


Instructions For Completing the PENSION CREDITABLE COMPENSATION FORM (PCC-1 SCHOOLS)

[RESET FORM](#)



STATE OF DELAWARE
OFFICE OF PENSIONS

**PENSION CREDITABLE
COMPENSATION
(SCHOOL)**

PLEASE COMPLETE AND RETURN FORM TO THE OFFICE OF PENSIONS

The Pension Office is responsible for verifying creditable compensation and wages subject to pension contributions; therefore, this form must be completed for all employees who have terminated, deceased, or who have retired on a service, disability or vested pension.

NAME: _____ ② PENSION ID: _____

③ DATE OF: Retirement Death Termination _____

④ LAST DAY WORKED (if different from above): _____

⑤ Employee Months Worked: 9 10 11 12

⑥ Amount of Last Regular Pay:	
Regular Salary	
Overtime	
EPER Pay	
Other -	
Total of Last Regular Pay:	\$ 0.00
Date Disbursed: _____	

⑦ **Amount of Lump Sum 26/22 Pay (days worked) Adjustments Paid After Termination:** (attach worksheet w/calculations)

Total: _____
Date Disbursed: _____

⑧ **Salary Paid Due to Employee Electing 26 Pays:**

Date: _____	Amt: _____	Date: _____	Amt: _____
Date: _____	Amt: _____	Date: _____	Amt: _____

⑨ **Amount of Paid Sick Leave:**

Number of Days Accrued _____

Total # of Days Paid _____ x Daily Rate _____ Total: \$ 0.00

Date Disbursed: _____

⑩ **Amount of Paid Vacation Leave:**

Total # of Days Paid _____ x Daily Rate _____ Total: \$ 0.00

Date Disbursed: _____

I CERTIFY THAT THERE ARE NO PAYROLL ADJUSTMENTS PENDING.

AUTHORIZED SIGNATURE	TITLE	DATE
Print Name: _____	School District: _____	

860 SILVER LAKE BLVD., SUITE 1 - MCARDLE BUILDING - DOVER, DE 19904 / SLC D570A
PHONE: (302) 739-4208 - TOLL FREE: (800) 722-7300 - FAX: (302) 739-6129 - EMAIL: PENSIONOFFICE@DELAWARE.GOV
WWW.DELAWAREPENSIONS.COM

Pension creditable compensation is wages earned that are subject to pension contributions. This form must be completed for all employees who have terminated, deceased, or retired on a service, disability, or vested pension.

1. Name – Enter first, middle initial, and last name
2. Pension ID – Enter the six-digit Pension ID number (**not** the six-digit Employee ID number)
3. Date of: - Check the appropriate box – Retirement, Death, or Termination and enter the date
4. Last Day Worked – Enter last paid compensation day here (this could be REG pay, sick, annual, etc.; last day paid pension creditable wages)
5. Employee Months Worked – Select the appropriate checkbox for 9, 10, 11, or 12 month employee
6. Amount of Last Regular Pay (last check earning pension creditable wages, i.e., REG pay, sick leave taken, annual leave taken, etc.)

- Regular Salary – Reg pay, sick leave taken, annual leave taken, etc.
- Overtime – Enter any overtime amount earned on the last pay here
- EPER
- Other – List each earnings code and amount

7. Amount of Lump Sum 26/22 pay (days worked) Adjustments Paid After Termination (attach worksheet w/calculations)

8. Salary Paid Due to Employee Electing 26 Pays: - Enter any amounts paid for employees that elected to be paid throughout the summer months

9. Amount of Sick Paid Leave

- Number of hours accrued and not taken
- Total number of hours paid x Hourly rate equals the Total dollar amount; enter the Date Disbursed

10. Amount of Paid Vacation Leave

Number of hours accrued and not taken

- Total number of hours paid x Hourly rate equals the Total dollar amount; enter the Date Disbursed

 Certify No Payroll Adjustments Pending

- The HR Representative will certify that there are no other adjustments that will be taken out of the employee's paycheck and no money due to the employee.
- An authorized signature is required here, along with the job title and date signed

 Print HR Representative's Name and School District Name