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

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.

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