
TSA VENDOR ADDRESS/NAME UPDATE (PAY-W047)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to change a TSA vendor's name or mailing address.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 When a TSA company has a change of address, a letter is sent to SCUSD. The mailing address needs to be updated before the next payroll is processed to avoid a check being mailed to an incorrect address.

5.0 WORK INSTRUCTION:

- 5.1 Address update letter is received by Payroll Services Department and date stamped.
- 5.2 Vendor code is looked up on the TSA approved vendor listing.
- 5.3 An email is sent to the Fiscal Services Technician I in Accounts Payable to update vendor address. The email should include:
 - 5.3.1 Vendor name
 - 5.3.2 Vendor code
 - 5.3.3 Vendor's new address
 - 5.3.4 Vendor's new phone number
- 5.4 The Fiscal Services Technician I in Accounts Payable will email back when address update is complete.
- 5.5 When the payroll reports and vendor checks are printed, make a copy of the report for the vendor who had a recent address update.
- 5.6 In Escape selecting the Payroll module, search for an employee by last name hitting <F9> or by SSN hitting <F10> and hit <Enter> to select the employee.
- 5.7 Hit <Enter> to go into employee's detail screen.
- 5.8 Hit <Ctrl P> to go into the employee's payroll set up records screen.
- 5.9 Locate the TSA set up that has the vendor name for which you are doing an address update.
- 5.10 Close out that TSA add-on using the last day of the month of the last pay date in the end date field.

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- 5.11** Hit <F4> to copy record. No need to enter in effective date as it will automatically default to the first day of the month following the end date of the record you previously closed.
- 5.12** Tab down until you get to the "Pay to Vendor" field. Tab over to the field after the vendor code.
- 5.13** Hit <Shift + Enter> to bring up choices of addresses for the vendor. This will bring up all addresses for the vendor.
- 5.14** Use the up and down arrow keys to select the current address for vendor. Once the address you need is highlighted, hit <Enter> to select.
- 5.15** Hit <F3> to save.
- 5.16** Repeat steps 5.6 – 5.15 for each employee listed on report.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Address Update Letter from Vendor
- 6.2 Deduction Vendor Register

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	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>
11/01/04	A	Initial Release

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