

Material Request Form (MRF)

Actual Time Worked and Employee Leave

During the compliance review, the State Personnel Board (SPB)'s Compliance Review Division will review a selection of personnel records concerning actual time worked, employee leave, and state service credits. The purpose of this compliance review is to ensure appointing powers are complying with civil service laws and rules, and personnel practices, policies and procedures. Where deficiencies are identified, appropriate corrective action will be ordered.

General Instructions:

Please see the attached MRF Leave Spreadsheet. Unless otherwise indicated, all requested documents are documents that were created or issued during the applicable compliance review period. The personnel transactions that will be reviewed are listed. For each matter listed, please provide the documents set forth below under Parts I through IV. Certain documents may not be available if they are not required by your department's policies or procedures. Please provide only the documents that you do have.

I. Positive Pay Employees

Please provide the following documents in the order listed below for all employee names that are listed on the MRF Leave Spreadsheet, "Positive Pay Employees" tab:

- ☐ Absence and Additional Time Worked Report STD 634 or departmental timesheet for review period designated on the MRF Leave spreadsheet.
- ☐ For all positive pay employees, any documentation showing how the agency monitored and controlled the days worked to ensure working time limits were not exceeded as established by bargaining unit agreements, board rules, and/or CalHR policy
- ☐ Documentation showing periodic reviews of the days, months, and hours worked by temporary employees to ascertain the appropriateness of continuing to retain a temporary employee over a long period of time.

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II. Administrative Time Off (ATO)¹

Please provide the following documents in the order listed below for all employee names that are listed on the MRF Leave Spreadsheet, "ATO" tab:

- ☐ Documentation showing the following information: (1) Justification for the ATO; (2) Length of the ATO; (3) Department approval of the ATO.
- ☐ If the ATO was in excess of 30-calendar days, CalHR approval of the ATO
- ☐ Absence and Additional Time Worked Report STD 634 (all timesheets showing ATO activity)
- ☐ Any emails, approval, Executive Order, and/or correspondence regarding employee on ATO

III. Leave Accounting

Please provide the following documents in the order listed below for all units that are listed on the MRF Leave Spreadsheet, "Leave Accounting" tab:

- ☐ Department's timesheet audit process to ensure that all leave is keyed accurately and timely.
- ☐ Copy of the Time and Attendance form 672 for each selected month and unit (documented with leave, pay, notes, and dates)
- ☐ Leave Activity and Correction Certification form (see Human Resources Manual Section 2101²) or applicable audit sheet used by department (Documentation showing an audit of timesheet was conducted)

IV. State Service 715 Transactions

No documents required, selected 715 transactions will be reviewed in house by SPB.

¹ ATO is a form of paid administrative leave status initiated by appointing authorities for a variety of reasons. Most often, ATO is used when an employee cannot come to work because of a pending investigation, fitness for duty evaluation, or when work facilities are unavailable. ATO can also be granted when employees need time off for: donating blood; extreme weather that makes getting to work impossible; and when employees need time off to attend special events.

² Human Resources Manual Section 2101 mandates that all departments create a monthly internal audit process to verify all leave input into any leave accounting system is keyed accurately and timely.

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NOTES/COMMENTS:
