

**Business Pay Rules and Policies
Source Time & Attendance**

Presented To:

Waukesha County

Prepared By:

**Leanne Bratcher
Project Manager**

**Pat Yount
Configuration Manager**

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Current timekeeping procedures:

Waukesha has a custom Time and Attendance interface to a hybrid Encore payroll system. They use paper timesheets that they enter into the custom Time module

Scope of the project:

Upon completion of this project, the following objectives will have been met:

- Provide reliable interface with Clerk of Courts and Public Works Time entry system
- Interface employee demographic data between Source HR/Payroll and Time and Attendance
- Export Hours and Earnings (earnings associated with Expenses only) as reported in Time and Attendance using pay codes to Source Payroll
- Eliminate duplicate data entry
- Reduce errors through real time validation and more edit prompts
- Shorten hours and earnings validation process
- Automate time management processes



The following information is based on the data collected from the Customer Planning Meeting and subsequent communications. Please review for accuracy and completeness. Your system configuration will be defined from the information described below.

ORGANIZATIONAL INFORMATION

COMPANIES:

NAME / COMPANY CODE / PSID	LOCATION
Waukesha County/LDD	Waukesha County

Additional Comments:

Ongoing, the PSID will be sent with the employee data load from Source 500.

LOCATIONS:

NAME	TIME ZONE	CURRENT INPUT METHOD	APPROXIMATE NUMBER OF EMPLOYEES	PROPOSED INPUT METHOD	NUMBER OF MANAGER'S / TIMEKEEPERS
Waukesha County	Central	Paper Timecards Electronic Timecards, printed out and entered into Cycle Data Batch (Ensemble)	1800	Electronic timesheet entry using a Web interface	30

Additional Comments:

Locations will be determined using check sequence numbers from Source 500. This information will be used in the Cycle Data Batch to separate out each check sequence number in its own batch.



EMPLOYEE TYPES:

LOCATION	EMPLOYEE TYPE	Holiday Accrual using Employee Level	CALCULATE BENEFITS/ACCRUALS	TRACK BENEFITS/ACCRUALS	EXPORT TAKEN/BALANCE	OTHER CONSIDERATIONS
All	<p>NONSF (Full Time Exempt, Non Union)</p> <p>Note: job codes Will be changing to only the last 3 digits under Source.</p>	<p>0 = Non-C02 – no holiday accrual</p> <p>2 = C02 (customer will indicate C02 on a Source Choice List and this will come over to Time & Attendance. Job Codes: RN 3600372 and Juvenile Center Supervisors 3600143)</p> <p>3 = Law Enforcement (customer will indicate Level 3 on a Source Choice List and this will come over to Time & Attendance – Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector 2000280)</p>	Yes	Yes	Yes	<p>Accruals: Vacation, Sick, and Floating Holiday,</p> <p>Some employees are in the CC group. All others get scheduled holidays as non-accrued time.</p> <p>Exempt</p> <p>Calculated in Time and Attendance and exported to Source Payroll</p>
All	<p>NONRF (Full Time Non-Exempt, Non Union)</p>	<p>Holiday is pre-populated, no accruals.</p>	Yes	Yes	Yes	<p>Accruals: Vacation, Sick, and Floating Holiday, Regular Comp Time</p> <p>Non - Exempt</p> <p>Calculated in Time and Attendance and exported to Source Payroll</p>
All	<p>AFSF (Full Time AFSME Group; clerical,</p>	<p>0 = Non-C02 – no holiday accrual</p>	Yes	Yes	Yes	<p>Accruals: Regular Comp, Vacation, Sick, and Floating Holiday</p>



LOCATION	EMPLOYEE TYPE	Holiday Accrual using Employee Level	CALCULATE BENEFITS/ACCRUALS	TRACK BENEFITS/ACCRUALS	EXPORT TAKEN/BALANCE	OTHER CONSIDERATIONS
	maintenance, custodial, paraprofessionals eligible for employee benefits)	2 = C02 (customer will indicate C02 on a Source Choice List and this will come over to Time & Attendance)				Calculated in Time and Attendance and exported to Source Payroll
All	SWSF (Full Time Social Workers)	0 = Non-C02 – no holiday accrual 2 = C02 (customer will indicate C02 on a Source Choice List and this will come over to Time & Attendance)	Yes	Yes	Yes	Accruals: Regular Comp, Vacation, Sick, and Floating Holiday Calculated in Time and Attendance and exported to Source Payroll
All	PRKF (Full Time Parks)		Yes	Yes	Yes	Accruals: Regular Comp, Vacation and Sick, and Floatin Holiday Calculated in Time and Attendance and exported to Source Payroll
All	PHNF (Full Time Public Health Nurses)		Yes	Yes	Yes	Accruals: Regular Comp, Vacation and Sick, and Floatin Holiday Calculated in Time and Attendance and exported to Source Payroll
All	HWYF (Full Time Highway)		Yes	Yes	Yes	Accruals: Regular Comp, Vacation Sick, and Floating Holiday Calculated in Time and Attendance and exported to Source Payroll
All	WPAF (Full Time Deputy Sheriffs and Detectives)	All WPA get Holiday Accrual 3 = Law Enforcement (customer will	Yes	Yes	Yes	Accruals: Regular Comp, FLS/ Comp, Vacation, Sick, Floating Holiday Calculated in Time and



LOCATION	EMPLOYEE TYPE	Holiday Accrual using Employee Level	CALCULATE BENEFITS/ACCRUALS	TRACK BENEFITS/ACCRUALS	EXPORT TAKEN/BALANCE	OTHER CONSIDERATIONS
		indicate level 3 on a Source Choice List and this will come over to Time & Attendance)				Attendance and exported to Source Payroll
All	ACCOF (Full Time Correctional Officers- get FLSA Comp)	1 = C01 (customer will indicate level 1 on a Source Choice List and this will come over to Time & Attendance) All C01 get holiday accrual	Yes	Yes	Yes	Accruals: Regular Comp, FLSA Comp, Vacation, Sick, and Floating Holiday Calculated in Time and Attendance and exported to Source Payroll Continuous Operations
All	ACCDF (Full Time Radio Dispatchers, Lead Radio Dispatcher - don't get FLSA Comp)	1 = C01 (customer will indicate level 1 on a Source Choice List and this will come over to Time & Attendance) All C01 get holiday accrual	Yes	Yes	Yes	Accruals: Regular Comp, Vacation, Sick, and Floating Holiday Calculated in Time and Attendance and exported to Source Payroll Continuous Operations
All	ELC (Elected Officials)		No	No	No	No Accruals
All	TEMP (Temporary Employees)		No	No	No	No Accruals Temporary employees who get no benefits.
All	NONRP (Part Time Non Exempt, Non Union)	Holiday is pre-populated, no accruals.	Yes	Yes	Yes	Accruals: Regular Comp, Vacation, Sick, and Floating Holiday Non-Exempt Calculated in Time and Attendance and exported to Source Payroll
All	NONSP (Part Time Exempt, Non Union)	0 = Non-C02 - no holiday accrual	Yes	Yes	Yes	Accruals: Vacation, Sick, and Floating Holiday



LOCATION	EMPLOYEE TYPE	Holiday Accrual using Employee Level	CALCULATE BENEFITS/ACCRUALS	TRACK BENEFITS/ACCRUALS	EXPORT TAKEN/BALANCE	OTHER CONSIDERATIONS
		<p>2 = C02 (customer will indicate C02 on a Source Choice List and this will come over to Time & Attendance. Job Codes: RN 3600372 and Juvenile Center Supervisors 3600143)</p> <p>3 = Law Enforcement (customer will indicate level 3 on a Source Choice List and this will come over to Time & Attendance - Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector 2000280)</p>				<p>Exempt</p> <p>Calculated in Time and Attendance and exported to Source Payroll</p>
All	AFSP (Part Time AFSME Group; clerical, maintenance, custodial, paraprofessionals eligible for employee benefits)	<p>0 = Non-C02 - no holiday accrual</p> <p>2 = C02 (customer will indicate C02 on a Source Choice List and this will come over to Time & Attendance)</p>	Yes	Yes	Yes	<p>Accruals: Regular Comp, Vacation, Sick, and Floating Holiday</p> <p>Calculated in Time and Attendance and exported to Source Payroll</p>
All	SWSP (Part Time Social Workers)	<p>0 = Non-C02 - no holiday accrual</p> <p>2 = C02 (customer will indicate C02 on a Source Choice List and this will come over to Time &</p>	Yes	Yes	Yes	<p>Accruals: Regular Comp, Vacation, Sick, and Floating Holiday</p> <p>Calculated in Time and Attendance and exported to Source Payroll</p>



LOCATION	EMPLOYEE TYPE	Holiday Accrual using Employee Level	CALCULATE BENEFITS/ACCRUALS	TRACK BENEFITS/ACCRUALS	EXPORT TAKEN/BALANCE	OTHER CONSIDERATIONS
		Attendance)				
All	PRKP (Part Time Parks)		Yes	Yes	Yes	Accruals: Regular Comp, Vacation and Sick, and Floating Holiday Calculated in Time and Attendance and exported to Source Payroll
All	PHNP (Part Time Public Health Nurses)		Yes	Yes	Yes	Accruals: Regular Comp, Vacation and Sick, and Floating Holiday Calculated in Time and Attendance and exported to Source Payroll
All	HWYP (Part Time Highway)		Yes	Yes	Yes	Accruals: Regular Comp, Vacation Sick, and Floating Holiday Calculated in Time and Attendance and exported to Source Payroll
All	WPAP (Part Time Deputy Sheriffs and Detectives)	All WPA get Holiday Accrual 3 = Law Enforcement (customer will indicate level 3 on a Source Choice List and this will come over to Time & Attendance)	Yes	Yes	Yes	Accruals: Regular Comp, FLSA/Comp, Vacation, Sick, Floating Holiday Calculated in Time and Attendance and exported to Source Payroll
All	ACCOP (Part Time Correctional Officers- get FLSA Comp)	1 = C01 (customer will indicate level 1 on a Source Choice List and this will come over to Time & Attendance) All C01 get holiday	Yes	Yes	Yes	Accruals: Regular Comp, FLSA/Comp, Vacation, Sick, and Floating Holiday Calculated in Time and Attendance and exported to Source Payroll Continuous Operations



LOCATION	EMPLOYEE TYPE	Holiday Accrual using Employee Level	CALCULATE BENEFITS/ACCRUALS	TRACK BENEFITS/ACCRUALS	EXPORT TAKEN/BALANCE	OTHER CONSIDERATIONS
		accrual				
All	ACCDP (Part Time Radio Dispatchers – don't get FLSA Comp)	1 = C01 (customer will indicate level 1 on a Source Choice List and this will come over to Time & Attendance) All C01 get holiday accrual	Yes	Yes	Yes	Accruals: Regular Comp, Vacation, Sick, and Floating Holiday Calculated in Time and Attendance and exported to Source Payroll Continuous Operations
All	SEASF (Seasonal Full Time Employees)		Yes	Yes	Yes	Get a Sick Leave balance but not other accruals. Golf Course Club House Supervisor (9 hole and 18 hole), Ice Arena Coordinator and Food Service Coordinator. Customer to indicate these with a job code. Job Codes are: 5200249, 5200250, 5200271, 5200247.

Additional Comments:

Based on Union Status. This will be setup in Source. Have regular part time employees and temporary employees. May need a separate field to define employee types for Time and Attendance use.

Use Job Code 2000362 to distinguish Radio Dispatchers 2000300 – Lead Radio Dispatcher, assign an employee level using that and do not accrue FLSA Comp if the employee level is that predetermined level.

Highway and Clerks of Court will have timecards populated through the TIM interface.

AFS, HWY, ACC, ELC, WPA, PHN, PRK, SWS, NONR, NONS, are stored in the union code field in Source. (Full Time vs part time); eecategory = R and T are stored in EECategory.

Full Time:



Sick Leave: Sick leave accrual is the same across unions and full time employee types. Accrue 8 hours per month, with a maximum of 960 hours.

Vacation: NONS Vacation accrues differently – the years of service differs from that of the other groups, all the other groups accrue the same.

FLSA Comp: Only 2 groups accrue it the same and the max limit is the same. The maximum is 36 (with the time and a half calculated in) Job 2000362 are not eligible for FLSA Comp (radio dispatchers, lead radio dispatcher Job 2000300).

Regular Comp Time: 8 groups of employees get regular comp time. They accrue it the same way but the maximums are different.

- WPARGroup – maximum is 52 (with the time and a half calculated in)
- HWYR Group – maximum is 40 (with the time and a half calculated in)
- All the others – maximum is 36 (with the time and a half calculated in)

Floating Holidays:

All full time groups accrue floating holidays the same, full time employees get 8 hours on Feb1 and June 1 if you meet the eligibility requirements. Time and Attendance will populate the floating holiday and the customer can manually back it out if the employee does not meet the eligibility requirements.

Part Time:

Sick Leave: Sick leave accrual is the same across unions and part time employee types. Accrue 4 hours per month, with a maximum of 960 hours.

Vacation: NONS Vacation accrues differently – the years of service differs from that of the other groups, all the other groups accrue the same. The accrual is ½ that of full time employees.

FLSA Comp: Only 2 groups accrue it the same and the max limit is the same. The maximum is 36 (with the time and a half calculated in).

Regular Comp Time: 8 groups of employees get regular comp time.

- WPAR Group – maximum is 52 (with the time and a half calculated in)



- **HWYR Group – maximum is 40 (with the time and a half calculated in)**
- **All the others – maximum is 36 (with the time and a half calculated in)**

Floating Holidays:

All part time groups accrue Floating holidays the same, part time employees get 4 hours instead of 8 hours on Feb1 and June 1 if you meet the eligibility requirements. Time and Attendance will populate the floating holiday and the customer can manually back it out if the employee does not meet the eligibility requirements.



WORKGROUPS / DEPARTMENTS / APPROVALS:

Are department id's unique across all companies?	Yes
If department id's are not unique, how should they be differentiated?	
Can we import department id's and descriptions from another system?	Yes, Source 550
Do department managers perform timecard approvals? If not, describe the person that performs approvals.	In some cases-- Sheriffs Department and Human Services need to have approval by departments. Payroll Clerk will review first and then review will occur by the Manager. Some groups will only be approved by Payroll Clerks.
Is there a current structure in place to support workgroups?	Yes. By Manager and check sequence number for payroll administrators.
If there are workgroups already defined, can we import these from another system?	Yes, Manager and check sequence numbers can be imported from HR
If workgroups are not already defined, how can we derive this value (i.e. Manager's Name)	Customer will define alternate approvers for each check sequence number

Additional Comments:

We are going to create a choice list in the new hire wizard for department approval and alternate workgroup approval. The Alternate Workgroup Approval Choice List will contain Check Sequence numbers to be used to assign a backup/alternate approver to the selected workgroup. The Payroll Clerk will have Check Sequence level approval – if it has been selected from the alternative workgroup approval. Some groups will have the backup approver field populated if selected from the alternative workgroup approver choice list – this is the same as alternate workgroup approver. There will be one department workgroup choice list and 20 check sequence choice lists that can be assigned to an employee. This would indicate that the specified employee would have edit/approval rights over any and all selected from the 21 choice lists.

For example: Only the Sheriff's department and Human Services would have the Department Workgroup populated for approval. All other groups would have Supervisor level approver setup as it comes in from Source 550 (if the employee has a supervisor associated with them, they will be put in that supervisors workgroup and that supervisor will have approval rights over them).



PAY RULES

PAY PERIODS:

LOCATION	EMPLOYEE TYPE/GROUP	FREQUENCY	WEEK START TIME	COSTING METHOD
All	All	Bi-Weekly	Saturday 12:00 am	Start of Shift

Additional Comments:

End of Period Schedule:

1. Employees should sign Timecards by Monday at noon.
2. Supervisors should approve Timecards by the end of business on Tuesday of the bi-weekly pay period.
3. Payroll will be transmitted by noon on Thursdays. Paychecks will be distributed on the next Wednesday.



ALTERNATE RATES:

LOCATION	EMPLOYEE TYPE/GROUP	REQUIRED TO CALCULATE SHIFT HOURS AND/OR DOLLARS	Rate	Rate Modifier and Premium
All	Registered Nurses, Weekend Registered Nurses (Job Code 3600372, 3600426)	Will use Rate Modifier to calculate alternate rates	Alternate rate A, Alternate rate B, Alternate rate C, Alternate rate D, Charge Nurse Charge Nurse plus rate A, Charge Nurse plus rate B, Charge Nurse plus rate C, Charge Nurse plus rate D	Alternate Rate A would be coded with rate modifiers of Rate A, B, C, and D. Charge Nurse Rate Modifiers would be 1, 2, 3, 4 and S (Base rate plus the .85). Post Charge Nurse hours to Pay Code 1E. RN's and Weekend RNs don't get overtime.
All	Highway	Will use Rate Modifier to calculate alternate rates	Highway Rate A Highway Rate B Highway Rate C Highway Rate D	Send alternate rate code (A, B, C or D)
All	Parks Department	Will use Rate Modifier to calculate alternate rates	Parks Rate A Parks Rate B Parks Rate C	
All	Sheriffs	Will use Rate Modifier to calculate alternate rates	Sheriffs Rate A Sheriffs Rate B Sheriffs Rate C	Sheriffs department will only use alternate rates in overtime situations.
All	Correctional Officers	Will use Rate Modifier to calculate alternate rates	CO Rate A	Officer in charge



LOCATION	EMPLOYEE TYPE/GROUP	REQUIRED TO CALCULATE SHIFT HOURS AND/OR DOLLARS	Rate	Rate Modifier and Premium
All	Social Workers	Will use Rate Modifier to calculate alternate rates	Social Workers Rate A	Social Workers will only use alternate rates in overtime situations.
All	Temp	Will use Rate Modifier to calculate alternate rates	Temp Rate A	
All	Radio Dispatcher	Will use Rate modifier to calculate alternate rates	RD Alternate Rate A	Trainer Rates

Additional Comments:

Alternate Rates will be setup using Labor Distribution, not shift definition.



HOLIDAYS:

LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
All	Full Time	New Years Day	1/1/03	8 hours	Default		
All	Full Time	Memorial Day		8 hours	Default		
All	Full Time	Independence Day	7/4/03	8 hours	Default		
All	Full Time	Labor Day		8 hours	Default		
All	Full Time	Thanksgiving Day		8 hours	Default		
All	Full Time	Day after Thanksgiving		8 hours	Default		
All	Full Time	Christmas Eve	12/24/03	8 hours	Default		
All	Full Time	Christmas	12/25/03	8 hours	Default		
All	Full Time	New Years Eve	12/31/03	8 hours	Default		
All	Part Time	New Years Day	1/1/03	4 hours	Default		
All	Part Time	Memorial Day		4 hours	Default		
All	Part Time	Independence Day	7/4/03	4 hours	Default		



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
All	Part Time	Labor Day		4 hours	Default		
All	Part Time	Thanksgiving Day		4 hours	Default		
All	Part Time	Day after Thanksgiving		4 hours	Default		
All	Part Time	Christmas Eve	12/24/03	4 hours	Default		
All	Part Time	Christmas	12/25/03	4 hours	Default		
All	Part Time	New Years Eve	12/31/03	4 hours	Default		
All	Temp ELC SEASF	New Years Day	1/1/03	NONE			
All	Temp ELC SEASF	Memorial Day		NONE			
All	Temp ELC SEASF	Independence Day	7/4/03	NONE			
All	Temp ELC SEASF	Labor Day		NONE			
All	Temp ELC SEASF	Thanksgiving Day		NONE			
All	Temp ELC SEASF	Day after Thanksgiving		NONE			



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
All	Temp ELC SEASF	Christmas Eve	12/24/03	NONE			
All	Temp ELC SEASF	Christmas	12/25/03	NONE			
All	Temp ELC SEASF	New Years Eve	12/31/03	NONE			
All	CO1	New Years Day	1/1/03	8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but they must use them by April 1st or their lost. They can get paid out only in the pay period that they are accrued. Make the 2AHoliday Pay Out only use on a holiday). This applies to ACCR.
All	CO1	Memorial Day		8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but they must use them by April 1st or their lost. They can get paid out only in the pay period that they are accrued. Make the 2AHoliday Pay Out only used on a holiday). This applies to ACCR.



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All	CO1	Independence Day	7/4/03	8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but they must use them by April 1st or their lost. They can get paid out only in the pay period that they are accrued. Make the 2AHoliday Pay Out only used on a holiday). This applies to ACCR.
All	CO1	Labor Day		8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but they must use them by April 1st or their lost. They can get paid out only in the pay period that they are accrued. Make the 2A holiday Pay Out only used on a holiday). This applies to ACCR.
All	CO1	Thanksgiving Day		8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but they must use them by April 1st or their lost. They can get paid out only in the pay period that they are accrued. Make the 2A holiday Pay Out only used on a holiday). This applies to ACCR.
All	CO1	Day after Thanksgiving		8 or 4 based on part time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
				vs. full time			employee can carry over the last 5 holidays into the next year, but they must use them by April 1st or their lost. They can get paid out only in the pay period that they are accrued. Make the 2A holiday Pay Out only used on a holiday). This applies to ACCR.
All	CO1	Christmas Eve	12/24/03	8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but they must use them by April 1st or their lost. They can get paid out only in the pay period that they are accrued. Make the 2A holiday Pay Out only used on a holiday). This applies to ACCR.
All	CO1	Christmas	12/25/03	8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but they must use them by April 1st or their lost. They can get paid out only in the pay period that they are accrued. Make the 2A holiday Pay Out only used on a holiday). This applies to ACCR.
All	CO1	New Years Eve	12/31/03	8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but they must use them by



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
							April 1st or their lost. They can get paid out only in the pay period that they are accrued. Make the 2A holiday Pay Out only used on a holiday). This applies to ACCR.
All	CO2	New Years Day	1/1/03	8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but the employee must use them April 1st or lost. They can get paid out in the pay period that they are accrued or at the end of the current year. This applies to SWSR, AFSR, NONS, and NONR. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	CO2	Memorial Day		8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but the employee must use them April 1st or lost. They can get paid out in the pay period that they are accrued or at the end of the current year. This applies to SWSR, AFSR, NONS, NONR. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	CO2	Independence Day	7/4/03	8 or 4 based on part time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
				vs. full time			employee can carry over the last 5 holidays into the next year, but the employee must use them April 1st or lost. They can get paid out in the pay period that they are accrued or at the end of the current year. This applies to SWSR, AFSR, NONS, and NONR. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	CO2	Labor Day		8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but the employee must use them April 1st or lost. They can get paid out in the pay period that they are accrued or at the end of the current year. This applies to SWSR, AFSR, NONS, and NONR. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	CO2	Thanksgiving Day		8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but the employee must use them April 1st or lost. They can get paid out in the pay period that they are accrued or at the end of the current year. This applies to SWSR, AFSR, NONS, and NONR. End of the



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							year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	CO2	Day after Thanksgiving		8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but the employee must use them April 1st or lost. They can get paid out in the pay period that they are accrued or at the end of the current year. This applies to SWSR, AFSR, NONS, and NONR. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	CO2	Christmas Eve	12/24/03	8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but the employee must use them April 1st or lost. They can get paid out in the pay period that they are accrued or at the end of the current year. This applies to SWSR, AFSR, NONS, and NONR. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	CO2	Christmas	12/25/03	8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but the employee must



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
							use them April 1st or lost. They can get paid out in the pay period that they are accrued or at the end of the current year. This applies to SWSR, AFSR, NONS, and NONR. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	CO2	New Years Eve	12/31/03	8 or 4 based on part time vs. full time	Default	Yes	The holiday will accrue in a bucket and can be used in the year that it accrues. The employee can carry over the last 5 holidays into the next year, but the employee must use them April 1st or lost. They can get paid out in the pay period that they are accrued or at the end of the current year. This applies to SWSR, AFSR, NONS, and NONR. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	New Years Day	1/1/03	8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant	Memorial Day		8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual. End of the year



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
	2000306; Deputy Inspector 2000201; Inspector2000280)						accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Independence Day	7/4/03	8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Labor Day		8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Thanksgiving Day		8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA	Day after Thanksgiving		8 hours	Default	Yes	Holidays will be accrued in one year and used the next year.



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
	2000306; Deputy Inspector 2000201; Inspector2000280)						accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Independence Day	7/4/03	8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Labor Day		8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Thanksgiving Day		8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA	Day after Thanksgiving		8 hours	Default	Yes	Holidays will be accrued in one year and used the next year.



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
	and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)						They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Christmas Eve	12/24/03	8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Christmas	12/25/03	8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – full time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	New Years Eve	12/31/03	8 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 8 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
All	Law Enforcement – part time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	New Years Day	1/1/03	4 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 4 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – part time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Memorial Day		4 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 4 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – part time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Independence Day	7/4/03	4 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 4 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – part time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy	Labor Day		4 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 4 hours of



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
	Inspector 2000201; Inspector2000280)						they will accrue 4 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – part time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Thanksgiving Day		4 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 4 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – part time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Day after Thanksgiving		4 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 4 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – part time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Christmas Eve	12/24/03	4 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 4 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.



LOCATION	EMPLOYEE TYPE /GROUP	HOLIDAY	HOLIDAY DATE	AUTO POPULATE TO TIMECARD	BASIS FOR HOURS POPULATED	CAN HOLIDAY BE DEFERRED	OTHER CONSIDERATIONS
All	Law Enforcement – part time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	Christmas	12/25/03	4 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 4 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.
All	Law Enforcement – part time (All WPA and Job Codes are: Captain 2000135, Lieutenant 2000306; Deputy Inspector 2000201; Inspector2000280)	New Years Eve	12/31/03	4 hours	Default	Yes	Holidays will be accrued in one year and used the next year. They get paid out all of their unused hours on the last payday of the year. As the holiday occurs, if the employee is active they will accrue 4 hours of holiday accrual. End of the year Holiday Payouts can be done in a separate cycle data batch with a payout code.

Additional Comments:

- Full time employees receive 8 hours of Holiday pay
- Part time employees receive 4 hours of Holiday pay
- If an employee opts to take their Holiday pay and work the Holiday, they are paid Holiday hours and the hours worked at straight time – this applies to C01 and C02 only.
- All employees get holidays (either as pre-populated holidays or accrued holidays) except elected officials, temps and SEASF employees
- Holiday policies will be established by an employee level in Source HR (The rules for the levels are defined above)
 - 0 = No holiday accrual – pre-population if eligible
 - 1 = C01
 - 2 = C02
 - 3 = Law Enforcement



TIME CODES:

EMPLOYEE TYPE/GROUP AFFECTED	TIME CODE ID	DESCRIPTION	PAY CODE	WORKED OR NONWORKED	SECURITY RIGHTS	APPLY TO OVERTIME/ CAN BE OVERTIME	QUALIFIES TOWARD HOLIDAY	Increment Decrement Accrual
ALL but Temp	1	Regular Pay	1	Worked	All	YES – Contractual YES – FLSA For union and hourly employees only. Does not apply to nons, temp, seasonal or elected officials.	YES	
WPA and Correctional Officers	11	FLSA Comp Time Payout	11	Non-Worked	Payroll,	NO – Contractual NO – FLSA	N/A	Debit FLSA Comp Time
WPPA & Correctional Officers	12	Family Leave FLSA Comp	12	Non-Worked	All	YES – Contractual NO – FLSA	YES	Debits FLSA Comp Time accrual
WPPA & Correctional Officers	13	Medical Leave FLSA Comp	13	Non-Worked	All	YES – Contractual NO – FLSA	YES	Debits FLSA Comp Time accrual
All but Temporary, NONS, SEASF and Elected Officials	1A	Regular Comp Time Used	1A	Non-Worked Time	Employee	YES – Contractual NO – FLSA	YES	Debits Regular Comp balance
All but Temporary Employees and Elected Officials	1B	Disability Pay see 1F for details	1B	Non-Worked	Employees	YES – Contractual NO – FLSA	YES	NO
Registered Nurses, Weekend Registered Nurses (Job Code 3600372, 3600426)	1E	Charge Nurse	1E	Worked	Employees	NO – Contractual NO – FLSA	YES (Weekend RN's don't get Holiday Pay)	
All but Temporary Employees and	1F	Temp Total Disability	0	Non-Worked	?	NO – Contractual	Yes	



EMPLOYEE TYPE/GROUP AFFECTED	TIME CODE ID	DESCRIPTION	PAY CODE	WORKED OR NONWORKED	SECURITY RIGHTS	APPLY TO OVERTIME/ CAN BE OVERTIME	QUALIFIES TOWARD HOLIDAY	Increment Decrement Accrual
Elected Officials		(This is really 2/3 of the average wage - 1B is the difference between 2/3 and 80% of the salary. 1F is not taxable) 1B is taxable						
WPA and Law Enforcement (WPA plus Job Codes: 2000135, 2000201, Inspector Job Code 2000280 Lieutenant 2000306)	1H	Suspended with Pay	1H	Non-Worked	Payroll Clerks, Managers, Payroll, etc.	YES - Contractual NO - FLSA	YES	
Temp Employees	1L	Temporary Extra Help	1L	Worked	Employees	YES - TEMP OT	N/A	
WPA and Correctional Officers	1M	FLSA Comp Used	1M	Non-Worked	Employee	YES - Contractual NO - FLSA	YES	Debits FLSA Comp Time Bucket
All Groups but temp and elected officials	1O	Funeral Leave	1O	Non-Worked	All	YES - Contractual NO - FLSA	YES	
Sheriffs Dept Juvenile Center	1P	Off Exchange	1P	Non-Worked	Employee	YES Contractual NO FLSA	YES	N/A



EMPLOYEE TYPE/GROUP AFFECTED	TIME CODE ID	DESCRIPTION	PAY CODE	WORKED OR NONWORKED	SECURITY RIGHTS	APPLY TO OVERTIME/ CAN BE OVERTIME	QUALIFIES TOWARD HOLIDAY	Increment Decrement Accrual
Employees, (All of WPA, ACCR CO's Job Code (2000182) AFS Job Code Juvenile Center Workers 3600144 and NONS Juvenile Center Supervisors Job Codes 3600143 Captain 2000135 Lieutenant 2000306								
All but Temp and ELC	IQ	Witness Duty	IQ	Non-Worked	Employee	YES - Contractual NO - FLSA	YES	
All but Temporary, ELC	IR	Jury Duty	IR	Non-Worked	Employee	YES - Contractual NO - FLSA	YES	
All but Temporary, NONS, SEASF, Elected Officials	IS	Family Leave Comp Time	IS	Non-Worked	Employee	YES - Contractual NO - FLSA	YES	Debits Regular Comp Time
All but Temporary, NONS, SEASF, Elected Officials	IT	Medical Leave Comp Time	IT	Non-Worked	Employee	YES - Contractual NO - FLSA	YES	Debits Regular Comp Time
All but Temporary, NONS, SEASF, Elected Officials	IU	Regular Comp Time Payout	IU	Non-Worked	Payroll	NO - Contractual NO - FLSA	N/A	Debits Regular Comp Time Bucket
WPA, ACC, Captains, Lieutenants, Juvenile	IX	Schedule Variance Adjustments	IX	Non-Worked	Payroll & Mgr	YES - Contractual NO - FLSA	YES	



EMPLOYEE TYPE/GROUP AFFECTED	TIME CODE ID	DESCRIPTION	PAY CODE	WORKED OR NONWORKED	SECURITY RIGHTS	APPLY TO OVERTIME/ CAN BE OVERTIME	QUALIFIES TOWARD HOLIDAY	Increment Decrement Accrual
Center Worker and Juvenile Center Supervisor								
WPA Group (WPAR and WPAP)	1Z	Paid Training at Straight Time	1Z	Worked	Employees	NO – Contractual YES – FLSA	YES	
All but LE, CO1, CO2, Temp and Elected officials SEASF	2	Holiday Pay	2	Non-Worked: Use on Holiday	All	YES – Contractual NO – FLSA	YES	
Continuous Operations 1 (CO1), 2 (CO2)	2	Holiday Pay	2	Non-Worked: Use on Holiday and non Holiday	Employees	YES – Contractual NO – FLSA	Yes	Debits carry over bucket first, then accrual bucket.
Law enforcement (LE)	2	Holiday Pay	2	Non-Worked: Use on Holiday and non Holiday	Employees	YES – Contractual NO – FLSA	Yes	Debits current year Holiday accrual bucket
Law Enforcement CO1 CO2	2A	Payout Holiday	2A	Non-Worked	Payroll		N/A	Debits carry over bucket first, then accrual bucket (for law enforcement, it debits their current year and next year accrual). Only debits next year accrual in termination situation.
Continuous Operations 1 (CO1) and Continuous Operations 2 (CO2)	2B	Family Leave Holiday	2B	Non-Worked	All	YES – Contractual NO – FLSA	N/A	Debits carry over bucket first, then accrual bucket.
LE	2B	Family Leave Holiday	2B	Non-Worked	All	YES – Contractual NO – FLSA	N/A	Debits current year Holiday accrual bucket



EMPLOYEE TYPE/GROUP AFFECTED	TIME CODE ID	DESCRIPTION	PAY CODE	WORKED OR NONWORKED	SECURITY RIGHTS	APPLY TO OVERTIME/ CAN BE OVERTIME	QUALIFIES TOWARD HOLIDAY	Increment Decrement Accrual
All but LE, CO1, CO2, Temp, SEASF and Elected officials	2B	Family Leave Holiday	2B	Non-Worked	All	YES – Contractual NO - FLSA	YES	N/A
All groups but temp, SEASF, and elected officials	2C	Medical Leave Holiday	2C	Non-Worked	All	YES – Contractual NO – FLSA	YES	Debits Holiday Accrual bucket for LE (current bucket) , CO1 (Carry over first, then accrual) and CO2 (carry-over first and then accrual) For groups that don't have holiday accruals, change time code to 2C and treat as a holiday
All groups but temp SEASF and elected officials	2D	Medical Leave Floating Holiday	2D	Non-Worked	All	YES – Contractual NO – FLSA	YES	Debit Floating Holiday balance
All Groups (but temps, SEASF and elected officials)	2E	Medical Leave Floating Holiday	2E	Non-Worked	All	YES – Contractual NO – FLSA	YES	Debits the FH bucket
All Groups (but temps, SEASF and elected officials)	2G	Floating Holiday	2G	Non-Worked	All	YES – Contractual NO – FLSA	YES	Debits the FH bucket
All Groups (but temps, SEASF and elected officials)	2H	Floating Holiday Payout	2H	Non-Worked	Payroll	NO – Contractual NO – FLSA	NO	Debits the FH bucket
All Groups (but temps, SEASF and elected	3	Vacation	3	Non-Worked	All	YES – Contractual NO – FLSA	YES	Debits current Vacation accrual bucket.



EMPLOYEE TYPE/GROUP AFFECTED	TIME CODE ID	DESCRIPTION	PAY CODE	WORKED OR NONWORKED	SECURITY RIGHTS	APPLY TO OVERTIME/ CAN BE OVERTIME	QUALIFIES TOWARD HOLIDAY	Increment Decrement Accrual
officials)								
All Groups (but temps, SEASF and elected officials)	3A	Family Leave Vacation	3A	Non-Worked	All	YES – Contractual NO – FLSA	YES	Debits current Vacation accrual bucket.
All Groups (but temps, SEASF and elected officials)	3B	Medical Leave Vacation	3B	Non-Worked	All	YES – Contractual NO – FLSA	YES	Debits current Vacation accrual bucket.
All Groups (but temps, SEASF and elected officials)	3C	Payout Vacation	3C	Non-Worked	Payroll	NO – Contractual NO – FLSA	YES	Debits Next Year and Current Vacation accrual bucket.
All Groups (but temps and elected officials)	4	Sick Pay	4	Non-Worked	All	YES – Contractual NO – FLSA	YES	Debit Sick and Sick Overage for NONS
All Groups (but temps and elected officials, NONS, SEASF)	4A	Sick no pay	4A	Non-Worked	All	NO – Contractual NO – FLSA	YES	
All Groups (but temps and elected officials)	4B	Family Leave Sick (debits sick balance)	4B	Non-Worked	All	YES - Contractual NO - FLSA	YES	Debits Sick Accrual and Sick Overage for NONS
All Groups (but temps and elected officials)	4C	Medical Leave Sick (debits sick balance)	4C	Non-Worked	All	YES - Contractual NO - FLSA	YES	Debits Sick Accrual and Sick Overage for NONS
All Groups (but temps and elected officials)	4D	Sick Dependant (debits sick balance and credit Sick Dependent Bucket)	4D	Non-Worked	All	YES - Contractual NO - FLSA	YES	Debits Sick Accrual and Sick Overage for NONS Increment Sick Dependent Bucket



EMPLOYEE TYPE/GROUP AFFECTED	TIME CODE ID	DESCRIPTION	PAY CODE	WORKED OR NONWORKED	SECURITY RIGHTS	APPLY TO OVERTIME/ CAN BE OVERTIME	QUALIFIES TOWARD HOLIDAY	Increment Decrement Accrual
AFS, PHN, ACC, HWY	4E	Payout Sick (Debits sick balance)	4E	Non-Worked	Payroll, Timekeepers & Managers	NO - Contractual NO - FLSA	NO	Debit Sick
All Groups (but SEASF and NONS, temps and elected officials)	5	Overtime	5	Worked	All	N/A	YES	
NONS	5B	Extra hours no pay	5B	Worked	All	NO NO	YES	
WPA	5E	OT - Training at time and a half	5E	Worked	All	NO - Contractual YES - FLSA	YES	
Temps	5L	Temporary Help OT	5L	Worked	All	N/A	N/A	
Human Services (Department 360)	5R	Human Services Crisis Intervention OT	5R	Worked	Employee	N/A	YES	
All groups but Temps and Elected Officials	7A	Extended Illness No Pay	7A	Non-Worked	All	NO NO	YES	
Sheriffs Dept Juvenile Center Employees, (All of WPA, ACCR CO's Job Code (2000182) AFS Job Code Juvenile Center Workers 3600144 and NONS Juvenile Center	7B	On Exchange	7B	Worked - Not Paid	Employee	NO Contractual NO FLSA	YES	



EMPLOYEE TYPE/GROUP AFFECTED	TIME CODE ID	DESCRIPTION	PAY CODE	WORKED OR NONWORKED	SECURITY RIGHTS	APPLY TO OVERTIME/ CAN BE OVERTIME	QUALIFIES TOWARD HOLIDAY	Increment Decrement Accrual
Supervisors Job Codes 3600143 Captain 2000135 Lieutenant 2000306								
All groups but Temps and Elected Officials	7C	Family Leave No-Pay	7C	Non-Worked	All	NO- Contractual NO - FLSA	YES	
All groups but Temps and Elected Officials	7D	Medical Leave No-Pay	7D	Non-Worked	All	NO- Contractual NO - FLSA	YES	
All groups but Temps and Elected Officials	7E	Military Leave No-Pay	7E	Non-Worked	All	NO- Contractual NO - FLSA	YES	
All groups but Temps and Elected Officials	7F	Personal Leave No-Pay	7F	Non-Worked	All	NO- Contractual NO - FLSA	YES	
All groups but Temps and Elected Officials	7G	Suspended No-Pay	7G	Non-Worked	All	NO- Contractual NO - FLSA	YES	
All groups but Temps and Elected Officials	7J	Unexcused Absence	7J	Non-Worked	All	NO- Contractual NO - FLSA	NO	
WPA and Correctional Officers (Job Code 2000182)	7K	FLSA Comp Time Worked	7K	Worked Time	Employee	N/A	YES	Credit FLSA Comp Time Bucket time and a half
All but Temporary, NONS, SEASF and Elected Officials	7M	Regular Comp Time earned at time and a half	7M	Worked Time	Employee	N/A	YES	Credit Regular Comp Time bucket at time and a half
WPA only	7N	Training Comp Time earned at straight time	7N	Worked Time	Employee	NO - Contractual YES - FLSA	YES	Credit Regular Comp Time bucket with



EMPLOYEE TYPE/GROUP AFFECTED	TIME CODE ID	DESCRIPTION	PAY CODE	WORKED OR NONWORKED	SECURITY RIGHTS	APPLY TO OVERTIME/ CAN BE OVERTIME	QUALIFIES TOWARD HOLIDAY	Increment Decrement Accrual
								straight time hours
WPA and Correctional Officers	70	Training Comp Time earned at time and a half	70	Worked Time	Employee	NO - Contractual YES - FLSA	YES	Credit Regular Comp Time bucket at time and a half
WPA and correctional officers	7P	FLSA Training Comp Time earned	7P	Worked Time	Employee	NA	YES	Credit FLSA comp bucket at time and a half

Additional Comments:

TIME CODE SUMMARIES:

	PAY PERIOD GROUPING	SUMMARY BUCKET 1	SUMMARY BUCKET 2	SUMMARY BUCKET 3	SUMMARY BUCKET 4	SUMMARY BUCKET 5	SUMMARY BUCKET 6	SUMMARY BUCKET 7	SUMMARY BUCKET 8	SUMMARY BUCKET 9	SUMMARY BUCKET 10
LABEL		REG	HOL	VAC	SICK	OT	Compwk	Compoff	UNPD	OTHER	TOT
TIMECODE ATTACHMENTS		1 1E 1L 1P 1X (MINUS OT)	2 2B 2C 2D 2E 2G	3 3A 3B	4 4B 4C 4D	1Z 5 5E 5L 5R	7K 7M 7N 7O 7P	12 13 1A 1M 1S 1T	4A 5B 7A 7B 7C 7D 7E 7F 7G 7J	1B 1F 1H 1O 1Q 1R	REG HOL VAC SICK OT COMPWK COMPOFF UNPD OTHER



Additional Comments:

OVERTIME / SPECIAL PREMIUMS:

Will be handled manually with time codes and labor distribution



LABOR DISTRIBUTION:

LOCATION	EMPLOYEE TYPE / GROUP	TRACK RATES	AUTO-POPULATE TO THE TIMECARD	LEVEL 1 TITLE	LEVEL 2 TITLE	LEVEL 3 TITLE	LEVEL 4 TITLE	LEVEL 5 TITLE
All	All	No	No	ORGCH (Org charged)	ORGRE (Org Responsible)	ACTIV	PROJ	RATES
Required?				Sheriffs	Sheriffs	Sheriffs	Sheriffs	None

Additional Comments

Titles and specific codes for the first 4 levels are still open.

Labor Distribution is not required but must be valid.

Only rates will pass to Payroll as a rate modifier. The other 4 fields will be used for customer reporting purposes. A special export will be created to report pay codes by labor codes.

Alternate Rates:

Rate Codes for Labor Distribution

- Nurse Alt A
- Charge Nurse Alt A (Alt A + .85)
- Nurse Alt B
- Charge Nurse Alt B (Alt B + .85)
- Nurse Alt C
- Charge Nurse Alt C (Alt C + .85)
- Nurse Alt D
- Charge Nurse Alt D (Alt D + .85)
- Highway Rate A
- Highway Rate B
- Highway Rate C
- Highway Rate D
- Correctional Officer Alt A



- Deputy Alt A
- Parks Alt A
- Temp Alt A
- Social Worker Alt A
- Radio Dispatcher Alt A

The Organization, project and activity tables will be sent by Carl.



ACCRUALS:

LOCATION	EMPLOYEE TYPE / GROUP	ID / DESCRIPTION	INCREMENT/ DECREMENT	MIN BALANCE	MAX BALANCE	OTHER CONSIDERATIONS
All but temps and elected officials SEASF	Full Time	FH/Floating Holiday	Increment on February 1st and June 1st Decrements when using the Floating Holiday Time Code	0	16	Accrue 8 hours on February 1 st and June 1 st
All but temps and elected officials SEASF	Part Time	FH/Floating Holiday	Increment on February 1st and June 1st Decrements when using the Floating Holiday Time Code	0	8	Accrue 4 hours on February 1 st and June 1 st
All	AFS, NONR, ACC, PHN, PRK, SWS (Comp 1 group)	C1/ Comp Time	Increment by the following Time Code/Pay Codes: 7M and 7O (increments at 1.5 the hours entered) Decrement by the following Time Code/Pay Codes: 1A, 1S, 1T, 1U	0	200 (36)	36 maximum accrual, 164 payout. Compute payout daily.
All	WPA (Comp 2 group)	C2/ Comp Time	Increment by the following Time Code/Pay Codes: 7M (increments at 1.5 the hours entered), 7N (increments at 1 times the hours entered), 7O (increments at 1.5 the hours entered)	0	200 (52)	52 actual maximum value, 148 payout. Compute payout daily.



LOCATION	EMPLOYEE TYPE / GROUP	ID / DESCRIPTION	INCREMENT / DECREMENT	MIN BALANCE	MAX BALANCE	OTHER CONSIDERATIONS
			<p>Decrement by the following Time Code/Pay Codes: 1A 1S 1T 1U</p>			
All	Highway	CT/ Comp Time	<p>Increment by the following Time Code/Pay Codes: 7M (increments at 1 1.5 the hours entered)</p> <p>Decrement by the following Time Code/Pay Codes: 1A 1S 1T 1U</p>	0	200 (40)	<p>True maximum is 40 hours, 160 are payout hours. They can earn and take time off in the same period. Run weekly so that comp earned earlier in the week is offset by comp used later in the week – want the end of the week net, not daily incremental nets.</p>
All	WPA and Correctional Officers	FLSA Comp Time	<p>Time Code/Pay Code 7K and 7P Increment the accrual by 1.5 times the hours entered on the timecard. Time Code/Pay Code 11, 12, 13, 1M Decrement the accrual by the actual hours entered on the timecard.</p>	0	200 (36)	<p>True maximum is 36 hours. After 36 hours, payout FLSA.</p>
All	Full Time NONS	Current Year VA/Vacation	<p>Roll over bucket for Next Year Accrual.</p> <p>Decrement, 3, 3A, 3B and 3C</p>	0	280	<p>Earned one year, taken the next year. All NONS employees can carry over 40 hours of the Current Year into the next Current Year bucket Rollover threshold date is the</p>



LOCATION	EMPLOYEE TYPE / GROUP	ID / DESCRIPTION	INCREMENT/ DECREMENT	MIN BALANCE	MAX BALANCE	OTHER CONSIDERATIONS
						beginning of the calendar year
All	Part Time NONS	Current Year VA/Vacation	<p>Decrement, 3, 3A, 3B and 3C</p>	0	180	<p>Earned one year, taken the next year. All NONS employees can carry over 40 hours of the Current Year into the next Current Year bucket Rollover threshold date is the beginning of the calendar year</p>
All	Full Time NONS	Next Year VA/Vacation Accrue using adjusted hire date.	<p>Increment</p> <p>Year 2: 80 hours granted</p> <p>Year2 to 8 accrue 12 hours per month up to 15 days max per year Years 9 – 15, accrue 16 hours per month up to 20 days. Years 16 and beyond, accrue 20 hours per month up to 25 days per year.</p> <p>The following time codes/pay codes decrement the balance: 3, 3A, 3B and 3C</p>	0	<p>1 year = 80 hours 2-8 years = 120 hours 9 – 15 years = 160 hours 16 years and more = 200</p>	<p>Earned one year, taken the next year. All NONS employees can carry over 40 hours. Rollover threshold date is the beginning of the calendar year</p> <p>Accrue on 28th of month (for all Next Yr Vac items)</p>
All	Part Time NONS	Next Year VA/Vacation Accrue using adjusted hire date.	<p>Increment</p> <p>Year 2: 40 hours are granted</p> <p>Year2 to 8 accrue 6 hours per month up to 7.5 days max per year</p>	0	<p>1 year = 40 hours 2-8 years = 60 hours 9 – 15 years = 80 Hours 16 years and more =</p>	<p>Earned one year, taken the next year</p> <p>Accrue on 28th of month (for all Next Yr Vac items)</p>



LOCATION	EMPLOYEE TYPE / GROUP	ID / DESCRIPTION	INCREMENT/ DECREMENT	MIN BALANCE	MAX BALANCE	OTHER CONSIDERATIONS
			<p>Years 9 – 15, accrue 8 hours per month up to 10 days. Years 16 and beyond, accrue 10 hours per month up to 12.5 days per year.</p> <p>The following time codes/pay codes decrement the balance: 3, 3A, 3B and 3C</p>		100 hours	
All	Full Time NONR	Next Year VA/Vacation Accrue using adjusted hire date.	<p>Increment</p> <p>Year 1 to 6 accrue 8 hours per month up to 10 days max per year Year 7 to 13 accrue 12 hours per month up to 15 days Year 14 – 22 years accrue 16 hours per month up to 20 days 23 years and beyond, accrue 20 hour per month up to 25 days</p> <p>The following time codes/pay codes decrement the balance: 3, 3A, 3B and 3C</p>	0	<p>1-6 years = 10 days 7-13 years = 15 days 14-22 years = 20 days 23 and beyond = 25 days</p>	<p>Earned one year, taken the next year. All NONR employees can carry over 40 hours</p> <p>Employees accrue vacation on the 28th of the month.</p> <p>Rollover threshold date is the beginning of the calendar year</p>
All	Part Time NONR	Next Year VA/Vacation Accrue using adjusted hire date.	<p>Increment</p> <p>Year 1 to 6 accrue 4 hours per month up to 5 days max per year Year 7 to 13 accrue 6 hours per month up to 7.5 days</p>	0	<p>1-6 years = 5 days 7-13 years = 7.5 days 14-22 years = 10 days 23 and beyond =</p>	<p>Earned one year, taken the next year All NONR employees can carry over 40 hours.</p> <p>Employees accrue vacation on the 28th of the month.</p>



LOCATION	EMPLOYEE TYPE / GROUP	ID / DESCRIPTION	INCREMENT/ DECREMENT	MIN BALANCE	MAX BALANCE	OTHER CONSIDERATIONS
			Year 14 – 22 years accrue 8 hours per month up to 10 days 23 years and beyond, accrue 10 hour per month up to 12.5 days The following time codes/pay codes decrement the balance: 3, 3A, 3B and 3C		12.5 days	
All	Full Time all but NONR, TEMP, SEASF, and NONS and Elected officials (This applies to Full Time Union Employees)	Next Year VA/Vacation Accrue using adjusted hire date.	Increment Year1 to 6 accrue 8 hours per month up to 10 days max per year Year 7 to 13 accrue 12 hours per month up to 15 days Year 14 – 22 years accrue 16 hours per month up to 20 days 23 years and beyond, accrue 20 hour per month up to 25 days The following time codes/pay codes decrement the balance: 3, 3A, 3B and 3C	0	1-6 years = 10 days 7-13 years = 15 days 14-22 years = 20 days 23 and beyond = 25 days	Earned one year, taken the next year. Non carry-over Accrue on 28 th of month (for all Next Yr Vac items)
All	Part Time all but NONR, TEMP, SEASF and NONS and Elected officials (This applies to PT union employees)	Next Year VA/Vacation Accrue using adjusted hire date.	Increment Year1 to 6 accrue 4 hours per month up to 5 days max per year Year 7 to 13 accrue 6 hours per month up to 7.5 days	0	1-6 years = 5 days 7-13 years = 7.5 days 14-22 years = 10 days 23 and beyond =	Earned one year, taken the next year No Carryover. Accrue on 28 th of month (for all Next Yr Vac items)



LOCATION	EMPLOYEE TYPE / GROUP	ID / DESCRIPTION	INCREMENT/ DECREMENT	MIN BALANCE	MAX BALANCE	OTHER CONSIDERATIONS
			Year 14 – 22 years accrue 8 hours per month up to 10 days 23 years and beyond, accrue 10 hour per month up to 12.5 days The following time codes/pay codes decrement the balance: 3, 3A, 3B and 3C		12.5 days	
All	Full Time all but NONR TEMP, SEASF, NONS and Elected officials	Current Year VA/Vacation Accrue using adjusted hire date.	Roll over bucket for Next Year Accrual. Decrement, 3, 3A, 3B and 3C	0	200	No Carry-over
All	Part Time all but NONR, TEMP, SEASF, NONS and Elected officials	Current Year VA/Vacation Accrue using adjusted hire date.	Roll over bucket for Next Year Accrual. Decrement, 3, 3A, 3B and 3C	0	100	No Carry-over
All	Full Time NONR	Current Year VA/Vacation Accrue using adjusted hire date.	Roll over bucket for Next Year Accrual. Decrement, 3, 3A, 3B and 3C	0	280	Earned in the Next Year bucket and taken in the current year bucket. All NONR employees can carry over 40 hours of the Current Year into the next Current Year bucket Rollover threshold date is the beginning of the calendar year
All	Part Time NONR	Current Year VA/Vacation Accrue using adjusted hire date.	Roll over bucket for Next Year Accrual. Decrement, 3, 3A, 3B and 3C	0	180	Earned in the Next Year bucket and taken in the current year bucket. All NONR employees can carry over 40 hours of the Current Year into the next Current Year bucket
NONS and NONR	Full Time	SO/Sick Overage (Sick leave earned over 960 hours)	Increment. Accrue 8 hours a month.	-1056	96 hours	Zero out at the beginning of each year (on January 15 th).



LOCATION	EMPLOYEE TYPE / GROUP	ID / DESCRIPTION	INCREMENT / DECREMENT	MIN BALANCE	MAX BALANCE	OTHER CONSIDERATIONS
NONS and NONR	Part Time	SO/Sick Overage (Sick leave earned over 960 hours)	Increment. Accrue 4 hours a month.	-1056	96 hours	Zero out at the beginning of each year (on January 15 th).
NONS	Full Time	SK/Sick	Increment. Accrue 8 hours a month. Decrement when Pay Code 4, 4B, 4C, and 4D	0	960 hours	Can use as soon as they earn it. Accrue on 28 th of month. On 1 st date of employment, receive 96 hours plus accrue for that month.
NONS	Part Time	SK/Sick	Increment. Accrue 4 hours a month. Decrement when Pay Code 4, 4B, 4C, and 4D	0	960 hours	Can use as soon as they earn it. Accrue on 28 th of month. On 1 st date of employment, receive 96 hours plus accrue for that month.
All but Temp, SEASF, NONS and Elected Officials	Full Time	SK/Sick	Increment. Accrue 8 hours a month. Decrement when Pay Code 4, 4B, 4C, and 4D 4E (for groups that get payout)	0	960 hours	Can use as soon as they earn it. Accrue on 28 th of month.
All but Temp SEASF, NONS and Elected Officials	Part Time	SK/Sick	Increment. Accrue 4 hours a month. Decrement when Pay Code 4, 4B, 4C, and 4D 4E (for groups that get payout)	0	960 hours	Can use as soon as they earn it. Accrue on 28 th of month.
All	Temps	SK/Sick	NONE	NONE	NONE	NONE
SEASF	All	SK/SICK	Decrement when Pay Code 4, 4B, 4C, and 4D	0	960	Just a bucket that can have hours put in.
All but Temp and Elected Officials	All	SICK DEPENDENT	Increment up to 24 hours	0	24	Reset to zero on 1/15
ALL	Full Time Law Enforcement	Next Year Holiday	On Holiday Date, increment bucket 8 hours	0		Roll over at end of year to the Current Year bucket on 1/15
ALL	Part Time Law Enforcement	Next Year Holiday	On Holiday Date, increment bucket 4 hours	0		Roll over at end of year to the Current Year bucket on 1/15



LOCATION	EMPLOYEE TYPE / GROUP	ID / DESCRIPTION	INCREMENT / DECREMENT	MIN BALANCE	MAX BALANCE	OTHER CONSIDERATIONS
ALL	Law Enforcement	Current Year Holiday	When used (2 Time Code) decrement Current Year bucket	0		
ALL	CO1 and CO2	Holiday	On Holiday Date, increment bucket 8 hours; Decrement when Holiday Pay code 2 is used and 2A Holiday Payout is used (decrement Holiday Carry-over before decrementing Holiday bucket)	0	72	Maximum of 40 hours are rolled over to the Holiday Carry-over on 1/1 of the next year. Zero out the Holiday accrual. Rollover on 1/15? CO2 can get an end of the year payout to pay code 2A.
ALL	CO1 and CO2	Holiday Carry-over	Decrement when Holiday Pay Holiday Pay code 2 is used and 2A Holiday Payout is used (decrement Holiday Carry-over before decrementing Holiday bucket)	0	40	Carry-over hours must be used by April 1 st or balance is reset to zero.

Additional Comments:

Run Accrual Earnings at the end of the year for Carry-Over's on January 15th.

Accruals: Earned this year,

- 1. Export balances at the end of the year**
- 2. Import to current year the balance as a credit (must be to another accrual)**
- 3. Zero out the balance**
- 4. Max on earned is whatever is the max earned that year**
- 5. Export balances to Source for printing on checks.**



Accruals are based on an adjusted hire date and LOA Level (need definition of LOA Level). Adjusted Hire Date will be Benefit Calc Date in Source. Will use a field in Source to indicate LOA Level. That will be sent to Time and Attendance and imported into the Employee Level. This will be used to accrue at different rates.

Sick is eared 1 day a month up to 120 days and based on majority hours worked.

Sick: 20% of hours over 960 accrue in another bucket.

In order to remove vacation or holiday earnings for hours worked less than the majority of the month the customer will need to run a

History Scan Report for the specified pay codes (time codes) and manually removal the required amount of the accrual.

Customer provided Accrual Documents are in the Appendix Section of this document.

Employees who are inactive are left in an active status in HR/Payroll which will leave them in an active status in Time and Attendance and will allow them to accrue time. We can either let them accrue and let administrators decrement balances these employees aren't entitled to are create a not accrue check box in HR which would flow over to Time and put them in an inactive status.

The Professional services group will be creating a stand along application that will evaluate employee's accrual balances in reference to comp time and FLSA and will pay out balances over the specified maximums documented in the above table. Two groups of employees will have comp time paid out on a daily basis and the highway comp accrual and FLSA comps will be paid out on a pay period basis. No customized reporting features will accompany the stand-alone application as the unique pay codes used to pay out the comp and FLSA comp balances will provide reporting history in payroll.



SCHEDULES/ROTATION PLANS:

LOCATION	EMPLOYEE TYPE/GROUP	DAY	START TIME	STOP TIME	LUNCH START	LUNCH STOP	DESCRIBE ANY SPECIAL CONSIDERATIONS

Additional Comments:

ROUNDING RULES:

LOCATION	EMPLOYEE TYPE/GROUP	ROUNDING TYPE	DESCRIPTION
All	All transaction employees	Transaction	10 th of an hour increments must be entered.

ERROR RULES:

LOCATION	EMPLOYEE TYPE/GROUP	ERROR CONDITION	THRESHOLD	ERROR MESSAGE – IF DIFFERENT FROM SYSTEM MESSAGE	ALLOW SUPERVISORS TO ACKNOWLEDGE
All	Exempt	Exempt > 80 hrs w/sick leave - flag "check sick leave usage"	80 hours	Over 80 hours have been worked adjust for any sick leave used	Yes
All	Part Time (RPT)	Less than 40 hours	40 hours	Less than 40 hours have been worked	Yes



LOCATION	EMPLOYEE TYPE/GROUP	ERROR CONDITION	THRESHOLD	ERROR MESSAGE – IF DIFFERENT FROM SYSTEM MESSAGE	ALLOW SUPERVISORS TO ACKNOWLEDGE
All	Full Time	Over 80 hours	80 hours	Over 80 hours have been worked	Yes
All	Full Time (RFT)	Under 80 hours	80 hours	Less than 80 hours have been worked	Yes
All	All	Accrual balance exceeded		Accrual balance has been exceeded	No
All	All	More than 16 hours in a day	16 hours	Daily work hours exceeded 16 hours.	Yes

Additional Comments:

Can't use a pay code 4 in the first 6 months of employment – this cannot be accomplished in this system.

MEAL RULES: NONE

LOCATION	EMPLOYEE TYPE/GROUP	SWIPING FOR LUNCH	MIN MEAL	MAX MEAL	BREAK PERIOD	IF AUTO-GENERATED: BASED ON SCHEDULE OR BASED ON WORK THRESHOLD	IF AUTO-GENERATED: WORK SPAN AND MEAL LENGTH	IF SWIPING: SHOULD THE SYSTEM FORCE THE SWIPES TO SCHEDULED LUNCH PERIOD

Additional Comments:

EXPENSES:

LOCATION	EMPLOYEE TYPE/GROUP	EXPENSE CODE	EXPENSE DESCRIPTION	HOURS OR DOLLARS	FIXED / MAXIMUM AMOUNT	TRACKING LABOR?	Pay Code
All	Deputy Sheriff Social Worker	1W	Educational Incentive Pay	Dollars	Variable		1W
All	IT	8D	IS Certification Award	Dollars	Variable		8D



Additional Comments:

- Only payroll and HR can modify data in the expense pay codes.
- Expenses will be pre-populated to the timecard by running an import every two weeks. The expense will be associated with a date and corresponding pay code. Dollar amounts will be pulled from eemployee.eedatebenefitcal/26
- Dollar amount and corresponding pay code will be passed back to cycle data in an hours and earnings batch with a rate modifier of E
- Other pay codes used with dollars will be keyed directly into cycle data



PAY GROUPINGS / POLICIES:

Nbr	ID	DESCRIPTION	Pay Codes	Alternate Rate	TIMECARD TYPE	INPUT METHOD	EXCEPTION BASED	Pre-populate	Error Policies
1.	TEMP	Temporary	1L 5L	Yes	Project	Web	No	No, key in time	<ul style="list-style-type: none"> • More than 16 hours a day • Over 80 hours
2.	PHN	PHN Pay Policy (Full Time Public Health Nurses)	Core pay code set Regular overtime pay codes Regular comp time pay codes	NO	Project	Web	No	No, key in time	<ul style="list-style-type: none"> • Accrual balance exceeded • Under 80 hours • Over 80 hours • More than 16 hours a day • Part: Less than 40 hours
3.	HWY	HWY Pay Policy	Core pay code set Regular overtime codes Regular comp time codes	Yes	Project	Web	No	No, key in time	<ul style="list-style-type: none"> • Accrual balance exceeded • Under 80 hours • Over 80 hours • More than 16 hours a day • Part: Less than 40 hours
4.	AFSJ	AFS – Juvenile Center	Core pay code set Regular comp pay codes Regular overtime pay codes 2A – holiday payout 1X – scheduled variance adjustment 1P – off exchange 7B – on exchange	NO	Project	Web	No	No, key in time	<ul style="list-style-type: none"> • Accrual balance exceeded • Under 80 hours • Over 80 hours • More than 16 hours a day • Part: Less than 40 hours
5.	PRK	PRK Pay Policy	Core pay code set Regular overtime codes Regular comp time codes	Yes	Project	Web	No	No, key in time	<ul style="list-style-type: none"> • Accrual balance exceeded • Under 80 hours • Over 80 hours • More than 16 hours a day



Nbr	ID	DESCRIPTION	Pay Codes	Alternate Rate	TIMECARD TYPE	INPUT METHOD	EXCEPTION BASED	Pre-populate	Error Policies
									<ul style="list-style-type: none"> Part: Less than 40 hours
6.	SEAS	Non Rep – Seasonal (seas – FT)	1 – regular 1B – disability pay 1F – temporary total disability 1O – funeral leave 1Q – witness duty 1R – jury duty 4 – sick pay 4A – sick no pay 4B – family leave sick 4C – medical leave sick 4D – sick dependent 7A – extended illness no pay 7C – family leave no pay 7D – medical leave no pay 7E – military leave no pay 7F – personal leave no pay 7G – suspended no pay 7J – unexcused absence		Project	Web	No	No, key in time	<ul style="list-style-type: none"> Accrual balance exceeded
7.	WPA	WPA Pay Policy	Core pay code set Regular overtime pay codes Regular comp time pay codes	Yes	Project	Web	No	Some will be pre-populated some will key in hours	<ul style="list-style-type: none"> Accrual balance exceeded Under 80 hours Over 80 hours More than 16 hours a day



Nbr	ID	DESCRIPTION	Pay Codes	Alternate Rate	TIMECARD TYPE	INPUT METHOD	EXCEPTION BASED	Pre-populate	Error Policies
			FLSA overtime pay codes FLSA comp time pay codes Training overtime pay codes Training comp pay codes 1H – suspended with pay 1X – scheduled variance adjustment 1P – off exchange 7B – on exchange						<ul style="list-style-type: none"> Part: Less than 40 hours
8.	SWS	SWS Pay Policy	Core pay code set Regular overtime codes Regular comp time codes 5R – Human Services overtime	Yes	Project	Web	No	No, key in time directly	<ul style="list-style-type: none"> Accrual balance exceeded Under 80 hours Over 80 hours More than 16 hours a day Part: Less than 40 hours
9.	ACCD	ACC – Dispatch	Core pay code set 1X – scheduled variance adjustment 1P – off exchange 7B – on exchange 2A – pay out holiday Regular comp time pay codes Regular overtime pay codes	Yes	Project	Web	No	No, key in time directly	<ul style="list-style-type: none"> Accrual balance exceeded Under 80 hours Over 80 hours More than 16 hours a day Part: Less than 40 hours
10	ACCC	ACC – Corrections	Core pay code set 1X – scheduled variance adjustment	Yes	Project	Web	No	No, key in time directly	<ul style="list-style-type: none"> Accrual balance exceeded Under 80 hours Over 80 hours



Nbr	ID	DESCRIPTION	Pay Codes	Alternate Rate	TIMECARD TYPE	INPUT METHOD	EXCEPTION BASED	Pre-populate	Error Policies
			1P – off exchange 7B – on exchange 2A – payout holiday Regular comp overtime codes Regular overtime pay codes Training comp pay codes but not 7N Training overtime pay codes FLSA overtime codes FLSA comp time codes						<ul style="list-style-type: none"> • More than 16 hours a day • Part: Less than 40 hours
11	AFS	AFS	Core pay code set Regular comp overtime codes Regular overtime codes 2A – holiday payout	No	Project	Web	No	No, key in time	<ul style="list-style-type: none"> • Accrual balance exceeded • Under 80 hours • Over 80 hours • More than 16 hours a day • Part: Less than 40 hours
12	NONSP	Non Rep-Salaried Part (Include weekend Registered Nurses)	Core pay code sets 5B – extra hours-no pay 1X – scheduled variance adjustments 1P – off exchange 7B – on exchange 1H – suspended with pay 1E – charge nurse	Yes	Project	Web	No	No, key in time	<ul style="list-style-type: none"> • Exempt sick leave usage if over 80 hours • Accrual balance exceeded • Under 80 hours • Over 80 hours • More than 16 hours a day • Part: Less than 40 hours
13	NONRS	Non Rep – Salaried	Core pay code sets 5B – extra hours-no pay	Yes	Project	Web	Yes	Yes	<ul style="list-style-type: none"> • Exempt sick leave usage if over 80 hours



Nbr	ID	DESCRIPTION	Pay Codes	Alternate Rate	TIMECARD TYPE	INPUT METHOD	EXCEPTION BASED	Pre-populate	Error Policies
			1X – scheduled variance adjustments 1P – off exchange 7B – on exchange 1H – suspended with pay 1E – charge nurse						<ul style="list-style-type: none"> • Accrual balance exceeded • Under 80 hours • Over 80 hours • More than 16 hours a day • Part: Less than 40 hours
14	NONRR	Non Rep – Regular	Core pay code sets Regular overtime codes Regular comp time codes 5R – Human Services overtime	No	Project	Web	No	No, key in hours	<ul style="list-style-type: none"> • Accrual balance exceeded • Under 80 hours • Over 80 hours • More than 16 hours a day Part: Less than 40 hours

Additional Comments:

Core Pay Codes

- 1 Regular pay
- 1B Disability pay
- 1F Temporary total disability
- 1O Funeral leave
- 1Q Witness duty
- 1R Jury duty
- 2 Holiday
- 2B Family leave holiday
- 2C Medical leave holiday
- 2D Family leave floating holiday
- 2E Medical leave floating holiday
- 2G Floating holiday

- 3 Vacation



- 3A Family leave vacation
- 3B Medical leave vacation
- 4 Sick pay
- 4A Sick – no pay
- 4B Family leave sick
- 4C Medical leave sick
- 4D Sick dependent
- 7A Extended illness – no pay
- 7C Family leave no pay
- 7D Medical leave no pay
- 7E Military leave no pay
- 7F Personal leave no pay
- 7G Suspended no pay
- 7J Unexcused absence

Regular Comp Time Pay Codes:

- 1A
- 1S
- 1T
- 7M
- 7N (Only applies to WPPA)
- 7O

FLSA Comp Time Pay Codes:

- 12
- 13
- 1M
- 7K
- 7P

Regular overtime pay codes

- 5
- 5E

- Elected officials are forecasted in payroll and will not need a pay policy



SECURITY:

	IS Admin	Payroll Admin	HR Staff	Payroll Clerk	Super/MGR	Employee	Other
View/modify prior pay period timecard for other employees	V	M	V	V	V	NO	V
View/modify my own prior pay period timecard	V	M	V	V	V	V	V
View/modify adjusted timecard for other employees	V	M	V	V	V	NO	V
View/modify my own adjusted timecard	V	M	V	V	V	V	V
View/modify future period timecard for other employees	V	M	V	M	V	NO	NO
View/modify my own future period timecard	V	M	V	M	V	M	NO
View/modify current pay period transactions for other employees	V	M	V	M	V	NO	NO
View/modify my own current pay period transactions	V	M	V	M	V	M	NO



	IS Admin	Payroll Admin	HR Staff	Payroll Clerk	Super/MGR	Employee	Other
View/modify schedules for other employees	V	M	V	V	V	NO	V
View/modify my own schedule	V	M	V	V	V	V	V
Password expiration	Only enforce password change if same as serial number	Only enforce password change if same as serial number	Only enforce password change if same as serial number	Only enforce password change if same as serial number	Only enforce password change if same as serial number	Only enforce password change if same as serial number	Only enforce password change if same as serial number
Enforce length of the password	(County minimum is 6 alpha/numeric characters)		(County minimum is 6 alpha/numeric characters)		(County minimum is 6 alpha/numeric characters)		(County minimum is 6 alpha/numeric characters)
Number of unique passwords that must exist before using the same password	NA						
Able to acknowledge errors	YES	YES	NO	YES	YES	NO	NO

Additional Comments:

Footnotes:

IS Admin = DBA



Payroll Admin = Larry Dahl, Paul Berthold, Eileen Waltenberry, Gail Benjamin

HR Staff = all staff in HR Division - need access to all employees check sequence number 08

Dept Payroll Clerk = departmental time and attendance entry personnel - need access to own dept employees according to either entire dept. number or specific check sequence numbers

Dept Supv/Mgr = 2 groups? 1) on-line approvers; 2) other non-approval sups - need access to own dept employees according to either entire dept. number or specific check sequence numbers

Other = Budget, Audit, risk manement (need access to all employees) and Business Manager (need access to specific department or check sequence(s))

Security Levels will be defined/setup for each employee in Source.



CONCLUSION:

By providing a signature below, parties of Waukesha County acknowledge that all rules and policies described above are accurate and true. It should be noted that any additional modifications to the described configuration should be addressed in an addendum to this document.

Project Manager and/or Business Sponsor:

Signature: _____

Date: _____



TIER-2 COMPLETION:

By providing a signature below, parties of Waukesha County acknowledge that all rules and policies described above are accurately defined on the Source Time System delivered.

Project Manager and/or Business Sponsor:

Signature: _____

Date: _____

Appendix N Business Pay Rules and Policies