



**California State University, Sacramento**

**Human Resources, Payroll Services**

**Timekeeper Guidelines**

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<http://www.csus.edu/hr/departments/payroll>

## Introduction

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This manual provides an online resource guide for hourly reporting and attendance/leave accounting for the CSUS employee. This manual is intended as a reference source only. It is not intended to interpret CSU Bargaining Contracts (MOUs), the Management Personnel Plan, California Statutes or Administrative Codes, resolutions of the Board of Trustees or any other CSU regulation, nor federal and state laws. This manual must be read in conjunction with appropriate current contract, statutory and policy language. In the case of any conflict between this manual and the bargaining agreements, the source documents shall prevail over this manual. Always verify information with the person in your department who is responsible for coordinating, processing, posting and/or managing time reporting and attendance.

This manual encompasses directions for Timekeepers for both the Absence Self Service and the Time and Labor modules in Human Resources Common Management System (CMS) or Absence and Excess Hours Worked Report form (PR54). Time and attendance and absence reporting is divided into three categories for reporting and pay; Master Pay, Positive Pay and Academic Pay.

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## Master Payroll Attendance

Master payroll attendance consists of monthly and hourly salary rate employees. Paychecks for monthly salaries are prepared in advance of the close of the pay period and are based on anticipated time worked through the end of the pay period. After Employees are appointed, paychecks are automatically issued each pay period unless changes are submitted Human Resources/Payroll by personnel transaction “cut-off” dates. The cut-off dates are posted on the Pay Period Calendar found on the Human Resources/Payroll website at:

<http://www.csus.edu/hr/departments/payroll>

Absences for Master Payroll employees are recorded on an Absence and Excess Hours Worked Report form (PR54) or in the online Absence Management Self Service Tool. See website above for more detail.

Overtime for Master Payroll non-exempt employees is recorded on Authorization for Extra Hours form (682) and submitted to the Timekeepers to input into the Time and Labor module.

Compensatory Time Off (CTO) for Master Payroll non-exempt employees are also recorded on Authorization for Extra Hours form (682) and submitted to the Timekeepers to input into the Time and Labor module or if the department is on the Absence Management Self Service reporting tool it should be recorded online (CTO earned or CTO taken).

Once all the hours and absences have been keyed in the Time and Labor module or the Absence Management Self Service tool, Master Timekeepers must approve the time online prior to the deadlines communicated. All paper forms must have all the appropriate approval authorizations and then forwarded to the Payroll Office for verification by Payroll cut-off dates.

Pay Frequency is monthly and pay dates for Master Payroll employees are established by the State Administrative Manual (SAM) and are posted on the Pay Period Calendar found on the Payroll/Human Resources website.

# Time and Attendance Guidelines

## Eligibility

Employees who are not eligible for leave credits are:

- Graduate Assistants
- Resident Assistants
- Note takers
- Readers
- Student Employees
- Retired Annuitants (except those participating in the Faculty Early Retirement Program)
- Special Pay classifications (ex: YRO, Summer Session, Extension, Special Session, Special Consultants, Substitute Faculty)

Employees are responsible for completing absence either on-line through the Absence Management Self Service Tool or via the paper forms (PR54) and overtime forms (682) and submitting them to their supervisors on a timely basis each month. Because of legal ramifications, changes to absence and overtime forms should be signed by employees. **If an employee refuses to sign or is unavailable to sign, indicate this in place of their signature.**

## Work schedules exceeding eight hours a day

Although work schedules may require employees to work more than eight hours a day, pay is issued by the State Controller's Office based on eight hours a day for full time employees. See Schedule Guidelines and Work Schedule Change forms on the Payroll Website for more information.

## Docks

Docks are informal leave without pay (loss of earnings due to a non-compensable period of absence) Docks MUST be reported to the Payroll Office by cut-off of the pay period affected or employees may be overpaid. Refer to the "Docks" section for processing docks before and after cut-off. Docks can be submitted to Payroll without employee's signatures by the employee's supervisor.

## **Exempt Employees**

Employees who are "exempt" from the Fair Labor Standards Act (FLSA) cannot have their pay "docked" or have their leave accruals "adjusted" for less than a full day. (Exception is for approved intermittent FMLA). A full day is the standard number of hours employees are scheduled to work, e.g., if the employee is scheduled to work four hours on Friday but calls in sick, it is considered a full day and they must charge 4 Hours to sick Leave.

## Timekeepers' Responsibilities

- Verify and ensure that employees are correctly entering their time on all Payroll time related forms or in the on-line absence system and report any discrepancies to the Payroll Department.
- To report docks to the Payroll Department as they occur or at the minimum by the Dock Cutoff Dates.
- To accurately key/approve hours in CMS Time and Labor module on a timely basis per the Payroll Calendar.
- To act as liaison between the Payroll Office and employees or department heads on issues affecting time and attendance records.
- To report any discrepancies or issues regarding the Time and Labor module as they occur.
- To forward all paper forms (PR54 & 682) to the Payroll Department by the Payroll Calendar cut off dates.
- Key **ALL** late timesheets into the CMS Time and Labor module, and notify payroll of the late timesheets to ensure employees are paid timely.
- **Schedule Time** - Set up a schedule and deadlines to receive documents from employees, communicate deadlines, post documents and obtain necessary signatures to meet review schedule.
- **Review Payroll Calendar for cut-off dates** –Ensure that documents are submitted in a timely manner.
- **Gather Information**
  - Set up a schedule and a place for receiving attendance documents from employees:
  - A) Absence and Extra Hours Worked Report (Form PR54 & 682).
  - B) Jury Duty confirmation/subpoenaed witness' receipts. If Jury Duty is being reported, include all jury duty receipts. Must be forwarded onto Payroll.

- C) Doctors' releases.
- D) Military Orders/Papers.

■ **Ensure that Time or Attendance Revisions/Corrections are submitted to the Payroll Department as soon as possible.**

Revisions/Corrections to the Absence Report (PR54) must be submitted to the Payroll Office as soon as possible. Revisions to a previously submitted Absence Report should be notated in red ink.

Revised Absence Request Forms (PR54) must include **all** dates of absence for the month and the “**revision**” **box** must be checked at the top of the revised absence report (PR54).

The EmplID/Rcd and Dept ID must be included on all Absence Reports.

Original signatures of the employee and supervisor are required on all revisions.

## **Signatory Responsibilities**

### **Warrant Officers**

Warrant Officers are responsible for picking up payroll warrants (and any Direct Deposit Advices) for their designated areas from Student Financial Services. Checks not picked up by employees within **five days** must be returned to the Student Financial Services Center.

### **Back Up Warrant Officers**

Alternates share the same responsibilities as their counterparts.

### **Temporary Designees**

If designators and their alternates are not available to perform their signatory duties, department heads may temporarily designate other employees to perform the duties so that paycheck distribution is not delayed. Temporary authorizations must be done by memo and should include the reason for the temporary authorization.



# Basic Time and Attendance Reporting

## Absence and Excess Hours Worked Report (PR54)

This form is used to report all absences, Hourly Intermittent time and excess hours worked (with the exception of premium paid overtime).

The original PR54 must be submitted to the Payroll Office. If the absence is for Jury Duty, an original jury duty confirmation form must be submitted.

For multiple positions with different supervisors, submit one report for each supervisor.

If an absence runs into two different pay periods, a separate PR54 must be submitted for each pay period.

## How to Complete the Monthly Absence Request Form PR54

Refer to the information below and on the Instructions tab of the PR54 when completing. The form and the instructions can be found on the HR/Payroll Website:

<http://www.csus.edu/hr/departments/payroll/index.html>

If the Form PR54 is not completed in accordance with this information, it will be returned to you for correction or completion.

The following information must be completed or the appropriate boxes checked on the report:

**Pay Period** = Month/Year

**Qualifying or Non Qualifying** = 11 work days in the period or more qualify for leave accruals.

Check **“No time Taken”** if the employee did not take any time

Check **“Revision”** if this absence report is revised from a previous submitted time period.

**Circle time base**, FT = Fulltime or HI = Hourly Intermittent or enter time base fraction if less than full-time.

**Enter FLSA code**, N = Non Exempt or E = Exempt

**Enter CBID (Bargaining Unit Number)**

**Enter name, Empl ID and Empl Record#** (Note it is important to use the correct Empl Rec# as time may be incorrectly charged to another department)

**Enter Dept ID.**

**Irregular/REG =** Enter in the hourly employees time.

Employees working an irregular schedule such as a 4/10, 3/12, or 9/80's must also have their total hours entered into the Irregular Work Schedule box.

The difference between the total hours worked and the number of the hours in the pay period (possible) will give you a positive or a negative result for the pay period. Determine if the pay period is a 22 day (176 hours) or a 21 day (168 hours), see payroll calendar for days. Time will result in the EP (Excess Plus) or the EM (Excess Minus) lines.

See Top of Absence PR54 for a list of Absences with Pay and Without Pay to record absences on the form.

# Sample Absence and Excess Hours Worked Form (PR54)

Hourly Intermittent:

2	CALIFORNIA STATE UNIVERSITY, SACRAMENTO	Pay Period	<input checked="" type="checkbox"/> Qualifying	<input type="checkbox"/> No Time Taken	<input type="checkbox"/> REVISION <small>(Replaces ALL previous reports for this pay period)</small>	TIME BASE	CBID																												
4	<b>ABSENCE AND EXCESS HOURS WORKED REPORT</b>	(Month/Year)	<input type="checkbox"/> Non-Qualifying			FT HI or	<b>R07</b>																												
6		<b>September-09</b>				time base fraction																													
8	NAME: (First, MI, Last)		EMPLID	EMPL RCD #	DEPTID	FLSA																													
9	<b>Barney K Rubble</b>		<b>102076888</b>	<b>2</b>	<b>48000</b>	<b>N E</b>																													
10	Refer to instructions to complete this report.																																		
11	<b>Absences With Pay:</b>				<b>Shift Pay:</b>																														
13	SL	Sick Leave Self	PH	Using Personal Holiday																															
15	SLF	Sick Leave Family	ML	Short-term Military Leave (In Days)	SHGRV	SHIFT NIGHT																													
17	SLD	Family Death ... Indicate Relationship _____	MPA	Attach Military Duty Orders Maternity / Paternity / Adoption Leave	SHSWG	SHIFT EVENING																													
18			JD	Jury Duty (Attach two history reports)	SHE08	SHIFT EVENING - R08																													
19	FL	Funeral Leave ... Indicate Relationship _____	EP	Excess Hours Earned	SHN08	SHIFT NIGHT - R08																													
20			EM	Using Excess Hrs Credit																															
21	VA	Vacation	UTN	Union Time Taken - Not Reimb.																															
23	CTO	Comp Time Taken	UTR	Union Time Taken - Reimb																															
25	HT	Holiday Credit Taken																																	
27																																			
30	<b>Absences Without Pay (Do NOT Key In CMS):</b>				<b>Irregular Work Schedule - Excess Hours Calculation</b> <b>(Applicable to Non-Exempt Only)</b>																														
32	A	Absence Without Leave (AWOL - Unapproved Absence)	<b>NOTE: FORMAL LEAVE OF 15 DAYS OR LONGER REQUIRES A FORMAL APPROVAL AND IS NOT REPORTED ON THIS ABSENCE REPORT.</b>				(22 day pp = 176 hrs.; 21 day pp = 168 hrs.)																												
33	DOCK	Informal Leave Without Pay Granted (14 working days or less)					HRS - 0.0																												
34																																			
36	F	Furlough Day					Difference: (-) = EM (+) = EP																												
38	Include all dates in pay period - see State Pay Period Schedule. Employees working irregular work week must indicate daily work schedule below																																		
39	Pay Period Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hrs (Including HOL)		
40	Irregular/REG	8.0	8.0	8.0					8.0	8.0	8.0					4.0	2.0	4.0						8.0	8.0	6.0								<b>85.0</b>	
41	SL																6.0																	SL	<b>6.00</b>
42	SLF																									2.0								SLF	<b>2.00</b>
43	SLD																																	SLD	<b>-</b>
44	FL																																	FL	<b>-</b>
45	VA															4.0		4.0																VA	<b>8.00</b>
46	CTO																																	CTO	<b>-</b>
47	HT																																	HT	<b>-</b>

## Irregular Schedule – Sample of 4/10 work schedule

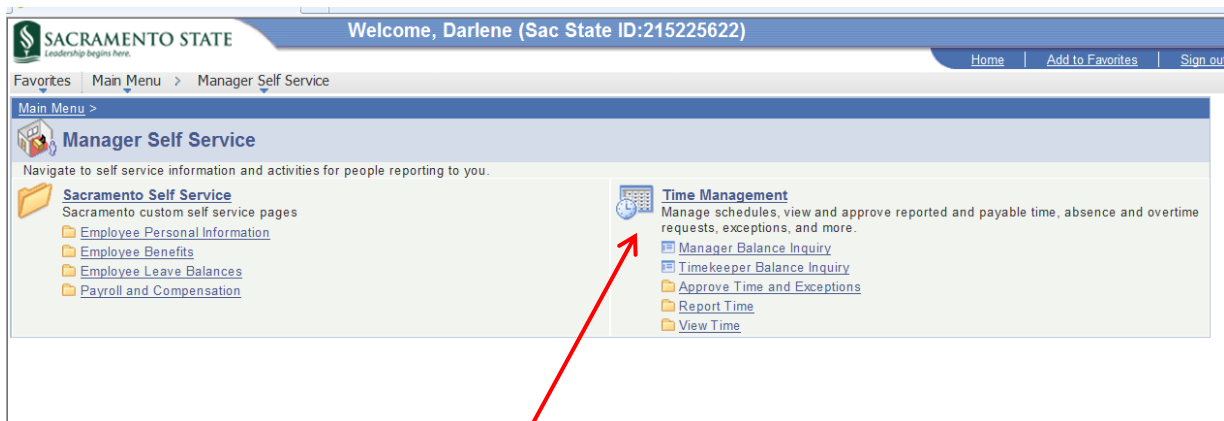
	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AL	AM	AN
3	SL	Sick Leave Self			PH	Using Personal Holiday											SHGRV	SHIFT NIGHT																				
5	SLF	Sick Leave Family			ML	Short-term Military Leave (In Days)											SHSWG	SHIFT EVENING																				
7	SLD	Family Death ... Indicate Relationship _____			MPA	Maternity / Paternity / Adoption Leave											SHE08	SHIFT EVENING - R08																				
8	FL	Funeral Leave ... Indicate Relationship _____			JD	Jury Duty (Attach two history reports)											SHN08	SHIFT NIGHT - R08																				
9	VA	Vacation			EP	Excess Hours Earned																																
10	CTO	Comp Time Taken			EM	Using Excess Hrs Credit																																
11	HT	Holiday Credit Taken			UTN	Union Time Taken - Not Reimb.																																
12					UTR	Union Time Taken - Reimb																																
13	<b>Absences Without Pay (Do NOT Key In CMS):</b>																					<i>NOTE: FORMAL LEAVE OF 15 DAYS OR LONGER REQUIRES A FORMAL APPROVAL AND IS NOT REPORTED ON THIS ABSENCE REPORT.</i>					<b>Irregular Work Schedule - Excess Hours Calculation (Applicable to Non-Exempt Only)</b>											
14	A	Absence Without Leave (AWOL - Unapproved Absence)																				180.0 HRS - 168 = 12.0																
15	DOCK	Informal Leave Without Pay Granted (14 working days or less)																																				
16	F	Furlough Day																				Difference (-) = EM (+) = EP																
17	Include all dates in pay period - see State Pay Period Schedule. Employees working irregular work week must indicate daily work schedule below																																					
18	Pay Period Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hrs (Including MCL)					
19	Irregular/REG	10.0	10.0	10.0	10.0				10.0	10.0	10.0	10.0			10.0	10.0	10.0	10.0				10.0	10.0	10.0	10.0			10.0	10.0			<b>180.0</b>						
20	SL																														SL	-						
21	SLF																														SLF	-						
22	SLD																														SLD	-						
23	FL																														FL	-						
24	VA																														VA	-						
25	CTO																														CTO	-						
26	HT																														HT	-						
27	PH																														PH	-						
28	ML																														ML	-						
29	MPA																														MPA	-						
30	JD																														JD	-						
31	EP																														EP	12.00						
32	EM																														EM	-						
33	UTN																														UTN	-						
34	UTR																														UTR	-						

# On-Line Absence Self Service Reporting

Some departments have moved to the on-line Absence Management Self Service tool to record employee absences rather than the paper form. See Absence Reporting for All Employees Guide located on the Payroll Website for more information on how the employees and the managers enter and approve time.

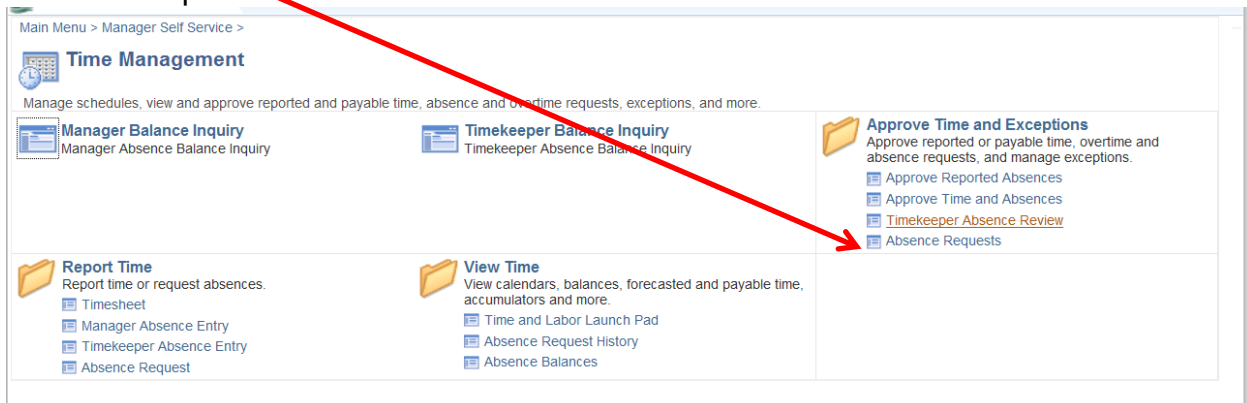
Timekeepers have on-line access to review employee entries for accuracy and data entry.

## Absence Management Timekeeper Access and Instructions:



From the CMS Main Menu, click on Manager Self Service > Time Management >

To Review Time for employees, under the folder Approve Time and Exceptions, click on the Timekeeper Absence Review Link.



Once all the employees are returned in your page view, depending on how many employees are returned based on your security access. You may need to search for a particular employee. Click on the View 100 link at top of page, then click on the Find link and enter in the last name of the employee that you are searching for.

Timekeeper Absence Review

Darlene Edelman  
[Click for Instructions](#)

Employees Personalize | Find | View 100 | | First 1-25 of 3161

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
<input type="checkbox"/>	202350932	0	None	Abajian, Clayton E	Active	29800	Nursing	2358	Lecturer AY
<input type="checkbox"/>	216340775	0	None	Abbott, Ronald G	Active	51800	Facilities Planning	3312	Administrator II
<input type="checkbox"/>	210413711	0	None	Abdelsayed, Janet	Active	66300	Academic Advising	3082	SSP II
<input type="checkbox"/>	102062101	0	None	Abdol, Rodidah	Active	64500	Financial Aid	3079	SSP I
<input type="checkbox"/>	212601936	0	Sub	Abdol, Rofiah	Active	64500	Financial Aid	3079	SSP I
<input type="checkbox"/>	102062569	7	None	Abeid, Trang G	Active	15100	English	2358	Lecturer AY
<input type="checkbox"/>	204659459	0	None	Aber, Kyle C	Active	78500	Strength & Conditioning	1800	Casual Worker
<input type="checkbox"/>	212447301	1	None	Abney, Chelsea Marie	Active	34200	Mathematics	2354	Teaching Associate A
<input type="checkbox"/>	101029990	0	None	Abshire, Suzanne M	Active	23000	Electrical Engineering	1035	Admin Support Coord
<input type="checkbox"/>	214090033	0	Sub	Acklen, Shannon D	Active	91500	CCE-General Administration	1578	Instructional Support A
<input type="checkbox"/>	204552677	2	None	Acob, Mayrose	Active	66300	Academic Advising	3084	SSP III

Check the boxes to the left of the employee that you are reviewing their time for or you may check multiple employees to view at one time. Then select the "Continue" button at bottom of page.

<input type="checkbox"/>	216312162	0	None	Carboni, Joshua	Active	15300	Philosophy	2358	Lecturer AY
<input type="checkbox"/>	101035060	0	None	Carinci, Sherrie T	Active	26000	Undergraduate Studies in Educ	2360	Instr Fac AY
<input type="checkbox"/>	102010673	0	None	Carle, Barbara	Active	15000	Foreign Languages	2360	Instr Fac AY
<input type="checkbox"/>	101016470	1	None	Carlton, Nancy R	Active	25900	Graduate & Prof Stds in Educ	2358	Lecturer AY
<input type="checkbox"/>	101044953	0	None	Carmona, Annette M	Active	13000	Graduate Studies	1035	Admin Support Co
<input type="checkbox"/>	102091234	1	Sub	Carolipio, Noel H	Active	50000	UT, PS-Fines & Forfeitures	1038	Admin Analyst/Sp
<input type="checkbox"/>	101025284	0	None	Carrigan, Jacqueline A	Active	40900	Sociology	2360	Instr Fac AY
<input type="checkbox"/>	102076557	0	Sub	Carroll, Julie A	Active	48400	Student Fin Services Center	3082	SSP II
<input type="checkbox"/>	102048477	0	None	Carroll, Thomas L	Active	60900	Student Orgs & Leadership	3312	Administrator II
<input checked="" type="checkbox"/>	214599922	0	None	Carter, Kimberly	Active	38600	Psychology	2358	Lecturer AY
<input type="checkbox"/>	101051999	0	None	Carter, Robin E	Active	28100	Coll of H&HS Deans Office	3306	Administrator III
<input checked="" type="checkbox"/>	101013051	0	None	Carter, Rosalee	Active	32500	Biological Sciences	2360	Instr Fac AY
<input checked="" type="checkbox"/>	101048060	0	None	Carthen, Brian D	Active	62600	Student Services Imaging	1928	Senior Data Contr
<input type="checkbox"/>	211280824	0	None	Case, Emily A	Active	91500	CCE-General Administration	1035	Admin Support Co
<input type="checkbox"/>	101028755	0	None	Caselli, Nancy A	Active	15200	Communication Studies	2358	Lecturer AY

16

Select All    Deselect All    Continue

Once selecting the “continue” button it will take you to the Review page. In the drop down menu under “Review Status” this is where you chose the option that you have **Reviewed** the time and believe it to be correct, or leave blank and this will continue to stay out here until you do chose an option.

**Needs Correction** option is if you believe the time is incorrect and you want the employee to take action and correct it. This will allow you to enter in comments (under the Add Comment link) and it will email the employee that they need to fix their time once you click the submit button at bottom of page. Once they have corrected their time it will be back in these pages for you to review again.

**Entry Comments** – be sure to verify that these are correct and appropriate for the time that they are entering time for.

Once you have reviewed all the time for accuracy and chosen a Review Status click the submit button at bottom of page. **MPP** will then be able to navigate to this same page and **Approve** the time that you have reviewed.

### Review Reported Absences

Darlene Edelman

[Click for Instructions](#)

Existing Absence Events								Personalize	Find	First	1-7 of 7
Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Review Status	Entry Comments	Ac	
1	212601936	0	Abdol,Rofiah	Sick - Self	04/07/2014	04/07/2014	8.00000	Hours	Reviewed	Ac	
2	214090033	0	Acklen,Shannon D	No Leave Taken	04/01/2014	04/30/2014	0.00000	Days	Reviewed	Ac	
3	214090033	0	Acklen,Shannon D	CTO Premium Earn	04/07/2014	04/07/2014	6.00000	Hours		Entry Comments	Ac
4	214090033	0	Acklen,Shannon D	CTO Premium Earn	04/08/2014	04/08/2014	6.00000	Hours	Needs Corr	Entry Comments	Ac
5	214090033	0	Acklen,Shannon D	CTO Premium Earn	04/09/2014	04/09/2014	4.50000	Hours		Entry Comments	Ac
6	214090033	0	Acklen,Shannon D	CTO Premium Earn	04/14/2014	04/14/2014	4.50000	Hours		Entry Comments	Ac
7	200913613	0	Adams,Douglas R	Vacation	04/24/2014	04/30/2014	40.00000	Hours		Ac	

Note: once the MPP has approved the time they no longer appear here in the Review Reported Absences Page.

To view the time after it has been approved or if you need to enter time on behalf of someone navigate to the Timekeeper Absence Entry Page.

Manager Self Service> Time Mangement> Report Time> Timekeeper Absence Entry>

Chose the employee that you are entering time for or viewing time that has been approved already.

Change the dates at the top of page From and Through dates so that you can view any time period.

To enter time on behalf of an employee enter in the absences and dates under the section titled “Enter New Absence Events” and click Submit. This will also automatically email the employee that you have entered time for them and change the status to “reviewed” is then is ready for the MPP to approve the time.

Instructional Support Asst II 1578  
CCE-General Administration 91500  
[Click for Instructions](#)

From  Through

Existing Absence Events Personalize | Find | First 1-8 of 8 Last

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Sick - Self	03/03/2014	03/03/2014	8.00 Hours		Finalized	Murphy, Jennifer L
Sick - Self	03/10/2014	03/10/2014	1.00 Hours		Finalized	Murphy, Jennifer L
CTO Premium Earn	03/20/2014	03/20/2014	7.05 Hours		Finalized	Murphy, Jennifer L
No Leave Taken	04/01/2014	04/30/2014			Submitted	Acklen, Shannon D
CTO Premium Earn	04/07/2014	04/07/2014	6.00 Hours		Submitted	Acklen, Shannon D
CTO Premium Earn	04/08/2014	04/08/2014	6.00 Hours		Submitted	Acklen, Shannon D
CTO Premium Earn	04/09/2014	04/09/2014	4.50 Hours		Submitted	Acklen, Shannon D
CTO Premium Earn	04/14/2014	04/14/2014	4.50 Hours		Submitted	Acklen, Shannon D

Enter New Absence Events

Absence Name	*Begin Date	*End Date	Absence Duration	Unit Type	
No Leave Taken	<input type="text" value="04/01/2014"/>	<input type="text" value="04/30/2014"/>			Add Comments <input type="button" value="+"/> <input type="button" value="-"/>

Timesheet

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.



# Hourly Intermittent Payroll and Attendance

Intermittent payroll attendance consists of hourly rate employees and is considered Positive Pay. Paychecks are prepared after the close of the pay period and are based on actual time worked and reported.

Time worked and use of leave credits are recorded on Absence and Excess Hours Worked forms (PR54) and overtime is recorded on Authorization for Extra Hours forms (682). Both are submitted to Timekeepers at the end of each pay period for data entry.

## Pay Frequency

Pay days are the 15th of the month following the previous pay period. If the 10th falls on a Saturday or holiday, pay day is usually the last working day before. If the 15th falls on Sunday, pay day is the following working day.

## General Procedures

Actual time worked must be recorded on the Absence and Excess Hours Worked Report Form (PR54).

Indicate the number of hours worked each day on form PR54, including holiday hours worked. If vacation or sick leave credits are used, they are to be shown only on the days the employee is scheduled to work. For holidays, compute the number of holiday pay hours and record the hours on the HOLIDAY line. Total the hours to be paid. For questions on holiday pay, please contact the Payroll Office.

## Leave Credits

Vacation - On the first day of the monthly pay period following the completion of **160 hours** of paid employment (time worked in the current and prior pay periods) an hourly employee shall receive credit for vacation with pay for one complete monthly pay period. Thereafter, on the first day of the monthly pay period following additional service of 160 hours, the employee is credited with vacation.

### Intermittent Vacation Chart:

<u>Hours of Service</u>	<u>Vacation earned per pay period</u>
160 - 5,919	6-2/3
5,920 - 11,679	10
11,680 - 19,359	11-1/3
19,360 - 28,959	12-2/3
28,960 - 38,559	14
38,560 - 48,159	15-1/3
48,160 & Over	16

### Sick Leave

After completion of 160 hours of paid employment, the employee is credited with one day of sick leave. One day of sick leave is given for each additional 160 hours of paid employment. Sick leave credit is given the first of the pay period following completion of the required hours. Hours worked in excess of 160 hours in a pay period are not counted or accumulated for sick leave purposes.

### Holiday Pay

An hourly employee is entitled to holiday pay for each holiday in accordance with the following table which reflects proportional holiday pay based on the relationship of total hours worked in the period.

### Intermittent Holiday Pay Chart:

<u>Hours on Pay Status</u>	<u>Holiday Pay Due</u>
0 – 10.9	0
11 – 30.9	1
31 – 50.9	2
51 – 70.9	3
71 – 90.9	4
91 – 110.9	5
111 – 130.9	6
131 – 150.9	7
151 or over	8

## How to Complete an Intermittent Time Sheet

Employees paid by the hour are reported on an Absence and Excess Hours Worked Report (PR54).

See the paper form tab labeled “Instructions” on how to fill out the form in detail. Make sure that all information at top form is completed or it may be returned for completion.

- Indicate the actual number of hours worked (including any hours worked on a holiday) for each day in the row section titled “Irregular/REG”. If vacation or sick leave credits are used, they should be shown in the VA or SL rows on the days the employee was scheduled to work. For any questions regarding holiday pay, please contact the Payroll Office.
- If the employee does not work on a holiday, determine the amount of holiday pay based on the Hourly Intermittent Holiday Compensation Chart (See Holiday Compensation) and record the hours in the section titled “HOL” Total the hours to be paid (Add actual work hours plus leave credits and holiday hours).
- Make sure that employee and Supervisor Signatures are obtained.
- Once all the data is completed on the form, the timekeeper may enter the data into the Time and Labor Module through CMS. See Time and Labor Rapid Entry and Approval process guide on how to enter and approve time in the Module. This must be completed by Payroll Cut-Off dates. See HR/Payroll Website under the link Time and Labor for processing guideline(s).
- Forward all PR54 forms to the Payroll Department prior to Payroll Cut-off

# Shift Differential Attendance

Additional pay to an employee scheduled to work shifts other than 6 AM to 6 PM standard day shifts.

## Eligibility

Evening Shift (SHSWG) – An eligible employee who is regularly assigned to work four (4) or more hours between 6 PM and Midnight (exclusive of overtime) shall be paid shift differential for the employee's entire shift.

Night Shift (SHGRV) - An eligible employee who is regularly assigned to work four (4) or more hours between Midnight and 6 AM (exclusive of overtime) shall be paid shift differential for the employee's entire shift.

## Pay Frequency

Pay days are the 15th of the month following the previous pay period. If the 15th falls on a Saturday or holiday, pay day is usually the last working day before. If the 15th falls on Sunday, pay day is the following working day.

## Call Backs

Employees who are regularly assigned a shift during the day or evening and are called back to work during the evening or night shift, are eligible to receive a shift differential if the work to be performed would normally be accomplished during the time frame covered by the evening or night shift **AND if** the actual time worked is in segments of at least four or more hours during the evening or night shift. (See bargaining unit contracts for further information.)

# Irregular Work Schedules

For pay purposes, an employee is generally considered to be working five days a week at the time-base reflected on their appointment (IE: 1/2 time = 4 hours per day). In some cases, an employee's actual work schedule may be different than the normal Monday through Friday with equal hours worked on each day. All irregular or alternate work schedules must be approved by Human Resources prior to the employee starting a new schedule.

Examples of Irregular Work Shift schedules:

4/10 A full-time employee who works four days per week, ten hours per day.

9/80 A full-time employee who works four days at nine hours per day and one day at eight hours during the first week and four days at nine hours per day during the second week.

Refer to collective Bargaining agreements for more information.

[CSU | Labor Relations | Collective Bargaining Agreements](#)

## Excess or Deficit Hours

Non-exempt employees who are approved to work an alternate work schedules acknowledge that due to the fluctuation in the number of work days in a standard State pay period (21 or 22 days) may have either an excess of an deficit of work hours in any given pay period and may need to offset deficit balances by using available leave credits or depending on excess be paid additional monies per HR Letter 2003-28 or successor letters. Please see Collect Bargaining Agreement language per your area.

## Holidays

Depending upon contract language, the value of a holiday may be worth eight hours or the number of hours an employee was normally scheduled to work on the day the holiday was observed (part time employees receive a pro-rated amount).

## Overtime

Overtime is based on the FLSA of time worked over 40 hours in a week. The work week for CSUS is Sunday through Saturday.

## Docks

Dock is a loss of earnings due to a non-compensable period of absence. All Dock time must be reported before the dock cutoff date on the Payroll Calendar in order to accurately be reflected on employee's paycheck.

## Special Consultants

Special Consultants are appointed on a temporary basis. For The College of Continuing Education, Special Consultants are appointed to perform course instruction or special services.

### General Procedures

The hiring department must complete a Personnel Transaction Form, Special Consultant Agreement and a Special Consultant Time sheet. **All** of these forms must be submitted to Human Resources for approval. Human Resources will then submit the proper copies to the Payroll Office for payment processing.

Special Consultants are paid on a daily rate. Payments for appointments to class codes 2356, 2362, 2365 and 4660 may not span two state pay periods. A separate time sheet must be submitted for each pay period.

### General Procedures (CCE only)

CCE must submit a Special Pay Request directly to the Payroll Office for payment processing. It must include the following:

- Instructor Social Security Number
- Instructor Name
- EmplID / Empl Rcd #
- Pay Period
- CMS Position Number
- Rank/Range

- Hours/Units
- Pay rate
- Total Pay

Special Pays for CCE are paid in units or hours and must include a rank or a range per the CSU Salary Schedule.

Amendments to Special Pay Requests must be submitted with the same information and must be marked as an amendment.

Per HR/Benefits 2014-09 Tech Letter and the Affordable Care Act campuses will be required to maintain hours in the PeopleSoft CMS Time and Labor module for all employees who are not currently hired/paid via timebase (FTE), including staff, student employees, and employees appointed via special payments (e.g. immediate Pay (A54) appointments) or paid hourly. Hours will be tracked based on actual hours worked, computed from timebase or derived by formula and entered into Time and Labor.

See Time and Labor Guidelines for data entry of hours into CMS

## Separations

If an employee is being separated from their position prior to the expiration date of their appointment, the Absence and Excess hours report (PR54) and separating PTF must be submitted immediately in order to comply with AB 2410 Law for Payment of Wages at Separation.

Upon separation from service **without fault** on his or her part, a person is entitled to a lump-sum payment as of the time of separation for any unused or accumulated vacation, CTO, excess hours, or holiday pay. This sum is computed by projecting the accumulated time on a calendar basis so that the lump sum will equal the amount which the employee would have been paid had he/she taken time off but not separated from service.

(GOVT CODE SECTION 19839)

If the separation is through fault of their own (ex: AWOL or disciplinary), the amount of lump sum cannot exceed the available balance at the time of separation.

Employees who move to an academic-year position or to a position, in which vacation credits are neither accrued nor used, are entitled to receive a lump-sum payment for the available balance at the time of the appointment change.

Employees leaving CSU Sacramento to go to another State Agency in which vacation credits are accrued and used differently are entitled to receive lump-sum payment for the balance at the time of separation. If the State Agency accrues and uses vacation credits in the same manner as CSU, the employee may be allowed to carry over a mutually agreed upon balance.

NOTE: "Mutually agreed" implies agreement between the employee and the new employer.

Employees leaving CSU to go to another State Agency may be allowed to carry over sick leave hours.



## Leave Attendance Coding

<b>SL</b>	Sick Leave Self
<b>SLF</b>	Sick Leave Family (May not exceed 5 days in a calendar year without Administrator approval)
<b>SLD</b>	Sick Leave allowed due to death in the immediate family. (May not exceed five days per death)
<b>FL</b>	Funeral Leave (See MOU for specified relatives)
<b>VA</b>	Vacation
<b>CTO</b>	Using Compensating Time Off
<b>CTPR</b>	Extra hours worked under authorization for CTO (earned at 1.5)
<b>CTST</b>	Extra hours worked under authorization for CTO (earned at 1.0)
<b>HT</b>	Using Holiday Credit Hours
<b>EM</b>	Using Excess Hours Credits
<b>EP</b>	Excess hours earned
<b>PH</b>	Using Personal Holiday
<b>ML</b>	Short-Term Military Leave (submitted in days)
<b>EM</b>	Emergency Military leave
<b>JD</b>	Jury duty
<b>OTPR</b>	Extra hours paid under authorization for CTO (earned at 1.5)
<b>OTST</b>	Extra hours paid under authorization for CTO (earned at 1.0)
<b>SW 01</b>	Subpoenaed Witness
<b>UTR</b>	Union Time-Reimbursed
<b>UTN</b>	Union Time –Not Reimbursed
<b>MPA</b>	Maternity/Paternity/Adoption Leave
<b>L</b>	Informal Leave Without Pay
<b>A</b>	Absence Without Leave Approved
<b>DOCK</b>	Informal leave without pay
<b>SHGRV</b>	Shift Differential – Night
<b>SHSWG</b>	Shift Differential – Evening
<b>SHE08</b>	Shift Differential – Night (R08)
<b>SHN08</b>	Shift Differential – Evening (R08)
<b>HOL</b>	Holiday

# Sick Leave

Sick Leave is an accrued benefit that provides time off with pay due to personal illness or injury, dental, eye, or other physical or medical examinations or treatments by a licensed practitioner, or to care for ill or injured family members, or due to death of a family member. See perspective Collective Bargaining Agreement for your area for more detailed information.

## Eligibility

Sick leave is accrued following 1 month of continuous service in a qualifying pay period. A qualifying pay period consists of 11 days or more of pay. For Intermittent employees, a qualifying pay period consists of an accumulation of 160 hours (this can take more than one month to accumulate).

## Accrual Rates

The full-time sick leave rate of accrual for all employees is 8 hours per qualifying monthly pay period. The amount of accrual is based on the employee's time base (full time = 8 hours; part time = pro-rated rate; intermittent = 8 hours after a 160 hours of qualifying service). There is no limit to the amount of sick leave hours that may be accumulated.

## FERP participants

At the time of service retirement and appointment into the Faculty Early Retirement Program (FERP), the participant may elect to carry over up to 48 hours of sick leave from their previous position to their FERP position.

FERP employees may accumulate up to 160 hours during their total FERP employment period. If they use any part of the 160 hours, they do not accrue any additional sick leave.

## Usage

Sick leave must be used in increments of one-half hour (0.50). Part-time faculty may use sick leave in any increment as their time base may requires it.

Accruals earned after 11 days of pay cannot be used until the first day of the following pay period.

Employees in classifications that are exempt from the Fair Labor Standards Act (FLSA) cannot be docked or have their leave credits charged for a partial days' absence unless on an approved FMLA leave. Use of sick leave or use of a dock may be utilized for absences of a full day. A full day is whatever an employee's normal schedule is.

Example: if scheduled to work 4 hours on Friday and the employee calls in sick for the day, then 4 hours of sick leave must be charged. However if, for example, a full-time faculty member (or any academic-year classified employee) calls in sick for a day that they have classes, they must charge sick leave until they are available for work. This applies even though the employee may not have any other scheduled duties for the rest of their absence.

Sick leave may be used to care for ill or injured "immediate" family members as set forth in each bargaining unit contract.

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/contracts.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml)

# Vacation

Vacation is an accrued benefit which provides time off with pay with management approval. See your perspective Collective Bargaining Units below for more detailed information.

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/contracts.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml)

## Eligibility

Vacation is accrued following 1 month of continuous service in a qualifying pay period. A qualifying pay period consists of 11 days or more of pay. For Intermittent employees, a qualifying pay period consists of an accumulation of 160 hours (this can take more than one month to accumulate).

Accrual rates and eligibility are determined by bargaining unit and class code. The accrual rate is based on the employee's time-base (ex: full time=full rate, part-time=pro-rated, intermittent=full rate after 160 hours)

Vacation Credit Per Qualifying Pay Period

Length of Qualifying Service	Credit in Days	Credit in Hours
1 month to 3 years	5/6	6-2/3
37 months to 6 years	1-1/4	10
73 months to 10 years	1-5/12	11-1/3
121 months to 15 years	1-7/12	12-2/3
181 months to 20 years	1-3/4	14
241 months to 25 years	1-11/12	15-1/3
301 months and over	2	16

## Usage

Accruals earned after 11 days of pay cannot be used until the first day of the following pay period.

Vacation must be used in increments of one-half hour (.50).

## **Vacation Maximums**

Vacation maximums are determined by bargaining unit contracts. All employees eligible to earn vacation (represented and unrepresented) may accumulate unused vacation hours provided that, on December 31 the limit is not exceeded. See appropriate collective bargaining agreements for maximums.

Under certain conditions, as specified in the bargaining unit contracts, employees may be allowed to carry over more vacation than their maximums, if authorized by their supervisor and the appropriate Vice President.

## **Personal Holiday**

A personal holiday (PH) is a paid day off credited to employees for use during the calendar year.

### **Earning Eligibility**

Eligible employees are entitled to one personal holiday per calendar year, January 1 through December 31.

### **Usage**

- To be entitled to use a PH, an employee must be eligible and in active employment status.
- The amount of the PH usage is based on an employee's time base at the time it is reported as used.
- PH cannot be used in increments. It must be claimed on one specific day only.
- Intermittent employees receive time-off with pay for the personal holiday based on the number of hours worked and claimed from leave balances in the pay period in which the holiday is taken.
- If a PH is not taken by December 31, it is forfeited.

### **Attendance Recording**

- Personal holiday pay for intermittent employees is based on the number of hours worked and leave hours used in the pay period in which the holiday is taken. Do not include holiday pay hours. (See chart below)

<u>Hours on Pay Status During Pay Period</u>	<u>Number of Hours of Holiday Pay Due</u>
0 - 10.9	0
11 - 30.9	1
31 - 50.9	2
51 - 70.9	3
71 - 90.9	4
91 - 110.9	5
111 - 130.9	6
131 - 150.9	7
151 or over	8

## Overtime

(Authorization for Extra Hours - Form 682)

When an employee works more than 40 hours in a week, the extra hours are considered overtime. For the purposes of overtime, consistent with the provision of the Fair Labor Standards Act (FLSA), all CSU employees are classified as either exempt or non-exempt from FLSA. Exempt employees do not receive overtime. See your perspective Collective Bargaining Agreement for more detailed information surrounding overtime and CTO.

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/contracts.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml)

### Eligibility

**Non-exempt employees** must be paid for all hours worked over 40 in a workweek. The full-time work week for employees classified as non-exempt is a work week of 40 hours within 7 consecutive days or 168 consecutive hours. A regular workweek begins on Sunday at 12:01AM and ends on Saturday at 12:00 AM. A bi-weekly workweek for 9/80 schedules begins at 12:01 PM on Friday of week one and ends at 12:00 PM on Friday of week two. Overtime for non-exempt employees is

payable in cash or as compensating time off (CTO) at time and one-half the employee's straight time hourly rate of pay. Specific provisions regarding the accrual and use of CTO for non-exempt employees represented by unions are contained in appropriate collective bargaining agreements.

**Exempt employees** are not covered by the FLSA provisions for overtime payment.

Exempt employees do not receive overtime, either as cash or CTO.

Managers, supervisors, faculty, and a number of bargaining unit classifications are "exempt".

## Pay Frequency

Overtime is paid on the 15th of the month following the pay period in which the Overtime was worked.

## Attendance Recording

Overtime forms (Authorization for Extra Hours form 682) must be completed in ink and include the following:

- At the top of the form, indicate full-time, part-time or decimal for fractional timebase (.75=3/4 time)
- Employee's full name
- EmplID / Rcd #
- Bargaining Unit Number
- Date the overtime was worked
- Time of day the overtime was worked, (from and to)
- Total number of hours authorized. Any partial hours should be reported in hundredths
- Proper symbol...**OTPR** (pay at 1.5), **OTST** (pay at 1.0), **CTPR** (CTO at 1.5) or **CTST** (CTO at 1.0)\*  
CTO must be approved and available per the employees Bargaining Contract
- Total number of hours actually worked, any partial hours should be reported in hundredths
- Total the columns.
- Reason for extra hours, enter a detailed description.
- Obtain all signatures. The HEERA designates administrator should approve the overtime before it is worked by the employee.

Some Campus Departments report their attendance in the CMS Absence Management Online reporting tool and can report their CTO earned or CTO taken in the online tool. Please see the Absence Management Reporting for All Employees Guidelines found on the HR/Payroll website. If the employee wishes to receive the overtime cash rather than CTO earned, they must fill out the paper form as stated above.

## **Compensating Time Off (CTO)**

CTO is credited to the employee's leave balance on the first day of the current pay period. All accruals and usage of CTO must be approved by the employee's supervisor.

- Time off with pay in-lieu-of cash compensation for authorized extra time worked in excess of the employee's normal weekly or bi-weekly schedule.
- Time off with pay in-lieu-of cash compensation for worked performed on a holiday for bargaining units RO1 through RO9. For additional information, refer to Holiday Pay.

### **Eligibility**

Refer to the appropriate bargaining unit contract and Instructions for Completion of Authorization of Extra Hours report (Form 682).

Some Campus Departments report their attendance in the CMS Absence Management Online reporting tool and can report their CTO earned or CTO taken in the online tool. Please see the Absence Management Reporting for All Employees Guidelines found on the HR/Payroll website. If the employee wishes to receive the overtime cash rather than CTO earned, they must fill out the paper form as stated above.

### **CTO Cash Out**

The Fair Labor Standards Act (FLSA) and some union contracts require payment of CTO hours which exceed a certain maximum level.



Departments may request payment of accumulated CTO if funds become available after the overtime is worked. To request payment of previously earned CTO, departments must submit an amended Form 682 to the Payroll Office.

Please see Collective Bargaining Agreement for your perspective area.

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/current\\_cba.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml)

## **Attendance Recording**

Same as for Overtime above either via the paper form Authorization for Extra Hours form 682 or for Departments that are on the CMS Absence Management online self-service reporting tool.

## **Excess Hours Credits**

State pay periods contain either 21 days (168 hours) or 22 days (176 hours). Work shifts are divided into two categories:

**Standard Work Shift** – Five days per week with equal hours worked each day.

**Irregular Work Shift** - A work period other than stated above, i.e. 4/10, 9/80.

When employees assigned to an irregular shift work more or less than the standard 21 days (168 hours) or 22 days (176 hours), excess hours are either credited or debited for the employee into an excess hours account. Excess hour's credits are used to offset pay periods when the employee works less than the standard hours. A negative balance may exist until enough credits are earned to offset the balance.

If there is no negative balance to be offset in a given month, the excess hours will be paid out to the employee by the 15<sup>th</sup> of the following month. No positive balances will be carried. All negative balances must be reconciled annually after the Decmeber attendance is posted.

## Usage

**Holidays** –If a holiday occurs on the irregular work shift employees' scheduled day off, then the employee earns excess hours credits. The hours are earned according to the employee's time-base. If contract language requires it, excess hours will be posted as CTO.

**Pay Docks** - Excess hours cannot be used to avoid pay docks occurring as a result of any unauthorized absence.

## Separations

Upon separation from employment, accounts with deficit hours must be covered using other leave credits or by taking a pay dock.

## Form PR54 Absence and Excess Hours Worked Report

Employee records actual scheduled work hours in paid status for each pay period date using the "Irregular/Hi Schedule" line on the Absence and Extra Hours Report. This includes regularly scheduled work hours that fall on holidays. Paid status includes the use of any accrued leave (i.e. vacation, sick leave, CTO, etc.)

Employee completes the Irregular Work Schedule-Excess Hours Calculation. The employee must determine if the pay period is a 22 day (176 hours) or 21 day (168 hours) pay period and use the appropriate line. Their time base is entered and multiplied by the number of hours to determine the number of paid hours for the pay period. See Payroll Calendar found on HR/Payroll Website for number of days/hours in the pay period.

The difference between the pay period hours and the number of hours entered on the "Actual Scheduled Hours" line determines if the employee has worked more or less hours in the pay period. If one works more, then the excess hours earned is shown in the EM column on the timesheet. If the difference is less, then the hours are shown in the EP column is recorded in the calculation.

# Docks

Regular payroll employees have paychecks prepared based on anticipated attendance through the end of the pay period. A full month of pay is issued unless the Payroll Office is notified of a change by the dock cut-off date.

When employees are absent without sufficient leave credits (paid vacation or sick leave) to cover their absence, they will be “docked” pay and potentially placed on a leave-without-pay depending on the number of days absent.

An exception to Dock would be employees who are in classifications that are exempt from the Fair Labor Standards Act and who cannot be docked for less than a day unless on an approved FMLA Intermittent leave and will be required to record leave in partial day increments.

Absences that do not have sufficient accruals to cover time away may be considered a leave of absence. Please contact the Benefits Office for more information for approved leave of absences.

## General Procedures

Docks may be reported to the Payroll Office **as they occur**, and **MUST** be reported by dock cut-off to the Payroll Technician (see "Dock Cut-Off" below). Docks can be for approved leaves-without-pay and for AWOL employees. Each can be processed without the employee's signature but must have the supervisor's signature on the PR54 form.

If an employee is paid for **LESS** than eleven days in a pay period, the pay period is considered non-qualifying for accrual of leave credits and state service.

## Dock Cut-Off

The purpose of Dock Cut-Off is to ensure that all leaves without pay are reported to the State Controller's Office in time to be reflected on the employee's pay warrant on pay day. If this does not occur, the warrant may be returned to the State Controller's Office, which may delay the employee's pay. Refer to the Pay Period Calendar on the HR/Payroll Website for Dock Cut-Off dates, indicated by the symbol "D"

## Docks Submitted After Cut-Off

If a dock occurs after dock cut-off, notify the Payroll Office **immediately**. Payroll will determine the appropriate action to take to prevent an overpayment if possible. If Docks are not reported in a timely manner to the State Controller's Office by Payroll, the docked pay may be taken in the following pay period.

## Holiday Compensation

With the exception of retired annuitants and employees in "academic-year" pay classifications, employees in bargaining units RO1 through RO9 who work on holidays receive CTO or cash. The amount of compensation (straight time or time and one-half) for working on holidays depends on bargaining unit contract language and whether the employees are exempt or non-exempt from the Fair Labor Standards Act. See your perspective Collective Bargaining Unit language for more detailed information.

### Eligibility

To be eligible for holidays, employees must be on the payroll and in active employment status at the time of the holiday. An intermittent employee paid at the equivalent of a monthly salary rate will be paid for each holiday. When an eligible intermittent employee is to be compensated for a holiday in which the employee does not work, Timekeepers will calculate holiday hours to be paid based on the tables below. Students and Retired Annuitants are not eligible for holiday compensation.

Holiday pay for intermittent employees is based on the number of hours worked in the pay period (and hours covered by leave credits) in which the holiday is scheduled. Do not include personal holiday.

<u>Hours on Pay Status During Pay Period*</u>	<u>Number of Hours of Holiday Pay Due</u>
0 - 10.9	0
11 - 30.9	1
31 - 50.9	2
51 - 70.9	3
71 - 90.9	4
91 - 110.9	5
111 - 130.9	6
131 - 150.9	7
151 or over	8

## Jury Duty/Subpoenaed Witness

Employees may be granted time off for any of the following jury duty related reasons:

- Preliminary jury selection process
- Appearance in court as a member of a jury panel
- Appearance at a coroner's inquest
- Appearance in court as a subpoenaed witness serving in the interest of the State (except if party to the suit)

### Eligibility

All employees are eligible for Jury Duty. Time Off with pay for Jury Duty will be only for those hours the employee was scheduled to work.

### Usage

To be entitled to use Jury Duty, an employee must be eligible and in active employment status.

### Attendance Recording

To receive full-pay while on jury duty or witness status, employees must submit Jury Duty History Report/Witness Validation Slips and record the hours on the Form PR54 Absence and Excess Hours Worked Report or for Campus Departments that are recording via the CMS Absence Management Self Service reporting tool.

## Military Leave

Emergency, temporary or indefinite leave is required to fulfill **ordered** military duty by members of the reserve or armed forces of the United States, National Guard or Naval Militia. Currently, there are three types of military leave:

- **Temporary** - A military leave of absence for ordered active duty not to exceed 180 calendar days (6 months), including travel time.
- **Indefinite**- A military leave of absence for ordered active duty for a period of more than six

months; but the employee must return to his or her position no later than six months following the end of active service.

- **Emergency** - A military leave of absence for an employee who is a member of the National Guard for the period of active duty and travel time specified by the National Guard during such time as the Governor may have issued a proclamation of a state of emergency.

Please note: if an employee is to be out on military leave for more than 30 calendar days, the department must submit a PTF to put the employee out on an approved Military Leave. For any questions regarding an Military Leave, please contact the Benefits/Leave Department for more information.

## **Eligibility**

**Temporary and emergency military leaves** - all employees are eligible regardless of their appointment status.

**Indefinite Military Leave** - Employees who have permanent or probationary status are eligible

## **Union Leave**

A paid leave of absence to allow a union representative to work full time or part time on union business.

## **Eligibility**

This benefit is available to only designated union representatives in bargaining units RO2 through RO9. If bargaining unit is RO2 through RO9, employee will continue to earn service and retirement credit.

## **Usage**

To be entitled to use union leave, an employee must be designated as rank and file in an eligible collective bargaining unit and must be in active employment status.

## **Attendance Recording**

Union Leave is recorded as **UTN** (un-paid) or **UTR** (paid) and the number of hours used on the PR54. Leave time shall not be less than one day for exempt employees. (Note: The employee's monthly absence report must have supporting Union Leave documentation from HR attached).

**For employees in Bargaining Unit 4** - Leave credits will not accrue if the employee does not have a qualifying pay period (11 days or more of active duty, not on union leave).

## Funeral Leave

Authorized leave with pay due to death of a significantly close relative. Refer to union contracts for definition of "significantly close relative". (Note: Bargaining Unit R03 uses the term "bereavement leave" for this type of leave.)

### Eligibility

All employees are eligible for Funeral Leave (FL) except for the following:

- Volunteers
- Resident Assistants
- Note Takers
- Readers
- Casual Workers
- Student employees
- Retired Annuitants (except those participating in the Faculty Early Retirement Program)
- Special pay classifications, e.g., summer session, extension, special session, special consultants, Substitute faculty.

### Usage

To be entitled to use Funeral Leave, an employee must be eligible and in active employment status.

**Employees in Bargaining Units 2, 5, 7 and 9** – Employee's are entitled to 5 days with pay.

**Employees in Bargaining Units 3, 4, and 8** – Employee's are entitled to 2 days with pay. If the death of a significantly close relative requires the employee to travel over 500 round-trip miles from their home, the employee is entitled to 3 paid days.

**Employees in Bargaining unit 6** - Employee's are entitled to 1 day with pay. If the death of a significantly close relative requires the employee to travel over 500 round-trip miles from their home, the employee is entitled to 2 paid days.

**(Note: The employee's monthly absence form must indicate their relationship to the deceased.)**

### **Attendance Recording**

Record all absences for Funeral on the Absence and Excess Hours Worked Report PR54 in accordance with the Collective Bargaining Agreements

## **Disability**

### **NON-INDUSTRIAL DISABILITY**

The Non-Industrial Disability Insurance (NDI) program provides a monthly benefit payment to employees who are unable to work due to a non-work related injury or illness. Any illness leave over three working days should be reported to the Benefits Office.

### **IDL-INDUSTRIAL LEAVE**

Workers Compensation benefits for on the job injuries.

### **Eligibility**

All employees are eligible for IDL.

### **Catastrophic Leave**

CAT leave is a benefit that is approved and processed by the Benefits department. Any questions regarding CAT leave should be directed to Benefits.



**Note: Your Payroll Technician will contact you regarding any leave credits that need to be recorded on the Absence and Excess Hours Worked Report (PR54) for any employee on disability.**

# Student Employment

The classification of Student Assistant is used during the academic year to employ students who are enrolled at CSUS and attending classes. Refer to Student Assistant Policies Manual found on the HR/Payroll Website.

<b><u>Student employees are defined as:</u></b>	<b><u>Job Co</u></b>
■ Student Assistant (SA)	1870
■ Federal Work Study Student Assistant (FWS) on campus	1871
■ Federal Work Study Student Assistant (FWS) off campus	1872
■ Bridge Student Assistant (BSA)	1874
■ Non-Resident Student Assistant (NRA)	1868
■ Instructional Student Assistant (ISA)	1150
■ FWS Instructional Student Assistant (FWS-ISA)	1151

All Students with the exception of the Instructional Student Assistants (ISA) will use the Student Timesheet found on the HR/Payroll Website, Student Employment Link to report all time worked.

ISA's will utilize the Absence Request form, PR54 to report their hours instead of using the student assistant timesheets. Timekeepers will enter the hours for all Students using the CMS Time and Labor Rapid Entry page when entering time for hourly/intermittent employees by the Payroll Calendar cut-off dates found on our HR/Payroll Website.

## **Pay Period / Attendance**

Timesheets must be keyed and approved through CMS Time and Labor module each month by noon on the dates designated by the payroll schedule. Please see the Payroll Office website for the deadline schedule. Attendance keyed after the designated date listed may result in late pay warrants. Please refer to the Student Employment link found on the HR/Payroll Website for more information regarding Student Policies and Procedure, Pay Guides,

## Student Timesheets, and Student Employment Payroll Transaction Forms (SEPTF)

<http://www.csus.edu/hr/departments/payroll/student%20employment.html>

### **Pay Date**

Payday for Students is on the 15<sup>th</sup> of the month following the pay period.

Students must pick up their pay warrants at their department. For students who work off-campus, they must pick up their pay warrant at the Student Financial Services center in Lassen Hall. If a student wishes for a warrant to be sent to them in the mail (i.e. during Winter/Summer intersession), they must make arrangements through their department.

### **Status of pay**

It is preferable that the Timekeeper/Supervisor call the Payroll Office regarding the status of a students pay warrant.

### **Eligibility to work as a student assistant**

A student may not work until all paperwork has been completed and signed off by the Payroll Office and the department's copies have been returned to them.

Departments may not key an Student record into CMS until an approved SEPTF has been returned to them.

### **Working hours**

During the academic year, while classes are in session, Student Assistants may work up to 20 hours per week. All students may work up to 40 hours per week during Winter Intersession and Spring Break.

# Student Employment Payroll Transaction Form

## Important

**An SEPTF must be completed for each student assistant at the beginning of every academic year and/summer session.**

- The hiring department must complete the entire SEPTF. Please be sure the entire form is filled out correctly and signed by the student
- Students must make:

Three copies for Student Assistant or Bridge Students  
Four copies for Federal Work Study Students

Students must obtain signature approvals on all copies from the following departments:

**Office of Global Education** (Lassen Hall #2304)

If the student is an international student

**OR**

**Registrars Office** in Lassen Hall

If student is NOT an international student

- If enrollment verification is **not approved** by the Registrar's office or the Office of Global Education,

**THE STUDENT IS NOT ALLOWED TO WORK!**

The student should return to the hiring department to inform them of non-approval.

- If the SEPTF has been **approved** by the Registrar's office or the Office of Global Education, the student must take all copies of the SEPTF to the Payroll Office in Del Norte Hall, 3<sup>rd</sup> Floor for approval. **The student will be required to show a Social Security Card, and one other form of ID such as a passport or other photo I.D. as outlined on the back page of the I-9 form.** Students may not work until these items are provided to the Payroll Office.

The student will be given 2 copies of the approved SEPTF to be returned to the hiring department to be keyed into CMS.

# Glossary of Terms

Below is a list of Glossary terms that will be used throughout this guideline.

**ABSENCE REQUEST** - PR54 Form used to report Absences, Hourly Intermittent time, Excess hours, Shift pay, etc. See Instruction Tab on form for more detail on entering time. This form can be found on the HR/Payroll Website.

**ABSENCE MANAGEMENT SELF SERVICE** – Online Self Service tool for recording absences in the system rather than on a paper Absence Request Form (PR54).

**ACADEMIC CALENDAR** - Lists actual work days/holidays by month, quarter, semester and year for academic employees in CSU and Department of Education, Special Schools. Used in lieu of 21 or 22 day pay period.

**AUTHORIZED SIGNATURE** - Signature of person authorized by each Appointment Power (or deputy) to sign various types of payroll documents, certifying that the information is complete, correct, and in accordance with all laws and regulations.

**AWOL** - Absence without leave. Employee's absence is not an approved absence.

**BARGAINING UNIT CONTRACT** - Collective bargaining agreement between the Board of Trustees of the California State University and various unions representing employees of the CSU.

**BEREAVEMENT** - funeral leave for specified relatives. Refer to MOUs.

**BRIDGE** – A classification used to employ Student Assistants who are enrolled in less than the required units.

**CALENDAR YEAR** - Refers to the period of time from January 1 through December 31.

**CALL BACK** - Work (unplanned) performed at a time outside of and not continuous with an employee's regular work schedule.

**CASUAL EMPLOYMENT** - A group of classifications generally used for employment in the trades and crafts to perform new construction work or provide temporary help to the regular campus staff. Employees in this class are paid at the prevailing trade rates. Also referred to as "trade rates." Casual employment classes are identified in the CSU Salary Schedule under Section E99.

**CATASTROPHIC LEAVE** - A benefit offered to employees who have no leave benefits to cover their time off work due to a catastrophic illness or injury (determination made by Faculty and Staff Affairs) .The receiving of donated leave time from fellow employees. Refer to MOU.

**CBID** - Collective Bargaining Identification Designation - identifies bargaining unit representing each employee for employee/employer relations with the State.

**CITIZEN'S NECESSITY LEAVE** - May be granted to allow a leave for two hours for completing the process of becoming a U.S. citizen.

**CMS** – Common Management System. Also referred to as Peoplesoft.

**CTO (Compensatory Time Off)** - Overtime that is converted into accrued hours or fractions thereof, that an employee may use at a later date in lieu of vacation, sick leave or personal holiday.

**CUT-OFF DATE** - The final day in each pay period by which the Payroll Office must receive and process documents (ex: PTFs, docks, EARs) effective during that pay period. Refer to the pay period calendar for the exact date each month.

**CWP** – Campus Work Program

**DEPT ID** – (Department ID) A 5-digit code that identifies each department in Peoplesoft.

**DOCKS** - See AWOL and Leave Without Pay

**EAR** - Employee Action Request - used to report W-4 information, address, and/or name changes. Not to be confused with the SPAR form that is used for student assistants only.

**EMPL ID** – (Employee ID) A 9-digit code that identifies each employee in Peoplesoft.

**EMPLI RCD #** - (Employee record #) A number, following the Empl ID, that determines which employee record is being referred to for a given transaction.

**EXCESS HOURS** - Authorized time worked in excess of the regularly scheduled workday, associated with an Irregular Work Schedule.

**EXTRA HOURS** – Hours worked beyond the regular scheduled work week.

**FISCAL YEAR** - Refers to the period of time from July 1 through June 30.

**FRACTIONAL TIME-BASE** - Six digits identifying the employee's time base if other than full-time, intermittent, or indeterminate. The first three digits are the numerator; the last three digits are the denominator (e.g., one half time = 001/002.). Or the decimal listed on the PTF (0.50 for one half-time) indicates the time-base.

**FWS** – Federal Work Study

**HEADER (Payroll)** - Indicates the name of the agency/campus, reporting unit, name of fund, identification of appropriation, (chapter, item number, etc.) and fiscal year. Always printed on warrant registers

**HOURLY INTERMITTENT APPOINTMENT** - A type of appointment that is generally used when the schedule of work may vary from day-to-day or week-to-week, usually for a short

period. Payment for work performed is on an hourly basis. (Time-base listed as HI on the PTF.)

**IDL - Industrial Disability Leave** - a benefit paid for temporary, work-related disability to members of PERS/STRS.

**IRREGULAR WORK SHIFT** - A work schedule other than 8 hours per day, Monday thru Friday.

**I-9 FORM (Employment Eligibility Verification)** - A form required by Federal Law to establish positive Identification and employment eligibility of a new employee.

**JOB CODE** - A four-digit code that identifies the position classification title as shown in the CSU Salary Schedule (ex: a Casual Worker has a job code of 1800).

**JURY DUTY/SUBPOENED WITNESS** - Employee may be absent with pay for time actually served to perform jury duty or for time subpoenaed as a witness in a State-related court case.

**LEAVE TO VOTE** - An employee who would otherwise be unable to vote outside of his/her regular working hours. Refer to MOU.

**LEAVE WITHOUT PAY (LWOP)** - Time to be excluded from employee's Master Pay (e.g., parental, personal, professional, medical leaves or docks.) Refer to MOUs.

**MASTER PAYROLL** - Payroll that is prepared as of cut-off date for regular monthly salaried employees and Hourly Intermittants.

**MILITARY LEAVE** - Leave granted to serve in the U.S. or state military. See MOUs.

**MOU** - Memorandum of Understanding. A collective bargaining agreement negotiated between the Board of Trustees of the California State University and a Union representing employees of the CSU.

**NDI** - Non-industrial Disability Insurance - a benefit paid for state employees who are unable to work due to non-work related illness or injury.

**NEGATIVE ATTENDANCE** - Payroll is prepared in advance of payday and attendance certification based on the premise the employee will receive a full-month warrant unless reported otherwise.

**OATH OF ALLEGIANCE** - An oath that every state employee must sign before he/she enters upon the duties of his/her employment, except legally employed non-citizens.

**OVERTIME** - See Extra Hours.

**PAY PERIOD** - Designation of the period of time for which payment is made. There are 12 periods in a calendar year, containing 21 or 22 workdays in each pay period.

**PAY PLAN** - There are five pay plans for CSU regular monthly rate employees: Twelve-month (12/12), eleven/twelve (11/12), ten-month (10/10), ten-twelve (10/12), and academic year.

**PERSONAL HOLIDAY** - A day off given to every qualifying employee, which must be taken on one (1) day during the calendar year.

**PERSONNEL TRANSACTION FORM (PTF)** - The basic CSUS form used to process any personnel transactions (ex: appointment, promotion, transfer, leave, resignation, etc.).

**POSITIVE ATTENDANCE** - Payroll is issued from the attendance report and timesheets (hourlys only).

**QUALIFYING PAY PERIOD** - A pay period in which a full-time or fractional employee is paid at least 11 full days.

**RETIRED ANNUITANT** - A retired State employee who receives an annuity from the Public Employees Retirement System (PERS) who has temporarily returned to work. These employees do not earn leave time or holiday pay.

**SHIFT DIFFERENTIAL** - Additional pay for employees assigned to work evenings or nights. Refer to salary schedule.

**SICK LEAVE** - Time off accrued by employees to be used when an employee or a family member is ill or is going to a medical appointment. See MOU's.

**TIMEBASE** - The fraction of time for which a position is established. This may be full-time or any lesser fraction.

**VACATION** - Time off accrued by employees to be used for any purpose.

**WORK EXCESS** - See Excess Hours.

**YRO** – Year-Round Operation. Includes the new summer semester during which students pay regular fees instead of the per unit summer session fee.