 5.1 Employee/member initiates process with CALSTRS for service credit buyback.
 - 5.2 Employee provides retirement team with letter for purchase of service credit. Letter must be signed by the employee agreeing to payroll deduction.
 - 5.3 Prior to setting up STRS Buyback add-on, the employee must sign an Irrevocable Payroll Authorizat
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