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VACANCY REQUISITIONS/STATUS CHANGE (PSL-W028)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction is the process by which contract employees receive a job permanency or FTE change.

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Technician II

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.
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**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services
- 3.2 Associate Superintendent, Human Resource Services

**4.0 DEFINITIONS:**

- 4.1 Vacancy Requisition – Authorization form for Board approved positions.
- 4.2 FTE – Full Time Equivalent.
- 4.3 Assoc. Supt. – Associate Superintendent, Human Resource Services
- 4.4 Director – Director of Personnel
- 4.5 Analyst – Personnel Analyst
- 4.6 AESD-1 Form – CALPERS (California Public Retirement System) Member Action Request Form notifies CALPERS regarding employee benefits and retirement status.
- 4.7 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.8 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.9 Union Contracts—See associated documents below.

**5.0 WORK INSTRUCTIONS:**

- 5.1 Vacancy requisition is received from Analyst, Director, or Assoc. Supt.
- 5.2 Review requisition for completion of form and check to see if all paperwork is complete utilizing the Checklist of Forms (for new employees.) (see PSL-P041)
- 5.3 Input data into Escape records: employment, tracking, termination (if applicable).
- 5.4 Input data into Escape add-on records: pay cycle (if applicable.)
- 5.5 Enter transaction on payroll update sheet.
- 5.6 Prepare AESD-1 form (if applicable.)
- 5.7 Distribute to Payroll Services:
  - 5.7.1 Payroll update sheet.
- 5.8 Distribute to Employee Benefits Office:

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- 6.4 Tax Forms. (outside forms)
- 6.5 STRS Permissive Membership Form. (outside form)
- 6.6 Certificated Transcript/Experienc

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12/03/04	A	Initial release
12/18/06	B	External form
10/08/07	C	Approval Authority department name change

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