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Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This working instruction outlines one of the essential functions used to process Substitute Pay through Human Resource Services, Substitute Office, by reviewing and editing the export file.

2.0 RESPONSIBILITY:

- 2.1 Personnel Technician II/Substitute Office

3.0 APPROVAL AUTHORITY:

- 3.1 Personnel Specialist or Director of Human Resource Services

4.0 DEFINITIONS:

- 4.1 Escape Export A data report that is extracted from the SUBPAY System that Technology Services initiates
- 4.2 Escape Finance System utilized to process district payroll for employee pay
- 4.3 Add On Code A code entered in the Escape system which designates the pay amount and position

