

HUMAN RESOURCES MEMORANDUM 11-024A		DATE ISSUED: 10/17/2011
SUBJECT: Corrections to Time Reporting & Projects in Project Accounting and Leave (PAL)		REFERENCE: None
TO: Branch/Office Chiefs, Administrative Assistants, Personnel Liaisons, and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to clarify the process for reporting changes to PAL time entries and projects, as well as making corrections for employees that do not have access to a personal computer and whose time is input into the PAL system by an Attendance Clerk.

Changes to Time

Changes to time reporting in PAL can only be made to the current pay period and one prior pay period. Changes prior to that must be made by submitting a [DGS OHR 22](#), PAL Time/Project Entry Form, to the Office of Human Resources (OHR) for processing.

Employees whose leave is input by an Attendance Clerk should continue to use the Standard Form 634 (Std. 634) and/or timecard for reporting time and leave usage. If correction of a prior pay period is necessary, a corrected and approved Std. 634 and DGS OHR 22 need to be completed and submitted to OHR. All DGS OHR 22 forms for changes to time in PAL will be retained in the OHR.

Changes to SRF & ARF Projects

Requests for changes to Service Revolving Fund (SRF) and Architectural Revolving Fund (ARF) projects must be sent to Judy Huang in the Office of Fiscal Services (OFS). ARF and SRF change requests must be submitted on separate DGS OHR 22 forms, however, if your request is to transfer between ARF and SRF, one DGS OHR 22 form is sufficient. All DGS OHR 22 forms for project changes will be retained in the OFS.

NOTE: Changes made to projects will not be updated in PAL.

Questions

Questions regarding the reporting of time and leave usage should be addressed to your Attendance Clerk or your assigned Personnel Services Specialist. Questions regarding changes to projects should be addressed to Judy Huang at (916) 376-5162.

Beth Townsend, Personnel Officer
Office of Human Resources

Attachment

cc: Personnel Transactions Specialists/Supervisors
Classification and Pay Analysts
Cathy Coyne, Judy Huang, Joy Hughes, Linh Chieng, Fee Chang, OFS