
VACATION/SICK LEAVE AUTODOCKS AND REIMBURSEMENTS (PAY-W037)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to dock for over-used vacation, sick leave, personal necessity, and full salary docks, as well as how to reimburse incorrect docks.

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.

3.0 APPROVAL AUTHORITY:

Authorized signature on file

- 3.1 Supervisor IV, Payroll Services

4.0 DEFINITIONS:

- 4.1 An employee's pay is deducted when they continue to be absent after they have exhausted their sick leave, personal necessity leave, or vacation time. They can also be docked full salary if directed by the site.

5.0 WORK INSTRUCTION:

- 5.1 Manual Docks - Receive notification from Personnel.
 - 5.1.1 Hit <F9> to search for employee by name or <F10> to search for employee by SSN and press <Enter>.
 - 5.1.2 Find employee's pay rate at the time pay should be docked for their absences.
 - 5.1.2.1 Hit <-> to go back or <+> to go forward until in month that absences occurred.
 - 5.1.2.2 For classified employees, hit <F9> and note employee's "Retire Rate" at the bottom of the screen.
 - 5.1.3 Now, navigate to current pay cycle.
 - 5.1.4 For over-used vacation, enter the code "OUV" in the "ADD'L" field and skip to 5.3.
 - 5.1.5 For sick docks, determine employee's classification.
 - 5.1.5.1 For classified employees or certificated management, enter the code "SDN" in the "ADD'L" field and skip to 5.3.
 - 5.1.5.2 For certificated 6-hr teachers, enter the code "SDC6" in the "ADD'L" field and skip to 5.3.
 - 5.1.5.3 For certificated 8-hr teachers, enter the code "SDC8" in the "ADD'L" column and skip to 5.3.
 - 5.1.6 For personal necessity docks, enter the code "NPN" in the "ADD'L" column and skip to 5.3.

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- 5.1.7 For full salary docks, enter the code "DKT" in the "ADD'L" column and skip to 5.3.
- 5.2 To reimburse docks, use the same code that was used to dock time in "ADD'L" column and skip to 5.3.
- 5.3 Enter the dates of absences, separated by month, under the "Description" field, the last day of the month of absence under the "Eff Dt" field, and the number of hours absent in the "Units" field.
- 5.4 Make sure that the rate matches the "Retire Rate" noted in 5.3.2. If the rate does not match, tab over to the field immediately after the "Pos #" field and enter an asterisk (*). Tab over to the "Pay Rate" field and enter the correct rate.
- 5.5 <F3> to save and exit.
- 5.6 Auto Docks - Receive Auto Docking Report from Personnel Services.
 - 5.6.1 Hit <F9> to search for employee by name or <F10> to search for employee by SSN and press <Enter>.
 - 5.6.2 For classified employees or certificated management, do not change the "DOCKSH" in the "ADD'L" field.
 - 5.6.3 For certificated 6-hr teachers, enter the code "SDC6" in the "ADD'L" field.
 - 5.6.4 For certificated 8-hr teachers, enter the code "SDC8" in the "ADD'L" column.
 - 5.6.5 Make any other changes that are written by hand on the report by personnel.
- 5.7 Auto Dock reports come from Personnel. Unless marked, all docks are from previous month.
- 5.8 Enter the last day of the month of absence under the "Eff Dt" field, and the number of hours absent in the "Units" field.
- 5.9 If an employee is terminated, or going on a leave, and there is no or not enough earnings to post dockings, check if this employee is being paid per diem or sub time. If employee is on one of the mid-month pay cycles post the dockings on that pay cycle to avoid an overpayment.

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5.10 <F3> to save and exit.

6.0 ASSOCIATED DOCUMENTS:

6.1 Documentation from Personnel to dock pay.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Documentation from Personnel for dock pay	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:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/14/04	A	Initial Release
07/16/07	B	Identification Revision and additional auto-docking instructions

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