

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Payroll Offices
All State Agencies

DATE: January 29, 2015

FROM: Louise Anderson-Sawtelle
Associate Controller - Operations

SUBJECT: Posting Employee Hours for Pay Period 16
CPO 15-11 Revised

*Posting Hours for **Non-Essential** Employees:*

For **non-essential** employees who were excused from duty between 11:00 PM on Monday, January 26, 2015 through **10:00 PM** on Tuesday, January 27, 2015 in accordance with Executive Orders 15-02 and 15-04, and the compensation policies issued by Director DiBiase:

- Post A (Administrative Leave) for all scheduled hours not worked

*Posting Hours for **Essential** Employees:*

For **essential** employees who worked between 11:00 PM on Monday, January 26, 2015 through **10:00 PM** on Tuesday, January 27, 2015, please post hours as follows (hours worked from home are not to be charged):

- Any hours to be paid at extra half time - QH
- Any overtime hours to be paid at time and one half – QO
- Any hours to be paid at additional straight time – QS (specific to correctional officers)

See following pages for examples.

Example 1: Employee's scheduled work week is 35 hours and the emergency falls on a normally scheduled work day. The employee is considered non-essential.

S	M	T	W	TH	F	S
		7.00 A				

Example 2: Employee's scheduled work week is 35 hours, 8:30 AM to 4:00 PM and the emergency falls on a normally scheduled work day. The employee is essential and works his/her full regular shift only (paid extra half time for 7 hours worked).

S	M	T	W	TH	F	S
		7.00 QH				

Example 3: Employee's scheduled work week is 35 hours and the emergency does NOT fall on a normally scheduled work day. Employee worked 8:30 AM to 4:00 PM.

S	M	T	W	TH	F	S
		7.00 QO				

Example 4: Employee's scheduled work week is 35 hours, 3:00 PM to 11:00 PM and the emergency falls on a normally scheduled work day. The employee is essential and works his/her full regular shift and is required to stay through 3rd shift until 7:00 AM (paid straight time for hours worked before 11 PM on Monday and time and one half for hours after 11:00 PM).

S	M	T	W	TH	F	S
	7.00 R 1.00 QO	6.00 QO				

Example 5: Employee's scheduled work week is 35 hours and the emergency falls on a normally scheduled work day. The employee is considered non-essential and was pre-approved for a Personal/Vacation/Sick Day.

S	M	T	W	TH	F	S
		7.00 P/V/S				

The following are CO examples:

Example 6: Employee is a CO whose scheduled work week is 40 hours. Tuesday is a normally scheduled work day. The employee works only his/her full regular shift all between 11:00 PM on Monday and 4:30 PM on Tuesday.

S	M	T	W	TH	F	S
		8.00 QO				

Example 7: Employee is a CO whose scheduled work week is 40 hours and Tuesday is a normally scheduled work day. The employee works a total of 12 hours including his/her full regular shift (starting at 11 PM Monday) and including 4 hours of unscheduled overtime (8 QO regular shift plus 4 QO and 4 QS for overtime hours).

S	M	T	W	TH	F	S
		12.00 QO 4.00 QS				

Example 8: Employee is a CO whose scheduled work week is 40 hours and Tuesday is NOT a normally scheduled work day. The employee works a total of 8 hours starting at 8 AM on Tuesday.

S	M	T	W	TH	F	S
		8.00 QO 8.00 QS				