PAYROLL ERROR LISTING (BUD-P007)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure discusses the process that is used to correct payroll errors for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Fiscal Analyst

3.0 APPROVAL AUTHORITY:

Approved signature on file

3.1 Budget Director

4.0 DEFINITIONS:

4.1 Pay Cycle – Identifies the pay period and the group being paid such as 11 month certificated employees.

4.2 Account #/Budget Code - Standardized Account Code Structure (SACS)

4.3 Snapshot – Printed on-screen report.

4.4 Position # - A number assigned to a position. Positional pay employee are assigned to a position via a tracking record.

5.0 PROCEDURE:

5.1 Payroll department provides error-listing reports several times in advance of closing each pay cycle until all errors are cleared.

5.2 Review the reports by highlighting any lines with the following statements: Could not read account *followed by a COMPLETE budget code;* Position # does not have any account #'s defined; and Cash entries do not match NET PAY for Employee (Employee Name).

5.3 Lines with the complete budget code listed indicate that the code needs to be set up in Escape. (Lines with partial budget codes is usually a benefit problem and is handled by Risk Management department)

5.4 Positions without account #'s defined need to have account #'s entered into the account screen of the position. Confirm what the account #'s should be with the budget person that set up the position-usually indicated in the notepad of the position.

5.5 Employees with Cash entries not matching NET PAY may have accounts that ended in a position. Run a payroll snapshot on the employee to determine the position number(s). Lookup each position and verify there are valid position accounts for the pay period (check account codes, position end dates, etc.).

5.6 After corrections have been made, run payroll snapshots (view on screen-no need to print) of all the employees that were adjusted to verify that they clear. An error message will appear if there is a problem.

5.7 Notify payroll as soon as all the highlighted items have been cleared.

6.0 ASSOCIATED DOCUMENTS:

6.1 Error listing report. Provided by Payroll Department.

6.2 Payroll snapshot - generated in Escape.

6.3 Position/Per Diem Requisition - can be used to verify account codes.

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Escape report	Local	One year	Discard as desired	Limited Access

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/12/04	A	Initial Release

* * * E n d   o f   p r o c e d u r e * * *