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.

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:

Identification	Storage	Retention	Disposition	Protection
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.

8.0 REVISION HISTORY:

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

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