
TEAMSTERS UNION DUES (PAY-W010)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied when an employee is a plant manager and belongs to the teamsters union where dues are deducted once a month. Also applies to custodians temporarily working as a School Plan Operations Manager over 30 days.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 This is a mandatory deduction that is deducted once a month from September through June.
- 4.2 GTN – Gross to Net

5.0 WORK INSTRUCTION:

- 5.1 Contact Teamsters to provide employee's information (start date in position and salary). Teamsters will provide Payroll Services with the dues authorization form.
- 5.2 Sign into Escape, selecting the Payroll module.
- 5.3 Search for an employee by last name hitting <F9> or by SSN hitting <F10> and hit <Enter> to select the employee.
- 5.4 Hit <Enter> to go into employee's detail screen.
- 5.5 Hit <Ctrl P> to go into the employee's payroll set up records screen.
- 5.6 Hit <Alt A> to bring up the menu window.
- 5.7 Select "Misc deduction" and hit <Enter>.
- 5.8 Enter effective begin date (the first day of the effective month).
- 5.9 GTN code is:
 - 5.9.1 DTMSTRA – Agency Fee-Employees who choose to not become members of Teamsters.
 - 5.9.2 D TMSTRF – Fair Share Fee-Employees who have submitted an objection form and instructed Teamsters to redirect funds recorded to an approved non-religious organization.
 - 5.9.3 D TMSTRU – Union Dues Fee-Employees who choose to become members of Teamsters.

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5.10 Enter in dollar amount provided on union authorization form.

5.11 <F3> to save.

6.0 ASSOCIATED DOCUMENTS

6.1 Dues notification from Teamsters

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Check and Backup	File cabinet in office	Two years, current and previous fiscal year. After two years, sent to warehouse.	None. Must keep all payroll records per Internal Audit Department.	Access with approval of Payroll Services Department.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/01/04	A	Initial Release

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