
VACATION/SICK LEAVE AUTODOCKS AND REIMBURSEMENTS (PAY-W037)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to dock for over-used vacation, sick leave, personal necessity, and full salary docks, as well as how to reimburse incorrect docks.

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:

- 3.1 Supervisor IV, Payroll Services

Authorized signature on file

4.0 DEFINITIONS:

VACATION/SICK LEAVE AUTODOCKS AND REIMBURSEMENTS

VACATION/SICK LEAVE AUTODOCKS AND REIMBURSEMENTS (PAY-W037)

Sacramento City Unified School District

5.10 <F3> to save and exit.

6.0 ASSOCIATED DOCUMENTS:

6.1 Documentation from Personnel to dock pay.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Documentation from Personnel for dock pay	File cabinet in office	Two years, current and previous fiscal year. After two years, sent to warehouse.	None. Must keep all payroll records per Internal Audit Department.	Secured Work Area.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/14/04	A	
07/16/07	B	