



**What if???**

**from a Payroll Office perspective...**

**I am called to Jury duty?**



Items of interest will be added, as needed to this area. If you would like to see other subject matters covered, please send your request to:  
<mailto:PAYROLL@LISTSERV.csufresno.edu>



## 2. Important:

If you are required to report for jury selection, you must follow the instructions on the phone when you “call in” and you may then be excused from work for the day. In order to claim the day off and charge the reason to jury duty, you must provide your supervisor with an attendance receipt, similar to the following:

### Attendance receipt rec'd from reporting to jury selection:



**Please note:** Without this dated receipt, your supervisor cannot excuse your day off from work based on “jury duty” and you will be required to either charge vacation or CTO that you have available without this receipt. Each day of attendance at the Superior Court requires you to retain the dated receipt.

**2<sup>nd</sup> note:** If you are further excused from the selection process **AFTER** you have reported to the

court house, at your discretion, you may return to work and charge vacation/cto time for the short absence and not jury duty for the entire day.

**Reimbursement:**

Should you be selected as a jury member, you may be reimbursed for the service along with mileage traveled to the court room. In this situation, the information contained on the check received from the Court Services Office should detail the dates served.

3. Monthly Attendance Summary (F634)

Employee should complete a SEPARATE Monthly Attendance Summary (F634) to claim the days off due to jury duty. This completed form is currently listed as one which must be submitted at each month-end to the Payroll Office for processing. The Payroll Office will process and forward a copy to Accounting Services. This will enable Cashiering Services to receipt the reimbursement from the employee for the day(s) of absence.

4. After receipt of reimbursement from the Superior Court, County of XXXX, payment to the Campus is required to complete the process.

View of reimbursement from Superior Court, County of Fresno:



Superior Court, County of Fresno  
1100 Van Ness Avenue  
Fresno, California 93724

**JURY SERVICES PAY** 440050124

JUROR NO. 1259092 08/25/2003

08/12/2003 Through 08/20/2003

6	DAYS	\$75.00	DAY AMOUNT
42	MILES	\$11.90	MILE AMOUNT
		\$86.90	TOTAL

JURORS ARE PAID \$15.00 PER DAY AFTER THE SECOND DAY PLUS MILEAGE ONE WAY

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A TWO TONED COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

General Fund Trial Jurors COUNTY OF FRESNO FUND 2100 440050124  
VOID SIX MONTHS AFTER ISSUE DATE Issue Date 08/25/2003 Bank of the West  
2300 Tulare Street  
Fresno, CA 93721  
\$0.23  
1211

PAY TO THE ORDER OF

Check Amount \*\*\*\*\$86.90\*\*\*\*

Walter Brown  
COUNTY AUDITOR CONTROLLER

\*\*\*\*Eighty Six and 90/100\*\*\*\*

5. Do not destroy check stub or the entire check issued to you will need to be receipted by the Campus, with no refund to you for the mileage. Go to the Cashiering Windows (Joyal Administration) to make the payment with cash or you may present the entire check from the County Court Services with stub attached and you will

receive the mileage reimbursement back from Cashiering Services.

or

Submit check payable to CSU, Fresno to Cashiering Services-MS JA58, along with the check stub titled JURY SERVICES PAY or similar, which detail the dates of Jury Duty. The Cashiering staff will match up the payment with the F634 submitted earlier.

**6. Special notes:**

Subpoena witness, in the interest of CSU and other Counties in which your service is required should work in the same manner as outlined above, but may vary with the amount reimbursed. You must request for reimbursement for subpoenas, as that fee is not automatically given. Questions relating to any

Absences due to an employee subpoenaed as a witness of a personal nature and not related to the interest of CSU MUST charge time off to vacation or cto.

Questions regarding use of jury duty leave that are not covered in this article may call Payroll Services at 278-3960 or send your question to: <mailto:PAYROLL@LISTSERV.csufresno.edu>