

HUMAN RESOURCES MEMORANDUM 19-007		DATE ISSUED: 04/23/2019
SUBJECT: NEW PAL ALIASES FOR LEAVE IN LIEU OF UNAPPROVED DOCK AND MENTORING ACTIVITIES		REFERENCE: None
TO: DGS Managers, Supervisors, and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to advise of the new aliases available in the Project Accounting and Leave (PAL) system. These new aliases are designed to capture unapproved absences posted after cutoff when employees have leave credits available to use. New aliases were also created to utilize for mentoring activities.

Background

The terminology “dock” means unpaid time, however, dock can be both approved and unapproved. Unapproved dock (Absence Without Leave – AWOL) is utilized for an unapproved absence and can be used in an adverse action. Approved dock (Leave Without Pay – LWOP) means the absence was approved, however, the employee did not have leave to cover it. Approved dock/LWOP cannot be used in an adverse action.

Generally, when dock is reported after the State Controller’s Office (SCO) master payroll and dock cutoff date, the master warrant is held by the Office of Human Resources (OHR) Personnel Specialist and returned to the State Controller’s Office (SCO) for redeposit.

Unapproved Dock Aliases

Effective immediately, supervisors and managers have the discretion to permit employees to use their available leave credits in lieu of unapproved dock if they are late/tardy after dock cutoff. Unapproved absences, paid or unpaid, are still subject to the discipline process. Managers and supervisors shall ensure sufficient leave is available prior to approval. If there are available leave credits, the warrant does not need to be pulled and will be disbursed on payday as scheduled.

The chart below identifies the appropriate aliases for documenting leave usage in lieu of unapproved dock.

Alias Name	Project	Task	Expenditure	Description
AL-UD	Leave	AL01	STD-Str Time/Day	Annual Leave; in lieu of unapproved dock
S-UD	Leave	SL01	STD-Str Time/Day	Sick Leave; in lieu of unapproved dock
V-UD	Leave	VA01	STD-Str Time/Day	Vacation; in lieu of unapproved dock

Mentor Aliases

For tracking purposes, the following aliases can be used when employees are approved to participate in mentoring activities:

Alias Name	Project	Task	Expenditure	Description
MM	Leave	MM01	STD-Str Time/Day	Mentor Matching Hours - Use
AL-MU	Leave	AL01	STD-Str Time/Day	Annual Leave – Mentor Use
VA-MU	Leave	VA01	STD-Str Time/Day	Vacation – Mentor Use

Questions

If you have any questions related to this memorandum, please contact your assigned Personnel Specialist.

AMY APLEGATE, Personnel Officer
Office of Human Resources

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