



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

RETRO REPORT COVERSHEET

TO:

Auditor-Controller/Treasurer/Tax Collector, EMACS-Payroll Section	Fax Number (909) 386-9070
--	--------------------------------------

FROM:

Department Name	Payroll Specialist Name	Telephone
------------------------	--------------------------------	------------------

Total No. pages including Cover	Fax Number
--	-------------------

Attached are Retro Reports for processing. Pages included in this Fax are as follows:

Note: List page numbers in numerical order. Use a separate line to indicate breaks in page numbers (example: Beginning Page No. 1, Ending Page No. 5 would be on the first line; Beginning Page No. 10, Ending Page No. 20 would be on the second line)

Retro Report Beginning Page No.	Retro Report Ending Page No.

This fax is confidential and intended solely for the use of the individual to whom it is addressed. The information contained herein may be privileged, confidential and protected from disclosure. If you are not the intended recipient, be advised that you have received this fax in error and that any use, dissemination or copying of this communication is strictly prohibited. If you have received this fax in error, please destroy it and all copies and contact the sender immediately.