



**Administrative  
Manual  
POLICY**

## SECTION

Personnel

## SUBJECT

**CHANGES TO  
RECORDED LEAVE**

After leave has been recorded on the PAYROLL ATTENDANCE REPORT and submitted to the Central Payroll Division, no change may be made to the recorded leave.

The Central Payroll Division will not honor requests to convert one type of recorded leave to another type of leave, even if loss of pay is involved.



**Administrative  
Manual  
DETAIL PROCEDURE**

SECTION

Personnel

SUBJECT

COMPLETING A BI-WEEKLY  
"PAYROLL ATTENDANCE REPORT"

**SAMPLE FORM APPENDED TO PROCEDURE**

The PAYROLL ATTENDANCE REPORT is distributed automatically to all agencies by the Central Payroll Division. Complete this report in duplicate following the directions given below. The circled numbers refer to columns or blocks on the attached sample form. Use blue ink unless directed otherwise.

Upon completion, forward the original to the Central Payroll Division and retain copy for files.

- ① - Remarks -- This block is to be used to explain certain entries made on the PAYROLL ATTENDANCE REPORT. Further specific instructions on the use of this block are given in the applicable sections of this procedure.
- ② - Information listed in the column heading is preprinted in this column in the same layout for each employee. For new employees, enter all data in the first blank space.

**DAILY ATTENDANCE**

- ③ - Work Dates -- Record the attendance of each employee listed in column 2 for every day of the payroll period. The blocks in this column correspond to the printed dates in the column heading. For each work day, enter 1 of the payroll codes specified below if the employee worked the full day or was off the entire day.

PAYROLL CODE

EXPLANATION

/	Present (salaried employees only).
H	Holiday.
S	Sick Leave.
V	Vacation Leave.

## SECTION

Personnel

## SUBJECT

COMPLETING A BI-WEEKLY  
"PAYROLL ATTENDANCE REPORT"PAYROLL CODEEXPLANATION

PL Personal Leave.  
 C Compensatory Leave.  
 P Absent with permission (explain in column ① ).  
 X Absent without pay - no prior approval.  
 SX Absent without pay due to illness.  
 XP Absent without pay - prior authorization of supervisor was obtained (suspension, maternity leave, etc.).  
 A Accident Leave - On the job injuries only. (See AM-204-10 for permitted amount.)  
 AS Accident Leave with 1/2 day charged to sick leave - Local 44 Only. (See AM-204-10 for explanation.)

Actual Number  
of Hours Worked

For hourly employees, enter the number of hours worked in the appropriate attendance block. If no work was performed, use appropriate code.

Outlined below are directions for recording the following exceptions to the normal work day:

- Overtime and call-back work.
- Half day's absence.
- Absence of less than half day.
- Work subject to pay differential.

## RECORDING OVERTIME AND CALL-BACK WORK

Regularly Scheduled Work Days -- In addition to the payroll code already recorded, enter the actual number of overtime or call-back hours worked\*, e.g.,  $\frac{2}{1}$ . In recording the hours worked, use the color of ink specified below. Do not convert actual hours to time and one-half or double time rate.

\*NOTE: If the amount of call-back work is less than 4 hours, record 4 hours and print "Call-Back" in column ① .

<p>SECTION</p> <p style="text-align: center;">Personnel</p>	<p>SUBJECT</p> <p style="text-align: center;">COMPLETING A BI-WEEKLY "PAYROLL ATTENDANCE REPORT"</p>
---	--

• Overtime and call-back for which payment is requested:

- . Payable at time and one-half rate -- enter actual hours in red ink.\*
- . Payable at double time rate -- enter actual hours in red ink\* with a "D" above entry.

• Overtime and call-back for which compensatory leave is requested:

- . Leave earned at time and one-half rate -- enter actual hours in blue ink.\*
- . Leave earned at double time rate -- enter actual hours in blue ink\* with a "D" above entry.
- . Leave earned at straight time rate -- enter actual hours in blue ink\* and circle the number of hours entered.

Regularly Scheduled Day-Off -- Do not enter a payroll code; enter only the actual number of overtime or call-back hours worked\*. Use the color of ink specified above.

RECORDING HALF DAY'S ABSENCE

Salaried Employees -- Divide the block into 2 parts with a diagonal slash. Enter the appropriate code for absence either in upper half of the block (for a morning absence) or the lower half of the block (for afternoon absence). Enter the code for present in the remaining half of the block, e.g.,  or .

Hourly Employees -- Divide the block into 2 parts with a diagonal slash. Enter the appropriate code for absence with the number of hours of absence in upper half of the block (for a morning absence) or the lower half of the block (afternoon absence). Enter the number of hours worked in the remaining half of the block, e.g.,  or .

RECORDING ABSENCE OF LESS THAN HALF DAY

Salaried Employees -- Enter the code for present. Also enter the appropriate payroll code for absence followed by the number of hours of absence either above the code for present (for a morning absence) or below the code for present (for an afternoon absence), e.g.,  or .

\*NOTE: If the amount of call-back work is less than 4 hours, record 4 hours and print "Call-Back" in column ①.

SECTION  Personnel	SUBJECT  COMPLETING A BI-WEEKLY "PAYROLL ATTENDANCE REPORT"
--------------------------	--

Hourly Employees -- In addition to the number of hours actually worked, enter the appropriate payroll code for absence.

#### RECORDING WORK SUBJECT TO PAY DIFFERENTIAL

If only a portion of the payroll period is spent on work subject to pay differential -- record the number of hours as follows:

- Shift differential -- In addition to the payroll code already recorded, enter the hours subject to shift differential in green ink, e.g.,  $\frac{3}{1}$ .
- Hazardous duty and environmental differential -- In addition to the payroll code already recorded, enter the hours subject to hazardous duty or environmental differential in green ink followed by "H", e.g.,  $\frac{3H}{1}$ . Print "Environmental Differential" or "Hazard Pay" in column ①.

If all work during the payroll period is spent on work subject to pay differential -- do not make any additions to the payroll code which has already been recorded.

- ④ - Omitted Time -- Enter time left off the previous pay period's report due to error. Mark attendance as in column ③. Enter date in corresponding blocks at top of column. If omitted time involves dates prior to the immediately preceding pay period, or if incorrect entries were made, report omitted time or corrections to Central Payroll by signed MEMO (28-1418-5007).
- ⑤ - Total Time -- Enter total number of regularly scheduled days (for salaried employees) or hours (for hourly employees) for which employee should be paid. Do not include overtime.

#### LEAVE USED

- ⑥ - Comp. Time -- Leave blank.
- ⑦ - Vacation -- Leave blank.
- ⑧ - Sick -- Leave blank.
- ⑨ - Personal -- Leave blank.

SECTION  Personnel	SUBJECT  COMPLETING A BI-WEEKLY "PAYROLL ATTENDANCE REPORT"
--------------------------	--

## EXCEPTION TIME TOTALS

- (10) - Hours or Days - Leave blank.
- (11) - Comp. Time Act. -- Using blue ink, enter total number of actual overtime or call-back hours worked during the pay period for which compensatory leave at the rate of time and one-half or straight time is permitted. Do not convert actual hours worked to time and one-half. If leave is permitted at straight time rate, circle the number of hours entered.
- (12) - Comp. Time 2 -- Using blue ink, enter total number of actual overtime or call-back hours worked during the pay period for which compensatory leave at the double time rate is permitted. Do not convert actual hours worked to double time.
- (13) - Overtime Act. -- Using red ink, enter total number of actual overtime or call-back hours worked during the pay period for which payment at the rate of time and one-half is permitted. Do not convert actual hours worked to time and one-half.

NOTE: Do not make any entries in this section if employee requests payment for overtime or call-back worked while in an out-of-title status. See (16) for instructions on how to record this work.

- (14) - Overtime 2 -- Using red ink, enter total number of actual overtime or call-back hours worked during the pay period for which payment at the double time rate is permitted. Do not convert actual hours worked to double time.

NOTE: Do not make any entries in this section if employee requests payment for overtime or call-back worked while in an out-of-title status. See (16) for instructions on how to record this work.

- (15) - Diff. Hrs. -- Using green ink, enter total number of hours worked during the pay period subject to pay differential. If the hours worked are also subject to overtime pay, multiply the hours by the overtime factor before entering. Separate within the block those hours subject to overtime pay and those not subject to overtime pay. For work subject to hazardous duty or environmental differential, add "H" after the number of hours entered and write "Environmental Diff" or "Hazard Pay" in column (1) .

SECTION  Personnel	SUBJECT  COMPLETING A BI-WEEKLY "PAYROLL ATTENDANCE REPORT"
--------------------------	--

- ①⑥ - Out-of-Title Days -- Enter number of days (for salaried employees) or hours (for hourly employees) for which employees should be paid for out-of-title work (including leave days and holidays which fall within the period of certified out-of-title work).

Also enter, in red ink, the number of overtime or call-back hours worked while in the out-of-title status for which payment is requested. For overtime or call-back payable at double time rate, enter a "D" above the number of hours. Circle all overtime or call-back entries in this column.

- ①⑦ - Out-of-Title Class -- Enter class number of the higher class in which employee is working out-of-title.

NOTE: Agency or bureau head must sign in column ① for each employee marked for out-of-title.

#### DOLLARS ADJUSTED

- ①⑧ - To Gross -- Leave blank.
- ①⑨ - To Net -- Enter payment due employee for either travel into county or meal allowance. If employee is to receive payment for both, enter total amount. Explain in column ① whether payment due is for portal to portal pay or meal allowance. Enter in columns ②⑥ through ③① the 15 digit budget account number to which the meal allowance expense or portal to portal pay is to be charged.

#### CHARGING RECORDED ATTENDANCE TO BUDGET ACCOUNTS OTHER THAN NORMAL

*This section is to be used to charge an employee's attendance against a budget account number which is different from that printed in column ②. Use a separate line for each account number. If additional space is needed, use a CONTINUATION SHEET FOR OTHER THAN NORMAL ACCOUNT NUMBERS (28-1428-5115).*

- ②⑩ - Hours -- Enter total number of regular hours worked during the pay period which are to be charged to other than normal budget account numbers. To obtain the total number of hours

## SECTION

Personnel

## SUBJECT

COMPLETING A BI-WEEKLY  
"PAYROLL ATTENDANCE REPORT"

for salaried employees, multiply the number of days to be charged by 7.3.

- (21) - Overtime 1-1/2 -- Complete as per column (13) for account numbers other than normal.
- (22) - Overtime 2 -- Complete as per column (14) for account numbers other than normal.
- (23) - Diff. Hours -- Complete as per column (15) for account numbers other than normal.
- (24) - Out-of-Title Hours -- Enter total number of hours payable at the out-of-title rate for account numbers other than normal. To obtain the total number of hours for salaried employees, multiply the number of days worked out-of-title by 7.3. For overtime entries, see instructions for column (16) .
- (25) - Out-of-Title Class -- Complete as per column (17) for account numbers other than normal.
- (26) - Fund -- 4 digit fund number of budget account to be charged.
- (27) - Program -- 3 digit program number of budget account to be charged.
- (28) - Activity -- 3 digit activity number of budget account to be charged.
- (29) - Sub-Activity -- 2 digit sub-activity number of budget account to be charged.
- (30) - Object -- 1 digit object number of budget account to be charged.
- (31) - Sub-Object -- 2 digit sub-object number of budget account to be charged.
- (32) - W/O Number -- 6 digit work order number, if any.

**NOTE:** If column (19) shows payment due an employee for meal allowance, columns (26) through (31) must have entries which show the proper budget account number to which the meal allowance expense is to be charged.

SECTION

Personnel

SUBJECT

COMPLETING A BI-WEEKLY  
"PAYROLL ATTENDANCE REPORT"

## COLUMN TOTALS

(33) -  
(34) -  
(35) -  
(36) -  
(37) -

} LEAVE BLANK.

## CERTIFICATION

- (38) - Sub-Bureau/Bureau Head -- Signature of person reviewing report prior to review by bureau or agency head.
- (39) - Department/Bureau Head -- Signature of agency or bureau head.



