Per Diem Requisition Approval
Work Instruction BUD-W009
Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction discusses the process that is used to process and approve a Per Diem Requisition for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Budget Department

3.0 APPROVAL AUTHORITY:

Signature on File

3.1 Budget Director

4.0 DEFINITIONS:

4.1 Per Diem Requisition – Form used to set up pay for a non-positional employee.

4.2 Extra Duty – Above and beyond regular hours of normal duty.

4.3 Bargaining Unit – Organization of representatives for district employees.

4.4 Position Requisition – Form used for services requested for more than one consecutive month and day/hours are consistent. Positional Pay

5.0 WORK INSTRUCTION:

5.1 Receive Per Diem requisition from personnel.

5.2 Verify correct form is being utilized relating to Per Diem guidelines.

    5.2.1 Time Span - Services requested are for less than one month.

    5.2.2 Various Hours – Services requested are on an as needed basis.

    5.2.3 Temporary – Services are not of a permanent assignment.

    5.2.4 Extra Duty

        5.2.4.1 Regular employees providing services for tutoring.

        5.2.4.2 Regular employees participating in the Extended Day programs.

        5.2.4.3 Staff Development - Services provided by district employees for training and/or meetings.

        5.2.4.4 Head Teacher – Regular teacher filling in during the absence of the Principal.

    5.2.5 Stipend Pay – Flat pay rate.

    5.2.6 Non Represented Employees – Services provided are by employees not covered by a defined bargaining unit.

5.2.6.1 Noon Duty Employees.

5.2.6.2 Morning Duty Employees.

5.2.6.3 Walking Attendant Employees.

5.3 Verify Form is Complete

5.3.1 Authorized Signature – Principal, Vice-Principal or Administrator.

5.3.2 Begin/End Dates, Day/Hours – Verify dates or hours do not warrant a position requisition.

5.3.3 Reason for Request – Verify appropriate expenditure, valid job classification.

5.3.4 Employee Type – Classified or Certificated employee.

5.3.4.1 Information used to assist in proper coding. Identify employee types accordingly with budget code.

5.3.4.2 Must use separate requisition for each employee type, unless coding can be identified appropriately.

5.3.5 Name and Social Security Number – Name and Social Security Number have been indicated.

5.3.6 Budget Code – Funding Source submitted by the site.

5.3.6.1 Verify proper code.

5.3.6.1.1 Account code should be based on information provided in the reason for request field.

5.3.6.1.2 If correction is required, make necessary corrections and notify site via appropriate communication.

5.3.6.2 Verify funding available.

5.3.6.3 Verify budget code is set up as well as related benefit object codes.

5.4 Budget Department Approval – The approval of the Budget Department is the approval of funds are available for services requested.

5.4.1 Initial's of approver.

5.4.2 Indicate date of approval, followed with a "P" – this is the date requisition was forwarded to personnel.

5.4.3 Make copy for files – original forward to personnel.

6.0 ASSOCIATED DOCUMENTS:

6.1   Requisition for Per Diem Personnel (PSL-F003)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Copy of Per Diem Requisition	File cabinet at each individual technician's area	One year	Discard as desired	Access limited to budget staff
9	9	9		c	n