

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO: Chief Payroll Officers  
All State Agencies**

**DATE: January 13, 2011**

**FROM: Louise M. Anderson  
Associate Controller - Operations**

**SUBJECT: Procedure for Posting Hours for Wednesday, January 12, 2011  
CPO 11-09**

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Per the Compensation Policy dated 1/13/11, employees whose regular scheduled work shift is "first" shift will charge one of the following;

- Any hours physically worked during a regular scheduled first shift on Wednesday, 1/12/2011 will code Holiday Straight Standard (HS) or Holiday Straight Non-Standard (HN) for the hours worked.
- Any hours not worked related to their regular scheduled first shift should be coded as Administrative Leave (A).

Administrative leave will be paid out at straight time. For every (HS) or (HN) hour posted, the employee will be paid one extra half hour for pay period 15 (check date 1/21/11). For example: An employee who worked 8 AM to 12 PM would charge 3 hours Administrative Leave and 4 hours HS/HN. They will be paid for 3 hours straight time plus 4 hours at time and one half (or the equivalent of 6 hours straight time) for a total of 9 hours at straight time.

Any hours worked on first shift on Wednesday 1/12/2011 that are not part of an employee's regular scheduled work shift will be coded as usual.