
UNPAID SUSPENSIONS (PAY-W033)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to the processing of unpaid suspensions.

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

2.0 RESPONSIBILITY:

- 2.1 Supervisor IV, Payroll Services
- 2.2 Lead Payroll Technician
- 2.3 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Supervisor IV, Payroll Services

4.0 DEFINITIONS:

- 4.1 The Payroll Services Department receives a notification from a Personnel Services Director when an employee needs to be docked for an unpaid suspension.

5.0 WORK INSTRUCTION:

- 5.1 Access employee in the Escape Payroll Module.
- 5.2 Search for employee by name hitting <F9> or by SSN hitting <F10> and hit <Enter> to select the employee.
- 5.3 Hit <Enter> to go into the employee's detail screen.
- 5.4 Enter the add-on code "UPS" to access the unpaid suspension.
- 5.5 Enter the dates employee is out on suspension in the description field
- 5.6 The system will pull in the employee's hourly rate. Enter the number of hours in the units field.
- 5.7 Verify docking is accurate; hit <F3> to save.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Yellow alert from Personnel Services Director.

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 | Keep in files on-sight. | None. Must keep all payroll records per Internal Audit Department. | Access with approval of Payroll Services Department. |

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8.0 REVISION HISTORY:

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

***** End of procedure *****