
RETIREMENT EARNINGS VERIFICATION PROCESS (PAY-W068)

Sacramento City Unified School District

SIBILIT

Y:

2.1 Lead Payroll Technician

2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

3.1 g

Signature

Date

member/employee.

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5.2 Sign into ESCAPE, sel

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7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|------------------------|--|--|--|
| Check and Backup | 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. | Access with approval of Payroll Services Department. |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 10/14/04 | A | Initial Release |

***** End of procedure *****