

**STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789**

**MEMORANDUM**

**TO:** SEE DISTRIBUTION

**FROM:** Gregory L. Wayt, Major General (Ohio), The Adjutant General 

**DATE:** January 5, 2005

**SUBJECT:** POLICY – State Employee Procedure Letter #4  
State Time & Attendance Reports

**1. REFERENCE:**

- A. Chapters 121, 124 and 149 of the Ohio Revised Code
- B. State Employee Procedure Letter #2, Overtime & Compensatory Time
- C. AFSCME/OCSEA Labor Agreement

**2. SCOPE:** This policy letter applies to state employees of the department for submission of time and attendance reports (T&A).

**3. PROCEDURE:**

- A. T&As must be submitted to the State Human Resource Division (AGOH-SHRD) at the end of each two-week pay period in order to arrive no later than Tuesday following the end of the pay period.
- B. Attendance for each employee must be recorded and submitted on AGN Form 0023 (sample attached) or on the distributed computerized Form AGN 0023. The forms may be completed in Microsoft Excel. The computerized forms should be printed, signed and may be faxed with back-up information. Following any faxed copies, the original T&As with original signatures must be delivered or mailed for auditing purposes.
- C. All employees of an office or workstation are to be listed alphabetically from top to bottom. Air National Guard Security Operations will use a separate 0023 for each shift. (See State Employee Procedure Letter #7).
- D. The supervisors, section chief, or other properly designated person must certify the accuracy of the T&A report by signing in the space provided.
- E. Request for Leave form ADM-4258 must be completed for each leave entry on the T&A. Requests for leave must be retained by the certifying officer along with a copy of the T&A for a period of one year and then shredded.
- F. The field file copies of T&As and supporting leave applications are for reference only. SHRD will maintain all original documents in accordance with the State of Ohio's Records Retention Schedule.

**AGOH-SHRD**

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- G. Compensatory time leave used will be entered on the T&A by coding with "CU". Compensatory time used must be subtracted from balance shown on AGN Form 0009 that is maintained by the T&A certifying officer.
  - H. Overtime hours worked will be entered on the T&A by coding with "OT". This entry must be supported with AGN Form 0008 attached to the T&A.
- 4. PART-TIME ARMORY CUSTODIANS:** History indicates that T&As for part-time armory custodians are quite often late in arriving or do not arrive at all. When this occurs, the individuals concerned do not and will not receive a payroll check. T&As which fall in this category will be applied to the next regular payroll and thereby produce a double payment on the following payroll.

**Enclosure:**

- 1. AGN Form 0023**

**DISTRIBUTION:**

**AD**



## Time & Attendance/Payroll Codes

CODE	DESCRIPTION
<b>V</b>	Vacation Leave
<b>S</b>	Sick Leave
<b>PL</b>	Personal Leave
<b>DL</b>	Disability Leave
<b>H</b>	Holiday Leave
<b>HW</b>	Holiday Worked
<b>M</b>	Military Leave with Pay
<b>MW</b>	Military Leave without Pay
<b>W</b>	Leave without Pay
<b>OT</b>	Overtime worked
<b>CA</b>	Compensatory Time Accrued
<b>CU</b>	Compensatory Time Used
<b>J</b>	Jury Duty
<b>ST</b>	Stand-by Pay
<b>BE</b>	Bereavement Leave
<b>E</b>	Non-essential employees who DO NOT work overtime during a declared weather emergency
<b>WOT</b>	Essential union employees who work overtime during a declared weather emergency
<b>CB</b>	Call-back Pay
<b>CAR</b>	State vehicle charges per pay period (where applicable)
<b>X</b>	Regularly scheduled work day

### NOTES FOR USING THE COMPUTERIZED TIME & ATTENDANCE REPORT:

- 1) Type the employee's name in the block on the left side. The block has been set so that the names will automatically wrap to fit in the block.
- 2) On the first line within the employee's four (4) boxes under the days of the week, put an "X" in the left column on the days they normally work and the number of hours actually worked in the right column. (See example. I used an alternate work schedule and regular schedules.).
- 3) If leave is used or compensatory or overtime is worked, place the appropriate code (listed above) in lines two, three and four of the employee's four-line block in the left column under the date and the number of hours in the right column under the same date.
- 4) Place the starting day of the pay period in the block under "First Week – SUN". The rest of the dates will automatically fill in. If the end of the month is in the pay period, simply go to the beginning day of the next month and type in the number 1. The rest of the dates will automatically fill in. To revert back from number one to weeks in the middle of the month, copy the cell before the number 1 and paste it into the cell of the number 1. The rest of the dates will automatically fill.
- 5) Everything to the right dividing line between the "SECOND WEEK" and the "PAY HOURS" will calculate automatically except "Other Leave". You must put the code for the "type of other leave" in line three (3) and the number of hours of other leave used in line four (4).
- 6) Save the BLANK form as your master T&A so you can use it each pay period to avoid mistakes such as forgetting to delete entries from the previous pay period.
- 7) Always do a "file", "save as". I use T&A MM-DD-YY to denote the pay period of the T&A.
- 8) If you need more than one page, save each T&A as MM-DD-YY1 (month, day and year of pay period page 1), MM-DD-YY2 (month, day and year of pay period page 2), etc.

