



### Final Six Months' Salary Report

Colorado Public Employees' Retirement Association  
PO Box 5800, Denver, Colorado 80217-5800  
1-800-759-PERA (7372) • Fax: 303-863-3727 • www.copera.org



Member/  
Retiree SSN

**Member:** Take this form to your employer's personnel or payroll office for completion. Discuss with your employer any anticipated annual or sick leave you plan to take, overtime that you may incur, and other actions that may affect your final six months' pay. Your employer will complete and send the *Report* to Colorado PERA once your final pay is known (this could be after you have stopped working). Once this form is received, PERA will process your benefit, usually in the month your benefit is effective. If there is a delay, your first benefit will be retroactive to your effective date of retirement.

**Employer:** Please complete this form. Instructions are on the reverse.

Member Name \_\_\_\_\_ Job Title \_\_\_\_\_

#### Member Employment

Last Day Physically on the Job \_\_\_\_\_  
Month/Day/Year

Termination Date \_\_\_\_\_ Paid-Through Date \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Last Date of Sick or Injury Leave Actually Used (if after last day on the job) \_\_\_\_\_  
Month/Day/Year

#### Final Six Months of Salary

Month/Year	PERA-Includable Salary Only		Member Contributions
	Base Pay	Extra Pay (if applicable)	
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

#### Extra Pay Breakdown

If the final six months of salary includes Extra Pay, please itemize the Extra Pay:

\_\_\_\_\_ Number of hours/days of payoff of unused annual or personal leave at \$\_\_\_\_\_ per \_\_\_\_\_(hour/day)

\_\_\_\_\_ Number of hours/days of payoff of unused sick leave at \$\_\_\_\_\_ per \_\_\_\_\_(hour/day)

\$\_\_\_\_\_ Define any other amount \_\_\_\_\_

If bi-weekly, specify any three-pay month(s) \_\_\_\_\_

#### Employer Certification

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Telephone Number \_\_\_\_\_

Form Completed By \_\_\_\_\_ Date \_\_\_\_\_

Please Print

(Continued on reverse)



### Final Six Months' Salary Report (continued)

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#### Instructions for Completing the Final Six Months' Salary Report

Use final information, do not estimate. Please provide the information in the appropriate spaces and send this form to PERA when you know the information is accurate. PERA needs this form at least 30 days prior to member's anticipated retirement date. If the actual salary changes or you discover an error after sending this report to PERA, please advise PERA promptly. If you have questions while completing this form, call your PERA Employer Representative or PERA's Benefit Services Division.

If the final month of salary includes Extra Pay, show how the Extra Pay was determined. Below is an example of \$2,900 of Extra Pay in the final month of salary. Extra Pay may be overtime pay, shift differential, etc.

100 hours Number of hours/days of payoff of unused annual or personal leave at \$ 20 per hour (hour/day)

20 hours Number of hours/days of payoff of unused sick leave at \$ 20 per hour (hour/day)

\$ 500 Define any other amount Overtime pay

If bi-weekly, specify any three-pay month(s) \_\_\_\_\_