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FILING OF PERSONNEL/PAYROLL FORMS (PSL-W039)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 Working instructions for the filing of Personnel/ Payroll forms to there appropriated destination

**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 Team Matrix—List of Learning Support Units that displays the sites, departments, and assigned HRS staff to a unit.
- 4.2 HRS—Human Resource Services.
- 4.3 Paperwork—Documents that the person brings into the HRS department to process.

**5.0 PROCEDURE:**

- 5.1 When turning in the paperwork ask the employee, the Customer Service Specialist asks the person at the counter, what site or Department they work for.
- 5.2 Using the Department Assignments by Team Matrix to determine what team and what HRS staff member the paperwork goes to.
- 5.3 File the paperwork in the mailbox by that person's name. (see PSL-W033 to PSL-W035)

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Paperwork (many forms that an employee may need to fill out and are defined within each working instruction).

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Paperwork	Assigned HRS staff mailbox	None	None	Access limited to HRS staff

**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

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