

Issue Date: March 28, 2013

To: DIRECTOR, DEPUTY DIRECTORS, OFFICE/BRANCH CHIEFS, MANAGERS,  
SUPERVISORS, PERSONNEL LIAISONS AND ATTENDANCE CLERKS

Subject: **PAL POLICY; TIMELY ENTRY AND APPROVAL**

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**Introduction** This memo includes important information regarding the Project, Accounting and Leave (PAL) reporting requirements and procedures. Please share this memo with all of your office staff.

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**PAL  
Approval  
Policy**

Departmental policy requires monthly employees to enter and submit their PAL timesheet no later than the last day of the pay period. This occurs twice a month for Semi-monthly employees.

Supervisors are expected to approve submitted timesheets by the end of the next workday. Reporting dock requires additional approval as clarified in the Dock section of this document.

**The Office of Human Resources (OHR) encourages offices/branches to establish internal policies that would require more frequent recording of time.** Once the policy has been established, we also request that each office/branch distribute the policy to all staff members.

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**Background** Untimely PAL approvals and inadequate timesheet reviews are causing the following adverse impacts:

- Inaccurate PAL leave balances
- Delays of overtime, shift and positive pay
- Re-work for supervisors, their staff and OHR

Regularly scheduled interfaces extract approved PAL records. They are then submitted electronically to the State Controller's Office (SCO) to update leave balances and process overtime, shift and positive pay. When timesheets are not approved prior to interface dates, leave balances are not updated, and pay is not submitted for processing.

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**Supervisor's Role** Managers and supervisors must ensure their staff's time is submitted timely, thoroughly and accurately. This includes confirming:

- Working projects are entered accurately
- Proper leave aliases are being used
- Proper expenditures are used for regular work and overtime
- Assuring the employee has sufficient leave available for the usage

For employees that have no computer access or are unavailable to complete their timesheet, PAL time can be entered by the office attendance clerk or supervisors with enhanced PAL access.

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**Attendance Clerk Role** Attendance clerks should monitor their program's timesheets through the ABMS PAL Timesheet History screen and follow up with managers and supervisors until:

- all dock is entered and approved by the ABMS Dock Cutoff, and
- all timesheets are entered and approved at the end of the pay period.

The ABMS PAL Timesheet History screen is located on the ABMS Main Menu under the + View Lists menu item. Double click on + View Lists, and then select PAL Timesheet History.

Execute the report two days prior to each deadline (including dock cut-off) to inform Managers/Supervisors of all employees who have unapproved timesheets. Unapproved timesheets include the following PAL statuses: "W" – Working; "S" – Submitted; "R" – Rejected; and "M" – Missing. Continue to use the ABMS PAL Timesheet History screen until all of the timesheets within your office are approved.

Detailed instructions on the ABMS PAL Timesheet History screen can be found in the ABMS Attendance Clerk user guide on the ABMS website at <http://inside.dgs.ca.gov/abms/UserGuides.aspx>.

The PAL user guide for Attendance Clerks can be found in the same location and includes instructions for completing the PAL timesheet, understanding PAL statuses, creating Personal Aliases and entering time for other employees.

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**Absences at Approval** Supervisors with enhanced PAL access or attendance clerks can enter and submit time on behalf of absent employees at the close of the pay period.

Supervisors unavailable to approve time by the designated time frames, should direct their employees to route their timesheet to another supervisor for approval. To do this, change the PAL Approver field to the available supervisor and press the Submit button.

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**Reporting** Approved dock is electronically submitted to SCO through the ABMS Dock

**Dock**

Interface in order to adjust employees’ pay during the master payroll run. If dock misses the interface, it may result in your employees being overpaid and/or their payroll warrant may be delayed.

When reporting dock, it is critical supervisors enter and approve dock by the ABMS Dock Cutoff (Initial Dock). This date varies each month and can be found in the PAL Payroll Calendar located on the PAL website at <http://inside.dgs.ca.gov/pal/Home/PayrollCalendar.aspx>.

Reporting dock after the ABMS Dock Cutoff is considered Late Dock. Please refer to the guidelines below for reporting Initial and Late Dock:

<p><b><u>Initial Dock</u></b>  (Prior to ABMS Dock Cutoff)</p>	<p><b><u>Approve by COB on ABMS Dock Cutoff</u></b></p> <p>Supervisors must enter and approve all known dock in PAL <u>for the entire pay period</u> by close of business (COB) on ABMS Dock Cutoff. Doing so allows OHR to intercept and adjust the employee’s payroll warrant before SCO runs payroll.</p> <p>Do not enter dock for employees if:</p> <ul style="list-style-type: none"> <li>• There are eligible leave credits to cover the absence (except when reporting dock for an adverse situation), or</li> <li>• The period is covered by the employee’s <u>approved</u> disability leave.</li> </ul> <p>Do not enter future dates of dock if you anticipate your employee returning to work.</p>
<p><b><u>Late Dock</u></b>  (After ABMS Dock Cutoff)</p>	<p>After the Initial Dock period, supervisors must continue to enter and approve dock <u>daily</u> through the end of the pay period. Late dock entries shall then be reported immediately to your OHR Personnel Specialist to ensure your employee is not overpaid.</p>

**Over-payments**

Overpayments occur when supervisors fail to report dock as indicated above or knowingly release pay warrants for which the employee is not entitled. For most bargaining units, dock reported after payroll release requires returning the pay warrant to SCO for redeposit and issuing a salary advance within two to five business days after payday. When an employee’s pay warrant is re-deposited, payroll deductions are also re-deposited including medical benefits and payments, such as house and/or car payments, via payroll deduction.

**Recording Overtime**

Employees in Work Week Group (WWG) 2 are entitled to premium overtime when they have physically worked more than 40 hours in the work week.

With the exception of employees in Bargaining Unit 12, when overtime occurs in the same week as leave, dock or an observed holiday, overtime hours shall be posted to the OTS (overtime straight) expenditures until the combined straight hours worked and overtime hours meet the 40 hour work week requirement. Overtime extending beyond the 40 physical hour requirement is then recorded to the appropriate OT premium expenditure.

Bargaining Unit 12 employees mandated to work overtime during a week with approved, pre-scheduled leave, other than sick leave, will earn premium overtime compensation when the combined hours worked, overtime, and pre-scheduled leave, other than sick leave, are in excess of 40 hours for the work week.

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**Recording Overtime; Last Week of the Pay Period**

When WWG 2 employees work overtime during the last week of a pay period that ends on a day other than Saturday, the remainder of the week in the new pay period must be entered and approved by the end of that work week in order for the interface to extract the overtime and submit it to SCO for processing. Doing so will avoid a delay in overtime payment.

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**PAL Balances**

PAL balances are provided from SCO on a monthly basis. These balances may reflect inaccurately for the following reasons:

- Unapproved leave usage at the time of the interface
- Changes to leave usage after the interface
- Updates such as disability leave restorals directly in the SCO system

Supervisors aware of the above circumstances for their employees should not rely on the PAL balance tool. Supervisors and employees should maintain leave records manually to avoid leave over usage.

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Please contact me if you have any questions.

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Office of Human Resources

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