ADVANCE PAY FOR CERTIFICATED EMPLOYEES (PAY-W026)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction is applied to process the advance pay for certificated employees.

2.0 RESPONSIBILITY:

2.1 Lead Payroll Technician

2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

Authorized Signature on File

3.1 Supervisor IV, Payroll Services

4.0 DEFINITIONS:

4.1 The M10A pay cycles employees qualify for the advance summer payroll. This option is no longer offered to employees and once these remaining employees are no longer employed with the District, this process will become obsolete. These 10-month employees are advanced an amount equal to the net amount that they receive in their 10 regular paychecks in July and August. From September until June, an amount is deducted from their paychecks to empty the advance bucket.

5.0 WORK INSTRUCTION:

5.1 Payroll Services runs snapshots of the M10A employees 6/30 paychecks. Also, run the pay histories to verify the net amount throughout September through June.

5.2 Verify these employees have not terminated employment with the District.

5.3 Import them into the M10A July and August month-end pay cycles.

5.4 Calculate the net amount that is paid in the regular school year, not including the amount that is deducted for the summer advance payback.

5.5 Access these employees in the M10A pay cycle by hitting enter on the highlighted employee name. Hit Alt D to access the deductions screen. Use the GTN (Gross to Net) EE-SMADV code. For July the effective date is 7/31; for August the effective date is 8/31. Enter the net dollar amount calculated in the Deduction field in both July and August's pay cycles.

5.6 Verify the amount paying is accurate and hit F3 to save.

6.0 ASSOCIATED DOCUMENTS:

6.1 Back-up for processing M10A advance pay cycles.

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Back-up for processing M10A advance pay cycles	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.	Secured work Area.

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
10/14/04	A	Initial Release
7/16/07	B	Identification Revision

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