

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Payroll Offices
All State Agencies**

DATE: February 14, 2024

**FROM: Carol Lincoln
Associate Controller – Central Payroll**

**SUBJECT: Posting Employee Hours for Pay Period Ending 02.17.24
CPO 24-11**

As a result of Governor McGee order to close state offices on Tuesday, February 13, 2024 and the email Closure of State Government/Winter Storm – Compensation Policy: For 8:30 AM through 4:30 PM, Tuesday, February 13, 2024, 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 **8:30 AM** on Tuesday, February 13, 2024 through **4:30 PM** on February 13, 2024:

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

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

For **essential** employees who worked between **8:30 AM** on Tuesday, February 13, 2024, through **4:30 PM** on Tuesday, February 13, 2024, 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. The employee is essential. 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
		1.50 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 Tuesday. Employee is paid regular overtime for hours worked before 8:30 AM on Tuesday and emergency overtime for hours after 8:30 AM.

S	M	T	W	TH	F	S
		7.00 R 1.50 OT 5.50 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 preapproved 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. Tuesday 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 Tuesday.

S	M	T	W	TH	F	S
		8.00 QO				

Example 8: 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 (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 Tuesday 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				

