



September 19, 2001

Payroll Letter 811

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: Payroll Reporting of Emergency Leaves

Due to last weeks' tragedies in New York, Washington and Pennsylvania the Governor released our non-essential state employees from their work assignments. Listed below are the reporting codes that are available to post to your payroll:

1. For employees that did not work (were sent home) during the emergency and who had not been previously approved for leave during this time:

Post "**EMER**" and the number of hours. This will capture the cost under object of expense 020-20 – Emergency Compensation.

2. For employees who worked their shift after the emergency was declared:

Post "**EW**" – Emergency Worked (*this is a new code*) and the number of hours worked. It will pay the premium pay and account for the cost.

Or

Post "**CE**" – Comp Time Emergency and the number of hours worked. This will add the hours posted to the employees comp time balance at time for time. This is earned in addition to the employees' regular hours worked.

3. For employees who worked time in excess of 40 hours during the emergency:

Post "**WOT**" – Weather/Emergency Overtime and the number of hours of worked.

The above exceptions are in addition to regular hours. Do not post "LESS" hours on full time employees, but you must post "PAY" hours (as usual) on the part-time employees for the hours associated with this time period. Eligibility for these payroll exceptions is based on the different collective bargaining agreements or exempt employee benefits.

If you have any questions concerning union benefits, please contact your Labor Relations Office. Should you have any questions concerning the payroll posting, please contact the Payroll Support Unit.

RLC/jam