

---

VACANCY REQUISITIONS/SHORT AND LONG TERM TEMPORARY  
(PSL-WO29)  
Sacramento City Unified School District

---

**1.0 SCOPE:**

---

## VACANCY REQUISITIONS/SHORT AND LONG TERM TEMPORARY (PSL-WO29)

Sacramento City Unified School District

---

- 5.3 New employee, see PSL-P12 Section 5.7.
- 5.4 Input data into Escape records: personnel, employment, health, tracking, or termination.
  - 5.4.1 STT – Input STT add-on and retirement record (if applicable.)
  - 5.4.2 LTT – Input pay cycle and retirement record (if applicable) such as STRS and PERS.
    - 5.4.2.1 Refer to Union Contract (if applicable.)
- 5.5 Enter transaction on payroll update sheet.
  - 5.5.1 Enter on top of form:
    - 5.5.1.1 Certificated/classified employee
    - 5.5.1.2 Name of person submitting form
    - 5.5.1.3 Date to payroll
    - 5.5.1.4 Pay cycle
  - 5.5.2 Enter transaction for each person:
    - 5.5.2.1 Name of employee
    - 5.5.2.2 Social security number
    - 5.5.2.3 Work location code/work calendar
    - 5.5.2.4 If new employee
    - 5.5.2.5 Transfer
    - 5.5.2.6 Separation
    - 5.5.2.7 Leave of Absence
    - 5.5.2.8 Other transaction
    - 5.5.2.9 Effective date
    - 5.5.2.10 Comments
    - 5.5.2.11 See Payroll work instruction
- 5.6 Prepare AESD-1 form (if applicable.)
  - 5.6.1 See work instruction (PSL-W002.)
- 5.7 Distribute to Payroll Services the white copy of the payroll update sheet to initiate payroll processing.
- 5.8 Distribute to Employee Benefits Office the pink copy of the payroll update sheet.

---

## VACANCY REQUISITIONS/SHORT AND LONG TERM TEMPORARY (PSL-WO29)

Sacramento City Unified School District

---

- 5.9 Distribute to Employee Benefits the AESD-1 form (if applicable) to establish employees benefits.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Vacancy Requisition (requisition is available in Escape).
- 6.2 Payroll Update Sheet Form. (PSL-F061)
- 6.3 AESD-1 Form. (outside form)
- 6.4 Union Contracts (available on the SCUSD Internet).
  - 6.4.1 SCTA – Sacramento City Teachers Association (certificated)
  - 6.4.2 SEIU - Service Employees International Union (classified)
  - 6.4.3 UPE - United Professional Educators
  - 6.4.4 Teamsters - School Plant Operations Managers (SPOM)
  - 6.4.5 CSA – Classified Supervisors Association
- 6.5 Salary schedules (available on the SCUSD Internet and Intranet)
- 6.6 Work calendars (available in Escape)
- 6.7 CALPERS/PERS – Public Employee Retirement System Procedure Manual (manual is available in Personnel Services or Payroll Services)
- 6.8 STRS – State Teachers Retirement System Procedure Manual (manual is available in Personnel Services or Payroll Services)
- 6.9 Check List of Form(s) (PSL-F064, PSL-F065, and/or PSL-F066) and the documents needed to fill out ma322 be322 be322 be322 be322 be32e322 be322f[Pe(e322f[Pe(e)5(e)15 .4PE -2710.01.0



---

VACANCY REQUISITIONS/SHORT AND LONG TERM TEMPORARY  
(PSL-WO29)  
Sacramento City Unified School District

---

**9.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
12/18/06	B	External form
10/08/07	C	Approval Authority department name change

**\* \* \* E n d o f p r o c e d u r e \* \* \***