
HAND-WRITTEN EMPLOYEE CHECKS (ACC-W031)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction outlines the process for reissuing a payroll check to an employee

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Technician II

Approved signature on file

3.0 APPROVAL AUTHORITY:

- 3.1 General Accounting Supervisor
- 3.2 Payroll Supervisor

4.0 DEFINITIONS:

- 4.1 CBO – Chief Business Officer
- 4.2 Escape – SCUSD Financial software

5.0 WORK INSTRUCTION:

- 5.1 Handwritten payroll check request form will be completed by the Payroll Department and placed in General Accounting in-box by 12:00 p.m. Any requests submitted after 12:00 p.m. will be written the next day.
- 5.2 The Check Request form needs the following:
 - 5.2.1 All information on form must be completed by Payroll Technician
 - 5.2.2 The approval of the Payroll Supervisor, or CBO.
 - 5.2.2.1 Emergency checks must get an approval from General Accounting Supervisor.
 - 5.2.3 Copy of payroll snapshot from Escape.
 - 5.2.4 For all lost checks, the completed affidavit must be attached.
- 5.3 Before processing the Check Request form verify the following:
 - 5.3.1 The name, the net amount and warrant number matches the name on the form and the payroll snapshot.
 - 5.3.2 If there are errors on the form, return to the payroll technician, correct and initial
- 5.4 Draft a check for the net amount of the payroll snapshot.
- 5.5 Fill in the check number, the date, and amount of the check on the Check Request form.
- 5.6 Write check number on the right corner of the payroll snapshot.
- 5.7 Obtain two signatures for the check. Refer to list of Signors.
 - 5.7.1 Each Signor needs to sign the check, initial and date the Check Request form.

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- 5.8 Deliver Check, with white, yellow and goldenrod copies of Check Request form to Payroll by 3:00 p.m.
 - 5.8.1 Have either payroll supervisor or payroll technician sign to receive the checks.
- 5.9 General Accounting will keep a payroll snapshots and pink portion of the form.
- 5.10 Write check number(s) and total amount of checks on receiving form (green form)
- 5.11 Payroll returns yellow copy signed by employee receiving hand-written check, along with signed affidavit, where applicable.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Check request form
- 6.2 Payroll snapshot
- 6.3 Affidavit
- 6.4 List of Signors

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Payroll checks with supporting documentation, (pink copies of payroll check request and affidavit)	General Accounting and warehouse	3 yrs	Discard as desired	Secured area

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release

***** End of procedure *****