
ANNUAL EMPLOYEE NOTIFICATIONS (PAY-W095)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction is applied to distribute annual payroll deadlines.

2.0 RESPONSIBILITY:

2.1 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:

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5.3.1.2 Mid-month payroll:

- 5.3.1.2.1 Dated the 15th of every month unless the 15th falls on a weekend or holiday. If the payroll date falls on a weekend, the checks will be dated the last business day.
- 5.3.1.2.2 Cut-off for transaction input is 4 business days before the payroll date.
- 5.3.1.2.3 **ISET** locks pay cycles.
- 5.3.1.2.4 ISET processes payroll the following day and prints reports and checks.
- 5.3.1.2.5 Payroll Services attaches the vendor reports to corresponding vendor checks and mails the day before the payroll date.

5.3.1.3 Month-end payroll:

- 5.3.1.3.1 Dated the last day of every month unless the last day falls on a weekend or holiday. If the payroll date falls on a weekend, the checks will be dated the last business day.
- 5.3.1.3.2 Cut-off for transaction input is 5 business days before the payroll date.
- 5.3.1.3.3 ISET locks pay cycles 4 business days before payroll date.
- 5.3.1.3.4 ISET processes payroll the following day and prints reports and checks.
- 5.3.1.3.5 Payroll Services attaches the vendor reports to corresponding vendor checks and mails the day before the payroll date.

5.3.1.4 ER/ERP & CalPERS:

- 5.3.1.4.1 The CalPERS payroll is dated around the 23rd of each month, working around the special payroll. The ER/ERP pay cycle is always dated the day before.
- 5.3.1.4.2 The Benefits Department runs labor and final computes 3 business days before the ER/ERP and CalPERS pay cycles.
- 5.3.1.4.3 ISET processes pay cycle and prints reports and checks.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 W-2 Memorandum
- 6.2 Payroll Deadlines Memorandum
- 6.3 Monthly Payroll Schedule

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
W-2 Memo- random, Payroll Deadlines Memorandum, Monthly Payroll Schedule	File cabinet in office	One year	Destroy as desired after one year retention	Access with approval of Payroll Services Department.