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# STAFF DEVELOPMENT DOCKING/REIMBURSEMENTS (PAY-W038)

Sacramento City Unified School District

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## 1.0 SCOPE:

- 1.1 This work instruction is applied to Staff Development Docking/Reimbursements.

## 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:

- 3.1 Supervisor IV, Payroll Services

Authorized Signature on File

## 4.0 DEFINITIONS:

- 4.1 The Payroll Services Department and ISET coordinate with the Staff Development Department to process the paycheck dockings necessary on the 6/30 payroll for certificated employees that did not meet their staff development requirements.
- 4.2 ISET – Information Services and Education Technology Department

## 5.0 WORK INSTRUCTION:

- 5.1 Staff Development provides ISET and Payroll Services with the listing of employees, their social security numbers, and units that need docking on their 6/30 paycheck.
- 5.2 ISET converts data into a spreadsheet that is imported into employees' 6/30 pay cycles.
- 5.3 Payroll Services verifies accurate docking by accessing all employees on the listing provided by Staff Development in the Escape system.
- 5.4 The system will list the employee's hourly rate and the add-on is STAFFDEV. The import will pull in the number of units.
- 5.5 Access employee in 6/30 pay cycle and hit enter on highlighted employee to open employee's pay detail record. Verify units agree with what is on docking report.
- 5.6 Staff Development will sometimes receive documentation later from an employee substantiating that they met the staff development requirements and will communicate to Payroll Services that a reimbursement is necessary of the docking. Staff Development will provide Payroll Services with a listing and number of units for these employees entitled to a refund.
- 5.7 Import employees into the next available make up pay cycle for reimbursement.
- 5.8 Use the add-on STAFFREP and enter the same hourly rate that the employee was docked and the number of units to be reimbursed.
- 5.9 Hit <F3> to save.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Employee listing from Staff Development Department.
- 6.2 Memorandum from Staff Development Department listing employees and units to be refunded.

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### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee listing from Staff Development Department, Memorandum for Staff Development Department	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:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/21/04	A	Initial Release
07/16/07	B	Identification Revision

**\* \* \* E n d o f p r o c e d u r e \* \* \***