

CSEA CORRECTION SHEET

Department _____ Agency Code _____

A = Addition
C = Change
D = Deletion

Employee ID

Name

Inc
Code *

LLS
Amount

Comments

A = Addition C = Change D = Deletion	Employee ID	Name	Inc Code *	LLS Amount	Comments

****Enter Increment Code 1110 or 2012 for employees eligible for the 5-year payment (\$1,250) OR 0610, or 2007 for employees eligible for the 10-year payment (balance due of \$2,500)***

Note: Employees newly eligible for the 10 year payment received the 5 year amount when payment was processed in October 2016 or April 2017 based on their eligibility as of 09/30/2016 (October 2016 payment) or 03/31/2017 (April 2017 payment. If an employee is determined to have been ineligible to receive this payment or should only have received the 5 year amount, OSC must be notified to prevent processing of the balance of the full 10 year amount