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REQUISITIONS FOR PER DIEM PERSONNEL/CERTIFICATED  
STIPENDS (PSL-W014)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction discusses the process by which we pay certificated employees a set amount for duties performed other than contract service.

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 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees’ employment records.
- 4.3 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 appropriate add-on code for rate of pay: Staff Training, Curriculum Writing, Head Teacher, Coaches.
- 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.

**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).

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6.3.1 SCTA – Sacramento City Teachers Association (certificated)

6.4 Salary schedules (Available on the SCUSD Internet and Intranet).

**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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