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**AESD I FORM (PSL-W002)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction is the process by which CALPERS is notified regarding Employees Benefits and Retirement Status.

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Technician II

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 AESD-1 FORM – CALPERS (California Public Retirement System) Member Action Request Form.
- 4.2 Vacancy Requisition – Authorization form for Board approved positions.
- 4.3 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.4 HRS—Human Resource Services

**5.0 WORK INSTRUCTIONS:**

- 5.1 The AESD-1 form is found on the H-drive in MS Word.
- 5.2 Input in box 1 the employee's social security number.
- 5.3 Input in box 2 the employee's name.
- 5.4 Input in box 4 the employee's birth date.
- 5.5 Input in box 5 the employee's gender.
- 5.6 Input in box 7 the employee's mailing address.
- 5.7 Input in box 8 information regarding leaves of absence or separation.
- 5.8 Input in box 9 "Sacramento City Unified School District."
- 5.9 Input in box 10 the effective date from the Vacancy Requisition.
- 5.10 Input in box 12 "0249".
- 5.11 Input in box 13 "097".
- 5.12 Input the appropriate type of action in box 15.
- 5.13 Input in box 16 "60004".
- 5.14 Input in box 17 the employee's job or position title.
- 5.15 Input in box 20 check the appropriate box.

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5.16 Input in box 21 the name of person who completed this form, title, phone number, fax number and date. Sign and date the form.

5.17 Make two copies of this form:

5.17.1 The original is submitted to Employee Benefits.

5.17.2 A copy is attached to the Vacancy Requisition.

5.17.3 A copy is filed with the Personnel Technician II AESD-1 file.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Vacancy Requisition (generated by Escape)

6.2 AESD-1 Form (outside form)

**7.0 ASSOCIATED SOFTWARE:**

7.1.1 MS WORD

**8.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
AESD-1 Form	Personnel File	Indefinitely	Discard as desired	Secured BMI Scanner Company and access to HRS
Vacancy Requisition	Personnel File	Indefinitely	Discard as desired	Secured BMI Scanner Company and access to HRS

**9.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
10/08/07	B	Approval Authority department name change

\* \* \* E n d o f p r o c e d u r e \* \* \*