


Date: December 22, 2009 Code: TECHNICAL LETTER
HR/Salary 2009-12
To: Human Resource Directors
Payroll Managers Reference: HR 2003-28
From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management Reply by: February 26, 2010
Subject: REMINDER: 2009 "Table of Workdays" Reconciliation Requirements

Overview

Audience: Campus Payroll Managers or designees responsible for deficit hour reconciliation reporting
Action Item: Provide annual deficit hours reconciliation report to Vice Chancellor of Human Resources by February 26, 2010
Affected Employee Groups/Units: Non-exempt employees on alternative/compressed work schedules

Summary

This Technical Letter provides information regarding the annual December review requirement for reconciling deficit hours for non-exempt employees whose work schedules differ from the State's standard shift (Monday through Friday, eight hours per day).

The campus payroll manager, or designee responsible for deficit hour reconciliation reporting, should review the remainder of this technical letter for background information, reconciliation requirements, and sample reports.

Background

Coded memo HR 2003-28 advised campuses of certain recordkeeping and payment requirements for non-exempt employees subject to Fair Labor Standards Act (FLSA) regulations who are assigned to work week schedules that do not conform to the standard pay periods prescribed by the Department of Finance. Specific guidelines and instructions were provided to ensure FLSA compliance, including administration of the "Table of Workdays" method (also referred to as "plus/minus" or "excess/minus"). This method is used to

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maintain an accounting of deficits (debits) or excess hours (credits), as appropriate, for employees whose work schedules differ from the State's standard shift (Monday through Friday, eight hours per day).¹

The FLSA provides certain record-keeping requirements for employees subject to FLSA, including the prompt payment of wages and payment of an employee's minimum wages for all work actually performed in a given pay period. As a result, HR 2003-28 instructed campuses to review their current practices to ensure that requirements specific to recordkeeping and the administration of "excess" and/or "deficit" hour balances were satisfied.

As a reminder, all campuses shall reconcile employees' deficit hours at least once each calendar year in December and provide an annual report to the Vice Chancellor of Human Resources.

December 2009 Reconciliation Requirements

December 2009 Reconciliation: The December 2009 reconciliation timeline is the standard timeline. In consideration of campus leave posting practices, campuses are requested to reconcile deficit balances incurred from January through December 2009 and to furnish the required report to the Vice Chancellor of Human Resources by February 26, 2010.

2009/2010 Furlough Program Implementation Considerations

Table of Workdays reconciliation requirements must consider CSU's 2009/2010 Furlough Program Implementation to ensure that furlough days observed by an affected employee are not denoted as deficit hours for this purpose. When calculating excess/deficit hours in pay periods that furlough time was taken, such hours must be subtracted from the standard state pay period (168/176) hours. CSU's position is to regard the excess/deficit hour reconciliation process in the context of the state pay period for employees in exempt classifications who become temporarily non-exempt during their furlough week. If there is no need for correction over the course of the state pay period, a reconciliation issue is not warranted. Requiring a reconciliation of deficit hours would not be applicable to exempt-classified employees who are temporarily non-exempt for only a portion of the state pay period. With respect to excess hours, if the exempt employee works more hours than 32 in their furlough week, they should be paid via earnings ID "SZ" for hours 33-40 (excluding any call-back provision), and overtime via "OT codes for hours worked in excess of 40 in that workweek. As a result, the excess/deficit hour process should not be invoked on exempt-classified employees during the furlough, unless a need for correction is warranted.

Uniform Accounts Receivable Reconciliation Method

In efforts to standardize varying campus reconciliation practices, the State Controller's Office (SCO) has agreed that effective January 1, 2009, deficit hours shall be reported in the actual pay period that the deficit occurred, and that the reconciliation method using an averaging of state pay period hours (e.g. 173.33) will no longer be applicable. Dates and hours of deficit time need to be shown in the Remarks section of STD. 674 A/R. The gross amount of the A/R will be based upon the respective pay period, 168/176 hours, as appropriate. Please refer to the SCO's Payroll Procedures Manual Section I for processing instructions. It remains unchanged that excess hours are calculated based upon the respective pay period, 168/176 hours as appropriate.

¹ "Credits/excess hours" are regularly scheduled hours worked in excess of standard hours within a given pay period. "Debits/deficit hours" are regularly scheduled hours not worked by the employee within a given pay period that were paid by the employer.

Action Item

Report deficit hours to the attention of Valerie Kerbs via e-mail at vkerbs@calstate.edu by Friday, February 26, 2010. Please report the deficit hours in the reporting format provided in Attachment A, which includes a sample on how to complete the report. If there are no deficit hours to report for your campus, please submit the report and indicate "NONE TO REPORT."

Questions may be directed to Systemwide Human Resources at (562) 951-4411. This Technical Letter is available on the Human Resources Management web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

Attachment

EN/vk

SAMPLE
2009 Deficit Hours Reconciliation Report

CAMPUS: _____
CONTACT NAME: _____
CONTACT PHONE: _____
CONTACT E-MAIL: _____

Return completed report to Valerie Kerbs via e-mail at: vkerbs@calstate.edu by February 26, 2010.

(A)	(B)	(C)	(D)	(E)	(F)
Unit	Employee Name (Last, First Initial)	Class/Job Code	Total Deficit Hours	Leave Hours Used to Offset ²	Accounts Receivable Amount Due ³
<i>Sample Format:</i>					
Unit 5	Custodian, L	2015	16	n/a	\$xxx.xx
Unit 7	Parking, O	8810	20	20	n/a

^[2] Pursuant to HR 2003-28, leave balances used to offset deficit hours may include vacation and compensatory time off (CTO) hours. "Holiday Credit" leave balances acquired under prior collective bargaining contract provisions or CSU policy also may be used. Sick leave hours are not eligible for supplementation for regular work hours unless the employee is sick. As a reminder, the minimum increment for Personal Holiday hours is "one unit" which equates to one day of an employee's regular work schedule.

^[3] Refer to SCO PPM Section I for processing instructions.

