
SUBSTITUTE PAY-Escape Export Review and Audit by Substitute Office for Required Updates that Impacts SUBPAY Processing (PSL-W054)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This working instruction outlines one of the essential functions used to process Substitute Pay through Human Resource Services, Substitute Office, by reviewing and editing the export file.

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/Substitute Office

3.0 APPROVAL AUTHORITY:

- 3.1 Personnel Specialist or Director of Human Resource Services

4.0 DEFINITIONS:

- 4.1 Escape Export—A data report that is extracted from the SUBPAY System that Technology Services initiates
- 4.2 Escape—Finance System utilized to process district payroll for employee pay
- 4.3 Add On Code—A code entered in the Escape system which designates the pay amount and position the employee is authorized
- 4.4 SUBPAY Committee—Substitute Payroll group comprised of personnel, payroll, budget and tech services staff
- 4.5 E-mail—Electronic mail

5.0 PROCEDURE:

- 5.1 Open the Escape Export file to review the following: Sub Add on Codes, Pay Rates, Pay Cycles, Hours Worked, Custodial Shifts, NTE 8 hours/Classified or any other noted RED FLAG items that require updates.
 - 5.1.1 Correct and update any changes that are needed for accuracy.
- 5.2 When completed with the updates, the Substitute Office e-mails SUBPAY Committee members the final data version to be imported, by the Technology Department, into the Escape System for payroll processing by Payroll Services.
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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Export File: Column A- PSL #
- 6.2 Column B- Escape Add-on Code
- 6.3 Column C- Hours worked

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- 6.4 Column D- Rate of pay
- 6.5 Column E- Rate Two (hard code)
- 6.6 Column F- Budget Code
- 6.7 Column G- Pay Date
- 6.8 Column H- ASF Job #
- 6.9 Column I – Date substitute worked
- 6.10 Column J- Pay Cycle

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/25/12	A	New, Initial Release, Update definitions and procedure sections

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