
TSA REFUND (PAY-W035)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to refund a TSA contribution.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

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For an employee by last name hitting F9 or by SSN hitting F10 and hit <Enter> to select the employee.

- 5.5 Hit <Enter> to go into employee's detail screen.
- 5.6 Hit <Ctrl P> to go into the employee's pa

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7.0 RECORD RETENTION TABLE:
