POSTING PAYROLL TO LEDGER (ACC-P051)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure discusses the process that is used to record the payroll charges (via journal entries) to the general ledger for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Fiscal Services Technician II

3.0 APPROVAL AUTHORITY:

Approved signature on file

3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

4.1 Batch number: A transaction number in date format, year, month, date & PR (payroll acronym) i.e. 041130PR.

4.2 Due to/from funds: Money that is owed to another fund or money that is due from another fund.

4.3 SCOE: Sacramento County Office of Education

4.4 Escape: Software Financial System

5.0 PROCEDURE:

5.1 Use reports pr cⱯd0055tasuit-p Tf4.42m1I5.24 431.76 0.24 rEtu 0 10.02m

4.3 -4942mE6 0ryerCafetn.a Fher fu42m -491(D Gen numb(s p)3((FiFun nud4 43) isc. ACC-W013 nu(pies.)ᴶᶠℰTE

6.10 Work Instruction ACC-W013

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Payroll documents	File cabinet in Accounting Services office	One year	Discard as desired	Access limited, Locked file drawer
SCOE Payroll Taxes Summary	File cabinet in Accounting Services office	One year	Discard as desired	No protection required

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/30/04	A	Initial Release
3/31/08	B	Corrected procedure

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