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**POSTING PAYROLL TO LEDGER (ACC-W013)**  
Sacramento City Unified School District

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5.2.6 Provide entries to Fiscal Analyst II for posting.

5.3 File payroll reports into file cabinet.

5.4 Send to SCOE entries for payroll taxes and Due to General Fund/Due from Cafeteria Fund.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Payroll: Pay Day Summary

6.2 Payroll: Payroll Transmittal

6.3 Payroll: Labor Distribution

6.4 Payroll: Warrant Register

6.5 Payroll: Direct Deposit Transmittal Log

6.6 Payroll: Vendor Liability Report

6.7 Payroll: Summary of Deduction Vendor Register

6.8 Payroll: Detailed Deductions

6.9 Payroll: Federal and State Taxes Paid

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Payroll documents	File cabinet in Accounting Services office	One year	Discard as desired	Access limited, Locked file