

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Payroll Offices
All State Agencies

DATE: January 31, 2022

FROM: Carol Lincoln
Associate Controller – Central Payroll

SUBJECT: Posting Employee Hours for Pay Period 16
CPO 22-11

As a result of Governor Dan McKee's order to close state offices on Saturday, January 29, 2022, 8:00 AM through 8:00 PM, Saturday, please use the following guidelines when posting employee hours.

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

For **non-essential** employees who were excused from duty between **8:00 AM** on Saturday, January 29, 2022, through **8:00 PM** on Saturday, January 29, 2022:

- Post **T** (Special Leave) for all scheduled hours not worked

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

For **essential** employees who worked between **8:00 AM** on Saturday, January 29, 2022, through **8:00 PM** on Saturday, January 29, 2022, 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
						7.00T

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, 7:00 AM to 3:00 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 until 4:30 PM. Employee is paid regular time for hours worked before 8:30 AM and emergency overtime for overtime hours worked until 4:30 PM.

S	M	T	W	TH	F	S
						1.5 R 5.50 QH 1.50 QO

Example 5: Employee's scheduled work week is 35 hours, 11:00 PM to 7:00 AM 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 1st shift until 3:00 PM Thursday. Employee is paid regular overtime for hours worked before 8:30 AM on Thursday and emergency overtime for hours after 8:30 AM.

S	M	T	W	TH	F	S
						7.00 R 1.50 OT 5.5 QO

Example 6: 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 only examples:

Example 7: Employee is a CO whose scheduled work week is 40 hours. Thursday is a normally scheduled work day. The employee works only his/her full regular shift all between 8:30 AM and 4:30 PM on Thursday.

S	M	T	W	TH	F	S
						8.00QO

Example 8: Employee is a CO whose scheduled work week is 40 hours and Thursday is a normally scheduled work day. The employee works a total of 12 hours including his/her full regular shift (8 AM to 4 PM) and including 4 hours of unscheduled overtime (4 PM to 8 PM). Only those regular hours worked after 8:30 AM and overtime hours worked prior to 4:30 are considered emergency hours.

S	M	T	W	TH	F	S
						0.50 R 8.00 QO 0.50 QS 3.50 OT

Example 9: Employee is a CO whose scheduled work week is 40 hours and Thursday is NOT a normally scheduled work day. The employee works a total of 8 hours starting at 8 AM on Thursday (only hours worked after 8:30 are considered emergency hours).

S	M	T	W	TH	F	S
						0.50 OT 7.50 QO 7.50 QS