

<b>HUMAN RESOURCES MEMORANDUM 13-014</b>		DATE ISSUED: August 30, 2013
SUBJECT: <b>Dock Reporting and Late Dock Salary Warrants</b>		REFERENCE: None
TO: Director, Chief Deputy Director, Deputy Directors, Office/Branch Chiefs, Managers, Supervisors, Personnel Liaisons, and Attendance Clerks		SUPERCEDES: HR Memo 11-027

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

**Introduction**

The process for reporting dock has been updated. Your assistance is necessary to eliminate payroll overpayments due to reporting approved dock (L) and absent without leave (A) after the dock cutoff date.

**New Dock Process**

The Office of Human Resources (OHR) has discontinued the PAL dock interface. The Personnel Specialist will key dock directly into the State Controller’s Office (SCO) database.

Supervisors must approve their employee’s Project Accounting and Leave (PAL) timesheet weekly when reporting dock. All dock must now be approved in PAL by 11:00AM on SCO Master Payroll Cutoff. Changes to dock after this time are considered “Late Dock” and must be communicated to your Personnel Specialist immediately to avoid overpayments.

Discontinuing the PAL dock interface provides supervisors additional time to approve dock. Dock cutoff dates can be found on the PAL Payroll Calendar located on the PAL intranet site. Please select the calendar for the current pay period and review it carefully for the SCO Master Payroll Cutoff date.

**Late Dock**

Dock approved in PAL or reported to your OHR Personnel Specialist after the SCO Master Payroll Cutoff date is considered Late Dock.

When reporting late dock for an employee, your assigned OHR Personnel Specialist must be notified immediately and is available to assist you. For employees in most Bargaining Units, late dock overpayments require returning the pay warrant to the Department of General Services’ Office of Fiscal Services, canceling Direct Deposit if applicable, and issuing a salary advance within two to five business days after payday. (Attachment)

Note: Bargaining Unit 12 and 13 employees will receive their warrant as if the late dock had not occurred. However, the amount of the overpayment will automatically be deducted from the next applicable pay warrant.

Posting and approving all dock for the pay period by the cutoff dates and communicating changes immediately to your OHR Personnel Specialist are essential to ensure your employees are paid accurately and timely.

**Contact**

If you have any questions regarding this information, please contact your designated Personnel Specialist. To identify your Personnel Specialist, use the following link [PTU Roster Assignment Listing](#) or contact our Customers Resource Unit (CRU) at (916) 376-5400.

**ESTELA GONZALES/Division Chief**

Office of Human Resources

EG:dap

## TIMELY PAYMENT OF WAGES

Bargaining Unit (BU) Contract Information  
(Updated 8/4/2011)

BU	*LATE DOCK	*LATE DOCK SALARY ADVANCES PER CALENDAR YEAR	ALL OTHER OVERPAYMENTS <i>(No fault of the employee)</i>  Return warrant & issue salary advance within:
1	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day
2	Return warrant & issue salary advance within 5 workdays after Pay Day.	2	2 workdays after Pay Day
4	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day
9	Return warrant & issue salary advance within 5 workdays after Pay Day.	2	2 workdays after Pay Day
10	Return warrant & issue salary advance within 5 workdays after Pay Day.	2	2 workdays after Pay Day
11	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day
12	<b>Release</b> warrant, Accounts Receivable** payroll deduction from the first feasible pay period.	NA	3 workdays after Pay Day
13	<b>Release</b> warrant, Accounts Receivable** payroll deduction from the first feasible pay period.	NA	3 workdays after Pay Day
14	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day
15	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day
19	No applicable language.		
21	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day

\*Employees with an unpaid absence (dock or AWOL) after Master Payroll cutoff (See PAL Calendar).

\*\*See applicable BU for Accounts Receivable terms.