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Payroll Letter 867

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

From: Dan R. Parks, State Payroll Administrator

Subject: Poll Worker Leave

Substitute House Bill 262 became effective on May 7, 2004 amending Ohio Revised Code Section 3501.28 to create poll worker leave. The head of each state agency has the discretion to determine whether poll worker leave will apply to its agency employees, and the terms and conditions of such leave usage. Changes to the HR2K payroll system have been implemented to facilitate the payroll reporting of poll worker leave.

Report on payroll by entering "POLL" in the payroll entry area. This will generate a payroll exception template where you can report the number of hours used. The comment area following the exception will default to "POLL WORK LV". Note that no portion of poll worker leave will be included in calculating overtime. Poll worker leave will be captured under object of expense 020-18-Other Leave Compensation.

For specific information on the Poll Worker Leave, including policy and a leave verification form, please refer to the Human Resources Policy Units web site at <http://www.das.ohio.gov/hrd/emppol.html>

If you have any questions concerning these policies, please contact the HRD Policy Development Unit at (614) 752-5393. If you have questions regarding payroll reporting, please contact the HRD Payroll Support Unit at (614) 644-2915.

DRP/jam