Sacramento City Unified School District

——— BULLETIN ———

SUBJECT:	Upcoming Training on New HRA Process		**2024-25 NO. BS-29**
TO:	All Staff Involved in Position Requisition		
DATE:	June 13, 2025		
PREPARED BY:	May Saechao, Interim Manager III, Position Control Systems	**DEPARTMENT:**	Budget Services
REVIEWED BY:	Christian Ramirez, Interim Director of Budget Services	**APPROVED:**	Janea Marking, Chief Business and Operations Officer

We are excited to announce the launch of a new Human Resource Authorization (HRA) process, fully integrated into the ESCAPE system, effective **July 1, 2025**. This change replaces the paper requisition process and email exchanges with a streamlined digital workflow.

To support this transition, we will be holding training sessions to guide users through the new process. This change supports our ongoing commitment to streamlining operations and enhancing accuracy within our position control system.

Training dates:

Date	Format	Time	Location
July 10, 2025	In-person	9:00am – 12:00pm	Community Rooms
August 12, 2025	In-person	9:00am – 12:00pm	Training Room A & B
September 9, 2025	Virtual	9:00am – 12:00pm	Virtual

To attend, please sign up using the HRA Training Sign-Up Google Form.

Who Should Attend

This training is essential for staff responsible for submitting or approving position changes. It will introduce the new, streamlined process for entering position actions directly into ESCAPE, eliminating the need for manual forms and reducing the back-and-forth of email communications.

Topics to be Covered

- Requesting new positions
- Processing position changes
- Closing positions

We strongly encourage all staff involved in position management to attend. This training will provide valuable tools and knowledge to ensure a smooth transition to the new system.

Training Resources

- [ESCAPE HRA User Guide](#)
- Position Control HRA Training – [Pre-recorded training video](#)

For additional information or assistance:

HRA-related inquiries, please reach out to your assigned [Budget Services staff member](#).

For ESCAPE access, please complete an access form and submit a support ticket to: support@scusd.edu.