

<b>HUMAN RESOURCES MEMORANDUM 08-009</b>		DATE ISSUED: 04/09/2008
SUBJECT: <b>Timely Submittal and Approval of PAL Timesheets</b>		REFERENCE: None
TO: Supervisors and Attendance Clerks		SUPERCEDES: None

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

**Introduction**

As part of the Office of Human Resources ongoing efforts to improve processes and provide timely services, we regularly initiate and analyze reports and process-relevant data. One such report is the Late Approved PAL Report. This report provides the Personnel Transactions Unit (PTU) information on PAL timesheets which have not been completed, submitted, and/or approved in a timely manner by the employee/supervisor.

**Purpose**

The purpose of this Human Resources Memorandum is to inform attendance clerks, supervisors, and departmental employees of the potential issues created when employees' PAL timesheets are not submitted and approved on a timely basis.

**Additional Workload**

An adverse impact of receiving extensive listings of late approved PAL timesheets on the requested report is that the Personnel Specialists must set aside time to reconcile the report. Each entry on the report must be reviewed and compared to:

1. PAL timesheets to re-verify the entry on the report for accuracy. We have found that the Late Approved PAL Report and PAL timesheets do not always match; this is due to additional changes being made to the PAL timesheet after the report is run.
2. State Controller's (SCO) payroll history for verification of pay received for the pay period when dock is reported. The Accounts Receivable Memorandum and Std 674 must be completed and sent immediately to the employee and SCO.

SCO Leave Accounting System is updated to include/dock leave not interfaced.

**When to Notify your Personnel Specialist of Dock**

The attendance clerks or supervisor must notify their Personnel Specialist of dock by Master Payroll Cut-off. If the Personnel Specialist is not notified by the Master Payroll Cut-off date that an employee is on dock, a full warrant is issued and an accounts receivable is established.

In some cases, the Personnel Specialist is not informed of dock until payday or when the Late Approved PAL Report is run (and in some cases PAL is not approved by the supervisor until months later); it is then too late to pull the warrant, and consequently the employee is overpaid. This has resulted in an employee later being surprised to see an accounts receivable established for a prior pay period. This causes frustration for the employee, supervisor, and PTU.

NOTE: Employees in Bargaining Units 12 and 13 will receive their regular pay warrant and an accounts receivable will be established to be taken from next/following applicable pay period.

### **Employee on Dock with Uncertain Return Date**

If an employee is on dock and the date of return to work is uncertain; the Personnel Specialist places them on dock the remainder of the month and issues the balance of his/her pay if, and when, the employee returns to work.

If the Personnel Specialist is notified timely of the anticipated dock, PTU is able to return an employee's warrant and issue a salary advance, which will be available on payday.

### **Direct Deposit Cancellation**

An employee who is on dock and has direct deposit will have the transaction cancelled by the Personnel Specialist until the employee accumulates the minimum number of leave credits required to be eligible for direct deposit.

Please refer to the Direct Deposit Eligibility Policy.

### **Adverse Effect to our Employees**

Employees rely on their supervisor to input PAL and/or approve PAL timely. They also expect that his/her warrant will be accurate.

It is unfair to our employees who submit their PAL to their supervisor timely to possibly be subjected to an accounts receivable as a result of PAL being approved late or approved without validation of an employee's available leave credits.

### **Resources**

The Monthly Payroll Calendar is available on the [Project Accounting & Leave \(PAL\) home page](#). Supervisors are encouraged to print a copy of the Monthly Payroll Calendar each month as a reminder of specific cut-off dates and times.

Each monthly calendar displays the PAL payroll and leave interface dates.

Timesheets not approved prior to the deadline are not captured during the interface and not submitted to SCO for processing. This results in payment delays and/or inaccurate leave balances. The delay time varies and is based on the date the timesheet is approved and the date the Personnel Specialist retrieves and processes the information manually.

NOTE: Interfaces are initiated by 8:00 a.m. on the date posted in order to meet SCO's deadline for processing on the same day.

### **Questions**

For questions regarding this memorandum, please contact your personnel specialist.

/s/

MARIA J. LOPEZ, Manager  
Personnel Operations Section

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