
ACSA DUES (PAY-W011)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to set up an employee with a miscellaneous deduction for Association of California School Administrators (ACSA) dues.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 This is a voluntary deduction employees may request to have taken from their paychecks for annual membership dues payable to ACSA for the months of September through June.

5.0 WORK INSTRUCTION:

- 5.1 Sign into Escape, selecting the Payroll module.
- 5.2 Search for an employee by last name hitting F9 or by SSN hitting F10 and hit <Enter> to select the employee.
- 5.3 Hit <Enter> to go into employee's detail screen.
- 5.4 Hit <Ctrl P> to go into the employee's payroll set up records screen.
- 5.5 First check to see if an employee has a deduction for ACSA dues set up.
- 5.6 Hit <Alt A> to bring up the menu window.
- 5.7 Select "Misc deduction."
- 5.8 Enter effective begin date.
- 5.9 In the GTN field, type D ACSA.
- 5.10 In the dollar amount field, enter in the dollar amount to be deducted.
- 5.11 Hit F3 to save.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 ACSA Authorization for Deduction form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Check and	File cabinet in	Two years, current and	None. Must keep all payroll	Access with approval of

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Backup	office	previous fiscal year. After two years, sent to warehouse.	records per Internal Audit Department.	Payroll Services Department.
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8.0 REVISION HISTORY:

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

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