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Payroll Letter 784

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of All Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Reporting of Union Leave

Recently the Office of Collective Bargaining issued Collective Bargaining Clarification Letter NO. 00-06-01 to Labor Relations Officers and Personnel Officers (attached). The letter stated that certain union activities in which state employees may participate must now be documented. Please use the following payroll exception codes as directed by the Office of Collective Bargaining.

UT Union Time – this is a paid union leave code. This code will be used to capture time and cost associated with administration of the collective bargaining agreements. Cost captured under object of expense 020-13 Union Time Compensation.

JUT Joint Union Time – this is a new paid union leave code. This code will be used for all time associated with joint labor and management committees. Cost captured under object of expense 020-13 Union Time Compensation.

LESSU Unpaid Union Time – this payroll code does not pay an hourly rate but does permit the accrual of leaves.

Please refer to the attached memorandum from the Office of Collective Bargaining concerning the posting of the different payroll exceptions. Any question regarding which type of Union Time to post to the payroll should be directed to your Labor Relation Specialist. If you have any questions regarding the payroll posting, please contact the Payroll Processing Section.

RLC/jam
attachment