

Reporting of leave usage during 2005 remains the same. The report of leave usage and certification of correct pay released are 2 separate processes, contained in 2 separate reports/mailings which are both managed by the Payroll Services Office.

The **ATTENDANCE CERTIFICATION** refers to the first of 2 reports, emailed from the Payroll Office and contains the month and year with the notation of "PAY FOR MM/YYYY". This report is available to designated employees for review after the 23<sup>rd</sup> of each month. Department action is required if employees listed are NOT to be paid or payment shown is incorrect. The process of attendance reporting remains to follow the general principles of "negative attendance reporting", whereby no response from your department represents affirmation of a correct Attendance Report Certification. Any incorrect data that would result in incorrect pay must be immediately reported to the Payroll Office for action.

The 2<sup>nd</sup> process, called the **LEAVE USAGE REPORT** is created at month end and placed on Payroll's web-site for departments to download. Each designated department personnel receives an email notice with the link to follow in order to retrieve this Excel spreadsheet. This Report is due back at the beginning of the following month for entry into the California Leave Accounting Program by the Payroll Services Office. **The format of the LUR, generated for reporting September, 2005 leave usage has been changed. The file is no longer protected and departments may reformat the file as needed, after the report has been returned to the Payroll Office. One major rule is that you should not delete, change or move cells within the report because upon return to Payroll, all reports are combined for processing. You may change the size, color or print parameters of the worksheet. Any other changes, please make it on department copy and not on the submitted report.**

#### ATTENDANCE CERTIFICATION

- Departments remain responsible to immediately review the **ATTENDANCE CERTIFICATION** which represents a current list of employees scheduled for payment at month-end. The department attendance reporting personnel and the head of each department has been identified to receive this report each month. Changes to the recipient of this monthly report should be kept up-to-date. Please verify that this information is correct for your department, and immediately communicate changes to the Payroll Services Office.
- After each monthly review of the **ATTENDANCE CERT**, no further action is required for payments to be released to their employees, if data is correct. For all e-mail users who utilize e-mail systems which support the RETURN of a RECEIPT, we request the recipient selects the return confirmation, if prompted, as this acknowledgement is used to validate the process.
- Should there be changes necessary to correct the payment(s) as shown on the listing, please contact payroll technician.

Communication between departments and Payroll to identify employees to be paid for the current monthly payroll, prior to the release date, adds to the integrity of the attendance reporting procedure and can avert problems before they surface as there generally is a **7 day lead time** between the department receiving the **ATTENDANCE CERTIFICATION** and when the pay actually releases.

#### LEAVE USAGE REPORT

All departments have been reporting leave usage on the Excel LEAVE USAGE REPORT since January, 2004. The retention period of all supporting (hard-copy) documentation in departments remains to be 5 years. Any documentation requested by the Payroll Office should always consist of copies, as all paperwork generated at the departments should remain as audit points for any review.

As an added note, the Payroll Office has been working to SEPARATE the reporting of any paid time from the LEAVE USAGE REPORT process. Reporting of hours in which pay generates should be reported using the MISC PAY document.

## **LEAVE USAGE REPORTING – general instructions**

1. Report all time USED on this spreadsheet identified as:
  - Sick Leaves - **S** (regular), **FS** (family sick care) **SD** – (death for immed. Family member Deducted from SL credits)
  - V** - Vacation
  - T** – CTO hours USED
  - HT** – CTO hours retained as HOLIDAY credit (for only EE's having balances)
  - Excess hrs** – (reporting of this time must have + or – noted in order to credit/debit to occur) 24/7 operations only that report this time.
  - D** – Use of Funeral Leave requires family member's relationship noted in column noted as Death. This leave is separate from the use of sick leave for reasons of death of an immediate family member.

### **CORRECTIONS submitted to LEAVE USAGE REPORT may be made & submitted in 2 ways:**

- Changes made to a paper copy of the LEAVE USAGE REPORT requires making a change to the originally submitted LEAVE USAGE REPORT with the "CORRECTED" column clearly marked, signed by the Head of the Department, or appropriate personnel. Paper form should be forwarded to the Payroll Services Office.
- In order to report change using a prior reported LEAVE USAGE REPORT.xls, the CORRECTED column should be clearly marked and notes clearly indicated in the NOTE column. This transportable document can then be emailed to Payroll for processing. A retained PAPER document, approved by the appropriate administrator should remain in Department files for post audit purposes. Please note within the text of the email that the LEAVE USAGE REPORT has been approved by indicating "approved by the appropriate administrator".

Please note: **LEAVE USAGE REPORTS** submitted to Payroll for processing should be retained in it's original form for 5 years before purging, and may be retained as a computer "file".

2. ALL leave usage may now be added to the **LEAVE USAGE REPORT**. Supporting paperwork will still be required in order for Payroll to process further any special type of leave as noted below. If not noted, the [Monthly Attendance Summary](#), (Form 634) remains to be the default document to report these leave types and only COPIES should be sent to the Payroll Office, retaining any original documentation from the employee.
  - JD or SW** - [Jury or Subpoena Duty submittal](#) - Reporting of absences due to jury or subpoena requires supporting documents showing dates of absence. Submit 634 (copy) with attached receipts to Payroll.
  - M** - [Military Duty](#) – Military orders must be attached with Monthly Attendance Summary, 634(copy) form .
  - MP** - [Maternity/Paternity Leave](#) (dates needed)
  - NDI/IDL/TD** - All [disability leave](#) including NDI, IDL and TD
  - W** – [Compensating Time Off \(CTO\)](#) for **credit** require dates of overtime worked. You no longer need to forward copies of 634 form to Payroll; retain original 634 form in department files which shows dates of absences.
  - CS** – [Approved Worker's Compensation](#) absence which has been approved.( dates need to be identified)
  - L** - Report of [Dock](#) in pay, generally reported by phone to the appropriate Payroll Technician, should be followed up as an entry to the employee's monthly 634 form AND reported on the Leave Usage Report as "L". You need NOT send a copy of this form to Payroll.
  - HW** –Holidays worked compensated as premium (X1.5) hours for employees NOT in CSUEU bargaining unit.
  - HE**—Holidays compensated at straight time due to irregular schedule for employees NOT in CSUEU bargaining unit. (new code as of 1/10/06)
3. Request for regular overtime work (outside of the Excess Hours reporting), which generates a payment (overtime). No entry of "P" should be shown on the Leave Usage Report.  
<http://www.csufresno.edu/Payroll/MiscPayForm.xls>

**NEW!!→**

Until new forms can be developed for use with the constant changes in leave reporting, the Monthly Attendance Summary, (634) should be maintained and completed as it has been in the past. As audit requirements dictate, retention of detail on each transaction reported, they should also be **capable of identifying time & date of absence/attendance and pertinent requirements needed for type of benefit(s) used**. Recent changes made have scaled back reporting of hours only to be reported monthly, such in the submittal of a lump sum of hours on the **LEAVE USAGE**

**REPORT**, which leaves detail information to remain with the responsible department. Any audit of leave records will be referred to department records as the source document.