
REQUISITION FOR PER DIEM PERSONNEL/CERTIFICATED PER SESSION (PSL-W013)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction discusses the process by which we pay certificated employees a per session rate for duties performed other than contract service such as: Saturday School, After School, 0/7 Period, Home/Hospital, Home Visits, Prepare/Present Workshops, Independent Study, Extended Day, or Tutoring.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Personnel Technician II

Approved signature on file

3.0 APPROVAL AUTHORITY:

- 3.1 Personnel Technician II
- 3.2 Supervisor III, Personnel

4.0 DEFINITIONS:

- 4.1 P/D Requisition – Requisition for Per Diem Personnel is an authorization form for work performed on an “as needed” basis.
- 4.2 P/S Rate – The Per Session Rate is an hourly rate on the “T” or “TM” salary schedule based on class and step.
- 4.3 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees’ employment records.
- 4.4 HRS—Human Resource Services

5.0 WORK INSTRUCTIONS:

- 5.1 P/D requisition is received from site.
- 5.2 Review P/D requisition for completion of form.
- 5.3 Contact site for more information, if needed.
- 5.4 Send P/D requisition to Budget Services for Budget approval.
- 5.5 Receive approved P/D requisition from Budget.
- 5.6 Determine salary schedule, class, and step from employees escape tracking record for rate of pay.
- 5.7 Input data into Escape add-on record.
- 5.8 Sign and file P/D requisition, which is now available in Escape for payment via Per Diem Time Report submitted from sites to Payroll Services.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Requisition for Per Diem Personnel. (PSL-F003)
- 6.2 Escape Records (those listed below are available in Escape).
 - 6.2.1 add-on record
- 6.3 Union Contracts (available on the SCUSD Internet).
 - 6.3.1 SCTA – Sacramento City Teachers Association (certificated)
- 6.4 Salary schedules (available on the SCUSD Internet and Intranet).
- 6.5 Work calendars. (Documentation is available in Escape)

7.0 ASSOCIATED SOFTWARE:

- 7.1 ESCAPE

8.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisition for Per Diem Personnel	File Cabinet in HRS	3 Years	Discard as desired	Access limited to HRS

9.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release

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