

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
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DATE: January 22, 2010

PERSONNEL LETTER #10-004
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: FURLOUGH PROGRAM - LATE DOCK PROCEDURES

This letter is to provide instructions for processing dock that is reported after the master payroll cycle has already processed. Normally, when an employee is on dock, the furlough pay differential Earnings ID (EID) must be removed from the employee's employment history record the beginning of the pay period and the furlough time combined with the dock time to reduce the employee's pay. The procedures for reporting dock prior to the master payroll cycle is contained in Personnel Letter #09-020. Also, Personnel Letter #09-023 contains procedures for processing an employment history (EH) 715 transaction to qualify a pay period due to dock and furlough time.

Special processing is required when dock time is reported after the master payroll cut-off for a month. The following steps should be followed to either issue the correct pay or establish an accounts receivable if the late dock reporting results in an overpayment situation.

Employee is paid via paper warrant and the warrant is to be returned for redeposit:

- Return the warrant via a Form STD. 674 or Form STD. 666.
- Verify that the redeposit occurred via the warrant register or the on-line payment history inquiry system (HIST).
- Once the redeposit is verified then process an EH 350 transaction effective the first day of the pay period to delete the furlough pay differential EID. Complete time to be paid, Item 606, on the EH 350 transaction to show the actual time due for the pay period (time possible minus dock time and furlough time). For example, in a 22 day pay period the employee is on dock for 2 days and had 3 furlough days. The time to be entered in Item 606 would be 17 days (22 days possible – 5 days dock/furlough = 17 days to be paid). This will schedule the pay for the pay period.
- Process the employee time certification (ETC) transaction via the PIP System for the 17 days. Thereafter, pay for the 17 days at the full salary rate should issue.
- Process an EH 350 transaction effective the beginning of the following pay period to reestablish the furlough pay differential EID.

Employee is paid via direct deposit and the warrant is to be returned for redeposit:

- Call the PSD direct deposit unit to request a stop payment (strip).
- Verify that the strip/redeposit occurred via the warrant register or the on-line payment history inquiry system (HIST).

- Once the strip/redeposit is verified, process an EH 350 transaction effective the first day of the pay period to delete the furlough pay differential EID. Complete time to be paid, Item 606, on the EH 350 transaction to show the actual time due for the pay period (days possible in the pay period reduced by dock time and furlough time). For example, in a 22 day pay period the employee is on dock for 2 days and had 3 furlough days. The time to be entered in Item 606 would be 17 days (22 days possible – 5 days dock/furlough = 17 days to be paid). This will schedule the pay for the pay period.
- Process the ETC transaction via the Payroll Input Process (PIP) System for the 17 days. Thereafter, pay for 17 days at the full salary rate should issue.
- Process an EH 350 transaction effective the beginning of the following pay period to reestablish the furlough pay differential EID.

Warrant is not to be returned for redeposit:

- Complete a Form STD. 674 A/R to request an accounts receivable (A/R). Item 6A should reflect the time paid at the furlough reduced salary rate. Item 6B should reflect the actual time to be paid (days possible in the pay period reduced by dock time and furlough time) at the unreduced salary rate. For example, in a 22 day pay period the employee is on dock for 2 days and had 3 furlough days. The time to be entered in Item 6B would be 17 days (22 days possible – 5 days dock/furlough = 17 days to be paid).
- Process an EH 350 transaction to remove the furlough pay differential EID effective the beginning of the pay period containing the late dock. Item 606, on the EH 350 transaction must show the actual time due for the pay period (days possible in the pay period reduced by dock time and furlough time). For example, in a 22 day pay period the employee is on dock for 2 days and had 3 furlough days. The time to be entered in Item 606 would be 17 days (22 days possible – 5 days dock/furlough = 17 days to be paid). If the time is not completed in Item 606 on the EH 350 transaction, a salary adjustment payment will issue causing an overpayment situation.
- Process an EH 350 transaction effective the beginning of the following pay period to reestablish the furlough pay differential EID.

Late dock reporting could also result in an underpayment situation when the dock time reported before the master payroll cutoff was for more time than the employee should be docked. The following steps should be taken to issue an adjustment payment to the employee for the additional time.

The dock time reported before the master payroll cutoff is to be reduced to less dock time:

- The EH 350 transaction that was previously processed to remove the furlough EID should remain on the employee's EH record.
- Process a dock transaction with the new dock time plus furlough time for the pay period and an ETC transaction to certify the time due via PIP System. Thereafter, pay for the additional time at the full salary rate should issue.
- Process an EH 350 transaction effective the beginning of the following pay period to reestablish the furlough pay differential EID if not already done.

The dock time reported before master payroll cutoff was in error and the employee is due full pay for the pay period.

- Process an EH 350V transaction to void the EH 350 transaction that was originally processed to remove the furlough pay differential EID. The EH350V will reestablish the furlough pay differential EID on the employee's EH record.
- Submit a Form STD. 674 to request the additional time due. Item 6A should reflect the time actually paid at the unreduced salary rate. Item 6B should reflect the full month at the furlough reduced salary rate.
- Process an EH 350V transaction to void the EH 350 transaction that was originally processed to reestablish the furlough pay differential EID effective the beginning of the following pay period if needed.

Questions regarding the furlough payroll dock processing information can be directed to the Payroll Liaison Unit at (916) 323-3081.

LM:PMAB:jd