
EARLY RETIREMENT NOTIFICATION BONUSES (PAY-W096)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to the processing of the early retirement notification \$500.00 bonuses.

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

Signature

Date

4.0 DEFINITIONS:

- 4.1 The Payroll Services Department receives notification from Personnel Services of certificated employees that submitted an early retirement notification and are eligible for the \$500.00 bonus to be paid on their 6/30 paycheck.

5.0 WORK INSTRUCTION:

- 5.1 The Personnel Services Department will provide Payroll Services with a listing by employee and social security numbers of all qualifying employees.
- 5.2 The list is provided to the Budget Department to code for appropriate funding.
- 5.3 Access employee in the Escape Payroll Module.
- 5.4 Enter the add-on code "CERTNR1 – CERTNR5."
- 5.5 Enter 1 in the unit field.
- 5.6 Verify amount carries over to pay field and hit F3 to save.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Qualifying employee listing from Personnel Services Department.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Qualifying employee listing from Personnel Services Department	File cabinet in office	Keep two years, current and previous fiscal year. After two years, send to Warehouse.	None. Must keep all payroll records per Internal Audit Department.	Access with approval of Payroll Services Department.

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/14/04	A	Initial Release
10/11/05	B	Correction to Identification in Record Retention Table
6/18/08	C	Revision to Work Instruction 5.4

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