
RETIREMENT EXPRESS BENEFIT REPORT (PAY-W062)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to assist the member when they have made the decision to retire.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

§ ervice or _____

ide employee/member with a Resignation/Retirement form to complete and attac

- 5.5 Access ESCAPE/Personnel system to retrieve employees annual contractual days of service.
- 5.6 Fill in the County/District Code, Employment Termination Date, Last Day of Compensation and Retirement Date along with employer contac

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| nt 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. |
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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 |

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