

HUMAN RESOURCES MEMORANDUM 98-046		DATE ISSUED: 12/14/1998
SUBJECT: PROJECT ACCOUNTING AND LEAVE (PAL) REPORTING		REFERENCE: None
TO: BRANCH/OFFICE CHIEFS, ADMINISTRATIVE ASSISTANTS; Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The purpose of this memorandum is to clarify the process for reporting leave usage and making corrections for employees that do not have access to a personal computer and whose leave usage is input into the Project Accounting and Leave (PAL) system by an Attendance Clerk.

Employees whose leave is input by an Attendance Clerk should continue to use the Standard Form 634 (Std. 634) for reporting leave usage. The employee completes the Std. 634 and forwards the form to their supervisor for approval. The supervisor will sign the form and then forward it to the Attendance Clerk for entering into PAL. Once the time is entered in PAL, the Std. 634 should then be forwarded to the Office of Human Resources for filing. If correction of a prior pay period is necessary, a corrected Std. 634 is to be completed and the same process as described above is to be followed.

Corrections for employees who enter their own leave may be accomplished in one of two ways. First, the employee goes into "Enter Employee Time" screen and (1) duplicate the appropriate project, task and expenditure type on a new line and make an adjustment on the correct day. Then, if necessary, (2) the employee enters another line with a correct project, task and expenditure type and the correct number of hours and then submits the time to their supervisor. Second, the employee may complete a Std. 634 and submit it to their supervisor for signature and forwarding to the Attendance Clerk for entering the correction in the "Enter/Adjust Pre-Approved Time" screen. If the second manner is followed, the Std. 634 must be sent to OHR for filing. See the example on the attachment.

The process for submitting corrections for an Attendance Clerk's own leave time includes the first process outlined above for employees who enter their own leave time.

Project information should be recorded on the GS 22 and/or timecards and then forwarded to the Attendance Clerk for entry into PAL. The filing and retention of the GS 22 will be up to each branch/office with the concurrence of the Office of Fiscal Services. OHR will not review, file or make corrections to project information or the GS 22.

Please remember that all employees will complete a Std. 634 for the month of December 1998 and all forms will be forwarded as usual to the PTU.

All employees using leave related to a work-related injury need to provide medical substantiation to their supervisor for any absence due to the injury. A copy of the medical substantiation should be forwarded to the Disability Transactions Unit (DTU) attached to either the original Std. 634 or screen print of the PAL reported for the month. Branches/Offices will continue to send a copy of the Std. 634 or the screen print of PAL, a copy of the medical substantiation and the SCIF 3068 to State Compensation Insurance Fund directly.

Questions regarding the reporting of leave usage should be addressed to your assigned Personnel Services Specialist/Supervisor. Questions regarding projects should be addressed to your assigned Budget Analyst or Cathy Coyne or Susan Toolan.

LYNN CATANIA, Manager
Personnel Operations Section

Attachment

cc: Personnel Transactions Specialists/Supervisors
Susan Toolan
Cathy Coyne
Budget Analysts