

HUMAN RESOURCES MEMORANDUM 15-017		DATE ISSUED: August 11, 2015
SUBJECT: New Unapproved Dock Alias and Dock Reporting		REFERENCE: None
TO: Director, Chief Deputy Director, Deputy Directors, Office/Branch Chiefs, Managers, Supervisors, Personnel Liaisons, and Attendance Clerks		SUPERCEDES: <i>HR Memo 13-014</i>

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Introduction

This HR Memo is to inform you of the new Unapproved Dock alias and reporting procedures.

Change to PAL Global Aliases for Dock

The Project Accounting and Leave (PAL) Global alias list was updated to include a new alias for Unapproved Dock (D). The dock aliases for absence without pay (AWOL) and approved leave without pay (L) have not changed.

The new Unapproved Dock alias (D) will be used in circumstances when Absence without Pay (AWOL) or Approved Dock (L) are inappropriate such as in the case of an employee who is on attendance restriction.

Reporting Dock

The dock reporting process remains the same. Supervisors must approve their employee's PAL timesheet weekly when reporting dock. ALL dock for the pay period must be approved in PAL by 11:00 a.m. on SCO Master Payroll Cutoff. This 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.

Changes to dock after this time are considered "Late Dock" and must be communicated to your Personnel Specialist immediately to avoid overpayments.

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.

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.

Questions

If you have any questions regarding this information, please contact your designated Personnel Specialist or contact our Customers Resource Unit (CRU) at (916) 376-5400.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

AB:tbw

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	Release warrant, Accounts Receivable** payroll deduction from the first feasible pay period.	NA	3 workdays after Pay Day
13	Release 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 (approved dock, unapproved dock or AWOL) after Master Payroll cutoff (See PAL Calendar).

**See applicable BU for Accounts Receivable terms.