
SUBPOENA (PAY-W114)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to the processing of a subpoena.

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 A subpoena is a legal request for payroll documents that is received for the District Legal Services Department. All subpoenas are routed to the Human Resource Services Department and forwarded to the Supervisor IV, Payroll Services. Payroll Supervisor routes out to the appropriate Payroll Team.

5.0 WORK INSTRUCTION:

- 5.1 Sign into Escape, selecting the Payroll module.
- 5.2 Search for an employee by using the <F9> short-cut key and enter either the last name or employee's Social Security Number. Select <Enter> to select the employee.
- 5.3 The system will access the employee's most current pay cycle and highlight on their name.
- 5.4 Print the employee's pay history for the time period requested using the following methods.
 - 5.4.1 <Alt R> to access Earnings History or <Ctrl H> is the short-cut key.
 - 5.4.2 Enter beginning and end time period. If multiple years are requested, run separate report for each year. Reports should be run by calendar year to correspond with the W2 forms.
- 5.5 Submit W2 re-print request to Information Services & Education Technology for the years requested.
- 5.6 Copies are provided to the requestor. Copies are retained in Payroll files along with copy of the subpoena.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Subpoena
- 6.2 Employee Pay History Reports
- 6.3 Employee W2 forms

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7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|--|----------------------------|------------------|------------------------|---|
| Subpoena, Employee Pay History Reports, Employee Forms W2s | File cabinet in office. | One year. | Discard as desired. | Access with approval of Payroll Services Department. |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 3/6/07 | A | Initial Release |

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