
STANDARD INSURANCE DEDUCTION SETUP (PAY-W116)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to set up an employee with a miscellaneous deduction for Standard Insurance life or income protection insurance.

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 This is a voluntary deduction for contracted certificated employees only.

5.0 WORK INSTRUCTION:

- 5.1 Sign into Escape, selecting the Payroll module.
- 5.2 Search for an employee by last name hitting F9 or by SSN hitting F10 and hit <Enter> to select the employee.
- 5.3 Hit <Enter> to go into employee's detail screen.
- 5.4 Hit <Ctrl P> to go into the employee's payroll set up records screen.
- 5.5 First check to see if an employee has a deduction for Standard Insurance life or income protection set up.
- 5.6 Hit <Alt A> to bring up the menu window.
- 5.7 Select "Miscellaneous" deduction.

5.7.1 Life Insurance and Income Protection

- 5.7.1.1 Enter the effective begin date.
- 5.7.1.2 In the GTN field, enter one of the following:
 - 5.7.1.2.1 **ST BLIFE** (BASIC LIFE)
 - 5.7.1.2.2 **ST AD&D** (BASIC AD&D)
 - 5.7.1.2.3 **ST SUPLF** (SUPPLEMENTAL LIFE)
 - 5.7.1.2.4 **ST SADD** (SUPPLEMENTAL AD&D)
 - 5.7.1.2.5 **ST SUPPL** (SUPPLEMENTAL PLUS LIFE)
 - 5.7.1.2.6 **ST SPADD** (SUPPLEMENTAL PLUS AD&D)

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5.7.1.2.7 **ST DISBL** (DISABILITY)

5.7.1.2.8 **ST DPLF1** (DEPENDENT LIFE)

5.7.1.2.9 **ST DPAD1** (DEPENDENT AD&D)

5.7.1.2.10 **ST DPLF2** (DEPENDENT LIFE)

5.7.1.2.11 **ST DPAD2** (DEPENDENT AD&D)

5.7.1.3 In the description field, enter the division number for the company.

5.7.1.4 In the dollar amount field, enter the amount to be deducted.

5.7.1.5 Hit F3 to save.

6.0 ASSOCIATED DOCUMENTS:

6.1 Deduction Authorization Form from Standard Insurance

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Deduction Authorization Form from Standard Insurance	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>
9/20/07	A	Initial Release

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