## **ADVANCE PAY FOR CERTIFICATED EMPLOYEES (PAY-W026)**

Sacramento City Unified School District

#### 1.0 SCOPE:

1.1 This work instruction is applied to process the advance pay for certificated employees.

The online version of this procedure is

# **ADVANCE PAY FOR CERTIFICATED EMPLOYEES (PAY-W026)**

Sacramento City Unified School District

#### 7.0 RECORD RETENTION TABLE:

#### Identification

### Storage

### **Retention**

**Disposition** 

**Protection** 

Back-up for processing M10A office advance pay cycles

File cabinet in Two years,

current and previous fiscal year. After two