

APPENDIX C

GUIDELINES FOR PAYROLL PROCESSORS FOR ENTERING ABSENCES FOR THE 4-DAY WORK WEEK				
SUMMER 2015: JUNE 8 - AUGUST 14, 2015 (EXCLUDING JUNE 29 - JULY 3)				
Type of Employee	How to enter the absence	Example 1 (ABSENT ONE DAY)	Example 2 (ABSENT MULTIPLE DAYS)	Example 3 (ABSENT WITH NO SICK, VACATION or COMP HOURS)
Employees who work 6.0 hours per day or 30 hours per week (4-day schedule = 7.5 hours per day)	Report 6 hours SCK/SPR/SLO/CMU/VAC on the day the employee is out and enter the remaining 1.5 hours on their day off that week (Friday)	If the employee's schedule is Monday-Thursday and they are out sick on Monday, enter 6.0 hours for Monday and the remaining 1.5 hours on Friday	If the employee is out Tuesday & Wednesday enter 6.0 hours Tuesday and Wednesday and the remaining 3.0 hours (1.5 x 2) on Friday	Enter 6.0 hours of PLV for Monday and 1.5 hours of PLV on the scheduled day off (Friday)
Employees who work 6.5 hours per day or 32.5 hours per week (4-day schedule = 8.125 hours per day)	Report 6.5 hours SCK/SPR/SLO/CMU/VAC on the day the employee is out and enter the remaining 1.625 hours on their day off that week (Friday)	If the employee's schedule is Monday-Thursday and they are out sick on Monday, enter 6.5 hours for Monday and the remaining 1.625 hours on Friday	If the employee is out Tuesday & Wednesday enter 6.5 hours Tuesday and Wednesday and the remaining 3.25 hours (1.625 x 2) on Friday	Enter 6.5 hours of PLV for Monday and 1.625 hours of PLV on the scheduled day off (Friday)
Employees who work 7.0 hours per day or 35.0 hours per week (4-day schedule = 8.75 hours per day)	Report 7.0 hours SCK/SPR/SLO/CMU/VAC on the day the employee is out and enter the remaining 1.75 hours on their day off that week (Friday)	If the employee's schedule is Monday-Thursday and they are out sick on Monday, enter 7.0 hours for Monday and the remaining 1.75 hours on Friday	If the employee is out Tuesday & Wednesday enter 7.0 hours Tuesday and Wednesday and the remaining 3.50 hours (1.75 x 2) on Friday	Enter 7.0 hours of PLV for Monday and 1.75 hours of PLV on the scheduled day off (Friday)
Employees who work 7.5 hours per day or 37.5 hours per week (4-day schedule = 9.38 hours per day)	Report 7.5 hours SCK/SPR/SLO/CMU/VAC on the day the employee is out and enter the remaining 1.88 hours on their day off that week (Friday)	If the employee's schedule is Monday-Thursday and they are out sick on Monday, enter 7.5 hours for Monday and the remaining 1.88 hours on Friday	If the employee is out Tuesday & Wednesday enter 7.5 hours Tuesday and Wednesday and the remaining 3.76 hours (1.88 x 2) on Friday	Enter 7.5 hours of PLV for Monday and 1.88 hours of PLV on the scheduled day off (Friday)
Employees who work 8.0 hours per day or 40.0 hours per week (4-day schedule = 10.0 hours per day)	Report 8.0 hours SCK/SPR/SLO/CMU/VAC on the day the employee is out and enter the remaining 2.0 hours on their day off that week (Friday)	If the employee's schedule is Monday-Thursday and they are out sick on Monday, enter 8.0 hours for Monday and the remaining 2.0 hours on Friday	If the employee is out Tuesday & Wednesday enter 8.0 hours Tuesday and Wednesday and the remaining 4.0 hours (2.0 x 2) on Friday	Enter 8.0 hours of PLV for Monday and 2.0 hours of PLV on the scheduled day off (Friday)

Additional Notes:

- (1) If the employee is out the entire week (sick or vacation) enter this absence as you normally would. For example, for a 7.5 hour employee enter 7.5 hours leave for each day that week.
- (2) If the employee chooses to use accrued vacation or sick time to shorten each work day to its traditional length enter a full day's absence on Friday. For example, for a 7.5 hour employee working 7.5 hours each day, Monday-Thursday, enter 7.5 hours of leave on Friday of each week.
- (3) If the employee is absent for less than a full day, enter the leave hours on the day of the absence. For example, an absence of 2 hours on Tuesday should be entered for Tuesday.
- (4) For auditing purposes, enter the following text message in CATS on the day you are entering the difference to make up: **xxx IS THE DIFFERENCE IN THE WORK SCHEDULE**
- (5) CMU & COMP = Compensatory Time