
SALARY PROJECTIONS FOR DISTRICT (BUD-P006)
Sacramento City Unified School District

- 1 -

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to project actual salaries of District employees for developing budgets.

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

2.0 RESPONSIBILITY:

- 2.1 Fiscal Analyst

3.0 APPROVAL AUTHORITY:

- 3.1 Budget Director

Signature

Date

4.0 DEFINITIONS

- 4.1 FTE – Full Time Employment

5.0 PROCEDURE:

- 5.1 **IMPORTANT:** The following procedures are all done in the Escape “Test System” so that the actual production system is not affected by the changes.
- 5.2 I.S. Dept. will need to set up Calendars, Salary Schedules and Pay Cycles in the fiscal year to be projected.
- 5.3 Have I.S. Dept. set up a “PSL Manager” login in the “Test System” for the Fiscal Analyst in order to make changes in employee set ups.
- 5.4 Print listing of employees with termination dates within the current year.
 - 5.4.1 Using PSL Manager login in Test System, remove the termination dates in the Termination screen.
 - 5.4.2 Remove the end dates of their pay cycles, taxes, retirement and benefits.
- 5.5 Print out position control reports and review for any errors such as not enough authorized FTE for a position. Also identify and remove any position end dates. Make sure these changes are made in the “Test System” only.
- 5.6 Have I.S. Dept. roll accounts forward and create Budget Tracking Records.
- 5.7 Set up Budget Model in the target year.
- 5.8 Make any necessary changes for projected increases in Health benefits and/or salary rates in the personnel module.
- 5.9 Review Budget Tracking Records for any errors.
- 5.10 Have I.S. Dept. run salary projection calculations.

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- 2 -

5.11 In the Budget Model, bring up all salary account codes and then load the salary records.

6.0 ASSOCIATED DOCUMENTS:

6.1 Position Control Report - generated in Escape

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Salary projection reports	File cabinet in office	Three years	Discard as desired	Access limited to Budget Staff

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/12/04	A	Initial Release
6/19/06	B	Revised procedure

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