
PAYROLL FOR TRANSPORTATION (TRA-P022)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses Transportation servicing as a clearinghouse for the Finance Payroll Department including overtime, absences, concerns and workman's compensation.

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

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1

5.0 PROCEDURE:

- 5.1 The Office Tech III obtains absences from the dispatcher daily.
- 5.2 Absences are reviewed for completeness. An official absence list is created.
- 5.3 Absences are recorded on the monthly report form.
- 5.4 Analyze time sheets against absence list to ensure accuracy
- 5.5 File all forms 12s
- 5.6 Obtain overtime approval forms from supervisor.
- 5.7 Post all overtime hours for employees
- 5.8 Post bi-weekly estimates of monthly employee pay.
- 5.9 Prepare overtime summaries for supervisor signature
- 5.10 Post monthly payroll
- 5.11 Send monthly payroll to Finance Department Payroll Technician
 - 5.11.1 Checks are direct deposit or mailed to employees.
- 5.12 Respond to employee requests or concerns about paycheck
- 5.13 Report employee requests or concerns to finance technician
- 5.14 Ensure that employee requests or concerns are properly addressed

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Absence list (TRA-F001)
- 6.2 Monthly report form
- 6.3 Time sheets

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6.4 Form 12's

6.5 Overtime Sheets

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Absence List	Centrally	Permanent	None	None
Overtime Summaries	Centrally	Permanent	None	None
Timesheets	Centrally	Permanent	None	None
Overtime Form	Centrally	Permanent	None	None
Form 12's	Centrally	Permanent	None	None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/05/04	A	Initial release

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