
STAFF DEVELOPMENT DOCKING/REIMBURSEMENTS (PAY-W038)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to Staff Development Docking/Reimbursements.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

Authorized Signature on File

- 4.1 The Payroll Services Department and ISET coordinate with the Staff Development Department to process the paycheck dockings necessary on the 6/30 payroll for certificated employees that did not meet their staff development requirements.
- 4.2 ISET –elhnor mation ervice Department Cns the elp Se Brs With The Usng to mployes, 993Dep their social security numbers, and units that need docking on their 6/30 paycheck.
- 5.2 ISET converts data into a spreadsheet that is imported into employees' 6/30 pay cycles.
- 5.3 Payroll Services verifies accurate docking by accessing all employees on the listing provided by Staff Development in the Escape system.
- 5.4 The system will list the employee's hourly rate and the add-on is STAFFDEV. The import will pull in the number of units.

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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