

HUMAN RESOURCES MEMORANDUM: 11:027

Expiration Date: Until Superseded

Issue Date: August 22, 2011

To: Director, Chief Deputy Director, Deputy Directors, Office/Branch Chiefs,
Supervisors, Personnel Liaisons, and Attendance Clerks

Subject: **Late Dock Salary Warrants**

This memorandum supersedes Human Resources (HR) Memorandum 98-047C dated December 23, 1998.

Introduction Your assistance is necessary to eliminate payroll overpayments due to reporting dock (approved-L and absent without leave-A) after the cutoff date.

Process Supervisors must approve their employee's Project Accounting and Leave (PAL) timesheet weekly when reporting dock. Overpayments occur when supervisors approve dock after the State Controller's Office Master Payroll cutoff dates, i.e. "Late Dock". (See the PAL payroll calendar located at <http://pal.dgs.ca.gov/PayrollCalendar/default.htm>)

If you have late dock to report for an employee, the Office of Human Resources (OHR) Personnel Specialists are available to assist you. For employees in most Bargaining Units, late dock overpayments require returning the pay warrant to the Department of General Services' Office of Fiscal Services, canceling Direct Deposit if applicable, and issuing a salary advance within two to five business days after payday. (Attachment)

Note: Bargaining Unit 12 and 13 employees will receive their warrant as if the late dock had not occurred. However, the amount of the overpayment will automatically be deducted from the next applicable pay warrant.

Posting and approving all dock for the pay period by the cutoff dates and communicating changes immediately to your OHR Personnel Specialist helps to ensure your employees are paid correctly and timely.

Contact If you have any questions, please contact your Personnel Specialist. If you are uncertain who your Specialist is, please call (916) 376-5400.

BETH TOWNSEND, Personnel Officer
Office of Human Resources

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Attachment

TIMELY PAYMENT OF WAGES

Bargaining Unit (BU) Contract Information
(Updated 8/4/2011)

BU	*LATE DOCK	*LATE DOCK SALARY ADVANCES PER CAL YEAR	ALL OTHER OVERPAYMENTS <i>(No fault of the employee)</i>
			Return warrant & issue salary advance within:
1	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day
2	Return warrant & issue salary advance within 5 workdays after Pay Day.	2	2 workdays after Pay Day
4	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day
9	Return warrant & issue salary advance within 5 workdays after Pay Day.	2	2 workdays after Pay Day
10	Return warrant & issue salary advance within 5 workdays after Pay Day.	2	2 workdays after Pay Day
11	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day
12	Release warrant, Accounts Receivable** payroll deduction from the first feasible pay period.	na	3 workdays after Pay Day
13	Release warrant, Accounts Receivable** payroll deduction from the first feasible pay period.	na	3 workdays after Pay Day
14	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day
15	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day
19	No applicable language.		
21	Return warrant & issue salary advance within 5 workdays after Pay Day.	4	2 workdays after Pay Day

*Employees with an unpaid absence (dock or AWOL) after Master Payroll cutoff (See PAL Calendar).

**See applicable BU for Accounts Receivable terms.