

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau of Human Resources

June 18, 1992

HUMAN RESOURCES MEMORANDUM 16-92

TO: Personnel Managers
Directors of Administrative Services

SUBJECT: Employees Who Have Not Met FY '92 Discretionary
Time Off Obligations

The enclosed report compares all time off without pay that has been deducted from employee paychecks to the "target hours" in each employee's record.

This report includes all time off without pay that was taken by employees during the fiscal year. If target hours have been properly maintained and all payroll reductions have been properly entered using TEMPOFF, time remaining in the last column indicates that the employee has failed to meet his/her full obligation.

Agencies are instructed to review all employees who are listed with positive balances and to identify all employees who have failed to take all required time off. These employees must be temporarily laid off for the remaining balance.

Agencies are reminded that employees cannot be laid off on a temporary basis for more than three consecutive days, and that employees cannot become eligible for unemployment insurance as a result of these layoffs.

Temporary layoffs that are required to meet all of the FY'92 obligation is in addition to the time off required to meet the FY '93 obligation. **DO NOT ENTER HOURS OF THE TEMPOFF SPECIAL PAY WHEN DEDUCTING THESE WAGES, AS ENTERING HOURS WILL CAUSE IMPROPER REPORTING FOR THE COMING FISCAL YEAR.** Calculate a flat dollar amount using the fully burdened rate and enter this amount with no hours on the HUEUS screen.

Agencies are further instructed to return these reports to this Bureau by July 1, 1992, indicating the following in the right margin of the report for each active employee with a positive balance:

1. If the employee has taken all necessary time off, but shows a positive balance due to incorrect data in the "time off target hours" field, and/or the "time off taken this FY" field, write "data error" on the report.

2. If the employee owes additional time, write "balance due" on the report.

Include any other information as may be required to identify unusual situations or problems.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Enclosure