

---

## CHANGE OF ADDRESS (PSL-W037)

Sacramento Unified School District

---

### 1.0 SCOPE:

- 1.1 Working Instructions to do a change of address for present and former employees for the district.

### 2.0 RESPONSIBILITY:

- 2.1 Customer Service Specialist

### 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 4.0 DEFINITIONS:

- 4.1 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.2 District mail—Inter-office mail.
- 4.3 HRS—Human Resource Services.
- 4.4 SS#--Social Security Number.
- 4.5 SCUSD—Sacramento City Unified School District.
- 4.6 Subs—Substitute/on-call employees.
- 4.7 DOB—Date of birth.

### 5.0 PROCEDURE:

- 5.1 Receive request by phone, mail or in person by district employee
  - 5.1.1 Request in person: give employee the change of address form. Once completed verify ID.
  - 5.1.2 By phone: If current employee, inform employee to download the form from SCUSD website, fill it out, have office manager initial it and district mail it to the personnel office. If former employee we ask security question such as SS # and DOB. We will then make changes
  - 5.1.3 If by mail: We contact the employee to verify the request and security questions.
- 5.2 HRS employee logs onto Escape utilizing username and Password.
- 5.3 Enter the personnel side, enter employees SS#
  - 5.3.1 Go into employees personal screen
  - 5.3.2 Scroll down using the tab button or arrows and make address change
  - 5.3.3 Hit the F3 button to save
- 5.4 Date and initial form when completed and distribute:
  - 5.4.1 Original to employee personnel file

---

CHANGE OF ADDRESS (PSL-W037)  
Sacramento Unified School District

---

5.4.2 Copy to the Benefits Office if they are permanent

5.4.3 Copy to Substitute office if they are subs

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Change of Address form (PSL-F027)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Change of Address Form	Personnel File	Life of the employee	Discard as Desired	Access limited to HRS

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change

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