TSA REFUND (PAY-W035)

Sacramento City Unified School District

1.0 SCOPE:

    1.1 This work instruction is applied to refund a TSA contribution.

2.0 RESPONSIBILITY:

    2.1 Lead Payroll Technician

    2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

    _____ _____
    Signature   Date

    3.1 Supervisor IV, Payroll Services

4.0 DEFINITIONS:

    4.1 Refund employee contributions when funds are returned from the TSA companies.

5.0 WORK INSTRUCTION:

    5.1 Make a copy of the check for department back up.

    5.2 Submit check, with account number "9556" written on it, to General accounting.

    5.3 Sign into Escape, selecting the Payroll module.

    5.4 Search for an employee by last name hitting F9 or by SSN hitting F10 and hit <Enter> to select the employee.

    5.5 Hit <Enter> to go into employee's detail screen.

    5.6 Hit <Ctrl P> to go into the employee's payroll set up records screen.

    5.7 Highlight employee's TSA set up record and hit <Enter> to obtain TSA vendor code number.

    5.8 Hit <Esc> to go back into employee's detail screen.

    5.9 Hit <Ctrl-D> to bring up deductions screen and enter the code TSA-R.

    5.10 Enter the effective date, which is the last day of the month, when the contribution was deducted.

    5.11 Enter the vendor code.

    5.12 Enter the amount of the refund with a negative sign.

    5.13 Hit <F3> to save and exit.

6.0 ASSOCIATED DOCUMENTS:

    6.1 Copy of TSA refund check

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
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:

Date:	Rev.	Description of Revision:
10/14/04	A	Initial Release

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