

**ABSENCE AND ADDITIONAL TIME WORKED REPORT****MyCalPAYS Timesheet**

STD. 634 MCP (NEW 6/2012)

**GENERAL INFORMATION**

- Record all absences and hours worked for each pay period. NOTE: Exempt employees (not subject to FLSA) need only record exceptions on the appropriate date(s).
- Prepare the number of copies required by your department.
- The time data entered into this Timesheet will be keyed directly into the MyCalPAYS Cross Application Timesheet (CATS) by a Human Resources (HR)/Personnel Representative or designated Timekeepers. Absence hours used will be deducted from the available absence quota balance once the time is processed by MyCalPAYS.

**INSTRUCTIONS FOR FILLING OUT FORM STD. 634 MCP BY ITEM NUMBER**

- Employee Name\* (Required)** – Enter Employee Name (Last, First, Middle Initial).
- Person ID\* (Required)** – Enter MyCalPAYS Person ID number.
- Personnel Number\* (Required)** – Enter MyCalPAYS Personnel Number.  
*NOTE: This number will be the same as the Person ID unless you are concurrently employed.*
- Time Base Percentage\*** – Full-time employees enter 100%. Part-time employees enter a percentage, (e.g., 5/10 = 5÷10 = 50%, 4/5 = 4÷5 = 80%). Intermittent employees enter "INT".
- Cost Center\* (Optional)** – Enter the Employee's MyCalPAYS Cost Center. Enter the last 3 digits of the cost center, which identifies the "Unit."
- Personnel Subarea\*** – Enter the Employee's Personnel Subarea. This is the collective bargaining unit identifier (CBID), e.g., R01, E97.
- Pay Period** – Enter the applicable pay period month and year.
- Hours Required\*** – Enter the monthly working hours required per your time base, e.g., 168 or 176 hours for full time. Part-time employees would enter the prorated amount based on their time base indicated in Item #4. Example: 50% time base would enter 84/88 hours based on the full-time requirement of 168/176.
- Semi-Monthly Status** – Indicate if the Timesheet is for the 1<sup>st</sup> half or 2<sup>nd</sup> half if the employee is semi-monthly.
- Work Schedule Rule\*** – Enter the MyCalPAYS Work Schedule Rule that defines the hours the employee is expected to work for the pay period. Example: PO099370.
- FLSA Exempt\*** – Check appropriate FLSA Status.
- Attendance or Absence Type (Att/Abs Type)** – Enter the appropriate Att/Abs type. Absence types are assigned numbers in the "1000" range, while attendance types are assigned numbers in the "6000" range. Pre-defined Atts/Abs types are provided on the Paper Timesheet and in the electronic PDF format. Use the blank lines to insert Att/Abs types that are not pre-defined.  
Refer to "Attendance/Absence Types, Codes, IDs and Descriptions" for the listing of Att/Abs Types.
- Description** – Enter the corresponding text description that applies to the Att/Abs type entered in Item 12 if completing manually. **Paid Holiday:** Employees shall be entitled to observed holidays with pay as provided by Government Code (GC) 19853, GC 19853.1, or the various memoranda of understanding. If the holiday falls on a regular workday enter the holiday hours per your time base. If the holiday falls on your regular day off (RDO) leave blank.
- Reason Code** – Enter the reason code that applies to the Att/Abs type entered in Item 12. Reason codes are REQUIRED for all ABSENCES. Reason codes are optional for attendances.  
Refer to "Attendance/Absence Types, Codes, IDs and Descriptions" for the listing of Reason Codes.
- Premium ID** – Enter the 4 digit Premium IDs if needed. Premiums are additional pay due to the employee on top of their regular salary.  
Refer to "Attendance/Absence Types, Codes, IDs and Descriptions" for the listing of Premium IDs.
- Compensating Time Off (CTO)** – To be used ONLY with the following Attendance Types: Overtime (6020, 6030, 6040, or 6050), Standby (6080), Special Travel Allowance (6150), and MOD Worked (6070). Indicate a "1" in this field if the hours entered are to be compensated as time off for the corresponding quota type. Leave this field blank if the hours entered are to be paid.
- Date of Absences and Time Worked** – Enter all hours for time worked and absences on appropriate date. Use the ( ) date field when the beginning of the pay period starts with the last day of the previous month. Example: The June 2012 pay period started May 31.  
*NOTE: Exempt employees need only record exceptions on appropriate date.*
- Daily Total Hours** – Provide a total of all hours entered on each date.
- Total Hours** – Total all hours entered on the Timesheet.

- Excess Hours** – Enter negative/positive hours used/earned if on an irregular work schedule that results in less/more than required hours. (e.g., alternate work schedule, part-time, etc.)
- Comments** – Provide additional reasons for absences or attendances. Examples include: relationship information for sick leave absences (do not include a description of illness condition or diagnosis) or bereavement leave, or reasons for overtime hours worked or for unpaid absences.
- Certification by Employee** – Employees are responsible for promptly reviewing and signing their Absence and Additional Time Worked Report at the end of the pay period and submitting to supervisors.
- Certification by Supervisor (Required)** – Supervisor is responsible for promptly reviewing and signing the employee's Absence and Additional Time Worked Report and forwarding it to the HR/Personnel Office.

**MISCELLANEOUS INFORMATION**

**Definition of Absence Leave Quotas** – Absence time is provided to an employee per the various bargaining unit contracts. Examples of absence quotas include Vacation, Annual Leave, Sick Leave, Personal Holiday, and Excess Hours. These hours are credited to employees during Time Evaluation that is performed by MyCalPAYS and are credited according to the business rules as identified in Bargaining Unit Memoranda of Understanding (MOU) or government codes. Absences are charged against absence quotas when approved by the appointed power. The time at which an absence shall be taken may be specified to suit the convenience of the department.

**Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)** – Under certain conditions, employees may use up to 12 weeks of unpaid leave per calendar year. (entitlement differs if used for the FMLA Military Caregiver Leave). Absence types that begin with "FMLA" are to be used when the employee has an approved FMLA/CFRA event and is using leave credits for the FMLA/CFRA.

**Approved Absence Without Pay** – When reporting an approved absence without pay use Absence Type 1120 Dock Pre-Approved.

**Unapproved Absence Without Pay** – When reporting an unapproved absence without pay use Absence Type 1030 Absence Without Leave (AWOL) or 1110 Dock Not Pre-Approved. If the absence exceeds five (5) consecutive working days, this constitutes an automatic resignation from State service pursuant to GC 19996.2 (without fault) or an adverse action can be taken under GC 19572 (with fault).

*NOTE: If the employee is absent without pay for more than eleven (11) consecutive working days, which fall between two (2) consecutive otherwise qualifying pay periods, one (1) pay period shall be disqualifying.*

**INTERMITTENT EMPLOYEES**

Before recommending approval for sick leave, the supervisor shall certify that the employee was scheduled to work during the hours reported for sick leave.

**QUALIFYING PAY PERIODS**

MyCalPAYS will determine if time worked results in a qualifying pay period during Time Evaluation based on the following business rules.

**Qualifying Pay Period** – Eleven (11) or more paid days in a monthly pay period.

**Nonqualifying Pay Period** – Less than eleven (11) paid days in a monthly pay period.

*NOTE: If the employee is absent without pay for more than eleven (11) consecutive working days, which fall between two (2) consecutive otherwise qualifying pay periods, one (1) pay period shall be disqualifying.*

\*To obtain information necessary to complete this form, contact your HR Representative or Timekeeper.

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**ATTENDANCE/ABSENCE TYPES, CODES, IDS AND DESCRIPTIONS**

Attendance Types		Absence Types			Reason Codes		Premium IDs				
<b>6000</b>	Regular Hours Worked	<b>1000</b>	Annual Leave	<b>1320</b>	FMLA for FLSA exempt employees (partial day)	<b>1630</b>	NDI/ENDI (Counted by calendar days)	<b>2</b>	Use	<b>0012</b>	Avalanche Control
<b>6010</b>	Regular Hours Worked (DOM-SAD)	<b>1002</b>	Annual Leave-Sick for CalFIRE	<b>1330</b>	FMLA Furlough	<b>1640</b>	On-call Assignment	<b>4</b>	Adoption/Foster Care	<b>0015</b>	Business Calls
<b>6020</b>	Overtime Worked 0.5	<b>1010</b>	Administrative Time Off (ATO)	<b>1340</b>	FMLA Holiday Informal Time	<b>1645</b>	Operational CTO	<b>6</b>	Birth/Care for a newborn	<b>0020</b>	Canine Officer BU06
<b>6030</b>	Overtime Worked 1.0	<b>1020</b>	ATO Ordered	<b>1350</b>	FMLA Holiday Credit	<b>1650</b>	Paid Educational Leave	<b>7</b>	Call Back	<b>0027</b>	Climbing
<b>6040</b>	Overtime Worked 1.5	<b>1030</b>	Absence Without Leave (AWOL)	<b>1360</b>	FMLA MOD	<b>1660</b>	PARR Lawsuit	<b>8</b>	Catastrophic Leave	<b>0037</b>	Dispatcher-In-Charge
<b>6050</b>	Overtime Worked 2.0	<b>1040</b>	Bereavement Fiscal Year	<b>1370</b>	FMLA On-call Assignment	<b>1670</b>	Personal Day	<b>10</b>	Disability Waiting Period	<b>0042</b>	Diving
<b>6070</b>	MOD Worked	<b>1050</b>	Bereavement Occurrence	<b>1380</b>	FMLA PARR Lawsuit	<b>1680</b>	Personal Holiday	<b>12</b>	Disaster Relief Volunteer	<b>0085</b>	Evening Shift Diff
<b>6080</b>	Standby	<b>1060</b>	Continuing Med Education	<b>1390</b>	FMLA Personal Necessity Leave	<b>1690</b>	Personal Leave Time	<b>14</b>	Employee Sick	<b>0053</b>	Exe Res Housekeeping
<b>6090</b>	Shift Swap Worked	<b>1070</b>	Continuous Hours ATO	<b>1400</b>	FMLA Personal Day	<b>1700</b>	Personal Necessity Leave	<b>16</b>	Extended Bereavement	<b>0058</b>	Firefighter Lead
<b>6100</b>	Shift Swap Taken	<b>1080</b>	Compensating Time Off (CTO)	<b>1410</b>	FMLA Personal Holiday	<b>1710</b>	PLP 1992	<b>18</b>	Family Activity	<b>0076</b>	Med Officer of Day
<b>6110</b>	Evening Shift Differential	<b>1090</b>	Date of Injury	<b>1420</b>	FMLA Personal Leave Time	<b>1720</b>	PLP 2003	<b>20</b>	Family Crisis	<b>0083</b>	Mounted Patrol
<b>6120</b>	Night Shift Differential	<b>1100</b>	Dead Time	<b>1430</b>	FMLA PLP 1992	<b>1725</b>	PLP 2010	<b>22</b>	Family School Partnership	<b>0086</b>	Night Shift Diff
<b>6130</b>	Shift Premium (Rotating)	<b>1110</b>	Dock Not Pre-approved	<b>1440</b>	FMLA PLP 2003	<b>1730</b>	Professional Leave	<b>24</b>	Family Sick	<b>0255</b>	Pile Load
<b>6150</b>	Special Travel Allowance	<b>1120</b>	Dock Pre-approved	<b>1445</b>	FMLA PLP 2010	<b>1740</b>	Professional Education and Training	<b>26</b>	In Lieu Employee Sick	<b>0121</b>	Printer I Skill
<b>6160</b>	Overtime 1.0 DTSC ERDO	<b>1130</b>	DOM-SAD Annual Leave	<b>1450</b>	FMLA Professional Leave	<b>1745</b>	Professional Development Day	<b>30</b>	In Lieu Family Sick	<b>0054</b>	R&R CSS/DC Fremont
<b>6170</b>	Overtime 1.5 DTSC ERDO	<b>1140</b>	DOM-SAD Paternity Leave	<b>1455</b>	FMLA Professional Development Day	<b>1750</b>	Recruitment Time Off BU5	<b>32</b>	MCL-Military Caregiver Leave	<b>0055</b>	R&R SS/DC Other
<b>6180</b>	Emerg OT 1.0 FLSA Exempt	<b>1150</b>	DOM-SAD ATO Ordered	<b>1460</b>	FMLA Sick Leave	<b>1755</b>	Safety CTO	<b>34</b>	Mentoring	<b>0036</b>	Relief Examiners
<b>6190</b>	Emerg OT 1.5 FLSA Exempt	<b>1160</b>	DOM-SAD Dock Not Pre-approved	<b>1470</b>	FMLA Spec Schools Lv Bank	<b>1760</b>	SDI (Counted by calendar days)	<b>36</b>	Operational Availability Incentive Program	<b>0162</b>	Rotating Shift
<b>6220</b>	Travel Time 1.0	<b>1170</b>	DOM-SAD Dock Pre-approved	<b>1480</b>	FMLA Unpaid	<b>1770</b>	Sick Leave	<b>38</b>	Pending IDL/EIDL	<b>0200</b>	Short Shift
<b>6230</b>	Travel Time 1.5	<b>1180</b>	DOM-SAD Furlough	<b>1490</b>	FMLA Vacation	<b>1780</b>	Special Schools Lv Bank	<b>40</b>	Pending LC4800/4800.5	<b>0170</b>	Skilled Trade Sup
<b>6240</b>	Travel Time Passenger 1.0	<b>1190</b>	DOM-SAD Jury Duty	<b>1500</b>	FMLA Voluntary PLP	<b>1790</b>	Special Schools (340/341)	<b>42</b>	Pending NDI/ENDI	<b>0171</b>	Special Assignment
<b>6250</b>	V-Time	<b>1200</b>	DOM-SAD Military Leave 30 Days	<b>1510</b>	FMLA V-Time Used	<b>1800</b>	Subpoenaed Witness	<b>44</b>	Pending SDI		
		<b>1210</b>	DOM-SAD Military Leave Other	<b>1520</b>	Furlough	<b>1810</b>	Suspension	<b>46</b>	Pending TD		
		<b>1220</b>	DOM-SAD Military Maternity Lv	<b>1530</b>	Holiday Credit	<b>1820</b>	Temp Disability TD	<b>48</b>	QEL-Qualifying Exigency Leave		
		<b>1230</b>	DOM-SAD Military Pass	<b>1540</b>	Holiday Informal Time	<b>1830</b>	Union Activist	<b>49</b>	Waiting Time		
		<b>1240</b>	DOM-SAD Personal Holiday	<b>1545</b>	Holiday Flex	<b>1840</b>	Union Official Business	<b>50</b>	On Call Assignment		
		<b>1250</b>	DOM-SAD Sick Leave	<b>1550</b>	IDL/EIDL 2/3 after 1st 22 dates	<b>1850</b>	Union Paid Leave	<b>51</b>	Relocation		
		<b>1260</b>	Donor Leave	<b>1560</b>	IDL/EIDL Full 1st 22 dates	<b>1860</b>	Union Release Time Bank				
		<b>1270</b>	Educational Leave	<b>1570</b>	Jury Duty	<b>1870</b>	Vacation				
		<b>1280</b>	Excess Hours	<b>1580</b>	LC4800/4800.5	<b>1880</b>	Voluntary PLP (VPLP)				
		<b>1290</b>	FMLA Annual Leave	<b>1590</b>	Mentoring Leave	<b>1890</b>	V-Time Used				
		<b>1292</b>	FMLA Annual Leave-Sick for CalFIRE	<b>1600</b>	Military Leave 30 Days						
		<b>1300</b>	FMLA CTO	<b>1610</b>	Military Leave Other						
		<b>1310</b>	FMLA Excess Hours	<b>1620</b>	Medical Officer of the Day (MOD)						

