
SUMMER BUCKET PAY CHECKS (PAY-W025)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to process employee summer bucket pay checks.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
2.2 Fiscal Services Technician I

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

APPROVAL AUTHORITY:

Signature

Date

3.0

- 3.1 Supervisor IV, Payroll Services

4.0 DEFINITIONS:

- 4.1 Employees working less than twelve months a year have the option of signing up with the Personnel Services Department for a monthly deduction from the school year pay checks that are paid at the end of July and August to provide them with a check that net equals approximately what their school year pay checks are.

5.0 WORK INSTRUCTION:

- 5.1 The ISET Department provides Payroll Services with a report the beginning of July listing all employees and their balances in their summer buckets.
- 5.2 Payroll Services reviews all employees in the July and August summer pay cycles to verify that their amounts agree with the reports and that their summer bucket balances are paying out correctly.
- 5.3 Any employee that is on the list, but not on the summer bucket pay cycle needs to be imported into a make-up pay cycle for payment in July/August.
- 5.4 No additional entries are to be made in the Summer Bucket Pay cycles, except Voluntary deductions to the Credit Union and Garnishments. Any Adjustments should be posted to employees regular pay cycle or next available make-up pay cycle.
- 5.5 Add-on to be used is: EE-SMRPY. Enter the dollar amount to be paid.
- 5.6 Verify amount paying is accurate and hit F3 to save.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Summer bucket report from Escape system.

7.0 RECORD RETENTION TABLE:

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

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warehouse.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/14/04	A	Initial Release
7/16/07	B	Identification Revision
3/24/08	C	Work Instruction Revision

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