

**WELCOME TO:
FUNDAMENTALS OF PAYROLL**

**Positive Attendance
(Roll Codes 3-8)**

Presenter:

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Disclaimer

This training being provided is to enhance the learnings and/or instruction you have already received from your HR Department.

All personnel specialists should refer to the Payroll Procedures Manual (PPM) to locate reference information and procedures on completing payroll transactions. Doing this will help you become more confident in knowing how to locate answers in order to solve issues that arise with the rosters you are managing.

If you would like to view the PowerPoint presentation to print for note taking during this training, you can access it under the Take Away Reference box in the upper right corner of your screen.

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Objectives

By the end of this module, you will have received the following information/instruction:

- ✓ A definition of a positive attendance employee
- ✓ What are the roll codes/salary rates/pay frequency
- ✓ How to reconcile attendance
- ✓ How to process pay
- ✓ What forms to use
- ✓ Learning about exceptions and how to process

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What is Positive Attendance?

- ✓ "POSITIVE" attendance is the term for employees whose regular payroll warrants are issued after the close of the pay period.
- ✓ Payment is based on **ACTUAL** time worked rather than on the anticipated time.
- ✓ The employee works an hourly time base. The intermittent tenure may be a Temporary Authorization Appointment (TAU), Limited Term (LT), or permanent. Some employees may work a daily time base, depending on the classification.
- ✓ Employees work a specific number of hours in a calendar year, either 960 or 1500, or another number set by the department.

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Positive Attendance Roll Codes & Pay Frequencies

ROLL CODE	PAY RATE	PAY FREQUENCY
3	Hourly	Monthly
4	Hourly	Semimonthly
5	Daily	Monthly
6	Hourly	Semimonthly
7	Hourly	Biweekly
8	Monthly	Semimonthly

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Pay Rate Information

- ✓ For monthly and daily salary rate employees (**roll codes 5 and 8**), if the total hours exceed the number of possible hours in a workday for an employee, hours must be converted to days and remaining hours.
- ✓ Enter the total regular days, and hours/hundredths in applicable columns for all employees.

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What If A Positive Employee is Not Paid?

- ✓ If the department fails to key time worked, no pay will issue.
- ✓ There is no “automatic” issuing of payments for positive paid employees, but these individuals need to be paid in a timely manner.
- ✓ Follow your department’s guidelines on this process. Continued delays in submitting or keying the attendance will cause a subsequent delay in payments.
- ✓ Refer to HR Manual, Section 1703 – Timely Payment of Wages for additional information.

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Do Positive Employees Earn Holiday Pay?

- ✓ Permanent intermittent employees earn holiday pay, but it is based on the number of hours worked in the pay period.
- ✓ The next slide identifies a chart outlining the hours. A link to this document is provided in the Resources section at the end of this module.

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Permanent Intermittent (PI) Holiday Chart

Hours on Pay Status During Pay Period	Holiday Pay For Each Holiday (in Hours)
0 – 10.9	0
11 – 30.9	1
31 – 50.9	2
51 – 70.9	3
71 – 90.9	4
91 – 110.9	5
111 – 130.9	6
131 – 150.9	7
151 or over	8

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Attendance Reconciliation

- ✓ Positive attendance will be prepared from Form 672.
- ✓ Reconciliation totals for employees paid **semi-monthly** or **bi-weekly** (roll codes 4, 6, 7, and 8) will be reflected on the payroll warrant register in the "other days" and/or "other hours" boxes.
- ✓ Attendance reconciliation totals" for employees paid **monthly** (roll codes 3 and 5) will print on the warrant register in the "monthly days" and/or the "monthly hours" boxes.
- ✓ Totals will consist of time paid in a cycle for all roll codes and earnings for the pay period just ended.

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Attendance Reconciliation

After pay has issued, follow these steps to reconcile:

- ✓ Total the time worked on the Form 672 (per roll code):
 - ✓ Monthly days and/or hours
 - ✓ Other days/hours
- ✓ If the totals on the Form 672 (including supplemental pay) agree with the warrant register in ViewDirect, it is an indication that the payroll issued is correct, **or**
- ✓ If the totals on the Form 672 **do not agree** with the totals on the warrant register, you must verify each employee's data line by line until the error is found.

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Attendance Reconciliation Process: Steps

- ✓ Once you have located the error, and it shows that there was an underpayment:
 - ✓ Key an STD. 683 – Pay Adjustment Request via the PIP system to correct.
 - ✓ A separate warrant will generate for the difference in pay.
- ✓ If there is an overpayment:
 - ✓ Return the warrant using Form STD 674.
 - ✓ Wait for the redeposit in Pay HIST (Clearance Type 4).
 - ✓ Re-issue the pay using Form 672 - Time & Attendance.

There may be a need for a salary advance, so refer to your supervisor for assistance.

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Positive Pay Items That Cannot Be Keyed in PIP

- ✓ Out of History (pay periods prior to 12 months of payment history)
 - ✓ Submit a STD 674 form with specifics
- ✓ 250 or more hours
 - ✓ Regular pay for positive pay employees can be documented as two uneven pay requests and keyed in the PIP system under two different payroll cycles

(For example: if 260 hours to be paid; document/key two requests: one for 140 hours and the other for 120 hours)

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Positive Pay Items That Cannot Be Keyed in PIP

- ✓ Payment needs processing coordination with PPSD (e.g., new garnishment)
- ✓ Separation of permanent employee with subsequent appointment in same position and roll code
- ✓ Mid-month time base change, salary rate or position status change with **NO** position number change
 - ✓ Submit a STD 674 form

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What If There Are Pay Adjustments?

- ✓ Positive Pay regular hours can be adjusted on the STD. 683.
- ✓ A/R's must be requested on the STD. 674 A/R if there is an overpayment that has already been dispensed to the employee and the check cashed.

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CCR 599.709 – Minimum Work Time

The California Code of Regulations provides the following information as it applies to payroll transactions for intermittent staff:

- ✓ Each time an intermittent employee is ordered to work, the employee shall be credited with a minimum of four hours' work time.
- ✓ Ensure that the timesheet received has approved documentation from the supervisor showing the hours.

A link to this regulation will be provided at the end of this module in the Resources section.

**Let's Review What You Have Learned....
Choose the Correct Answer!**

- 1) Which roll code has the bi-weekly pay frequency?
 - a) Roll Code 8
 - b) Roll Code 3
 - c) Roll Code 6
 - d) Roll Code 7
- 2) Positive attendance can be entered on Form STD. 671
 - a) True
 - b) False
- 3) Which earning ID is used to code regular pay for a Retired Annuitant?
 - a) OT 5
 - b) Nothing—leave blank
 - c) 0
 - d) OT7

**Let's Review What You Have Learned....
Choose the Correct Answer!**

- 4) Which item is an exception, and **has to be** processed by SCO?
 - a) A mid-month time base change
 - b) Pay for an student assistant for the current pay period
 - c) Hours missed for an positive employee in the May 2020 pay period
 - d) Pay for a retirement annuitant for 240 hours
- 5) Employees under Roll Code 4 has which pay rate?
 - a) Monthly
 - b) Hourly
 - c) Daily
 - d) None of the above
- 6) A permanent intermittent works 132 hours in November 2014. How many holiday hours are earned?
 - a) 8
 - b) 7
 - c) 6
 - d) 5

Resources

- ✓ [CCR 599.709](#) (*Minimum Work Time – Intermittent Employees*)
- ✓ Form 672 – Time & Attendance
- ✓ Form STD. 683 – Pay Adjustment Form
- ✓ [HR Manual – Section 1703](#) (*Timely Pay of Wages*)
- ✓ Permanent Intermittent Holiday Chart (*Job Aid*)
- ✓ [PPM: Section D 004, D 004.1, D 013, D 014](#) (*Positive Attendance*)

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Contact Information

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Thank you for your participation!!

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