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**IDAHO TRANSPORTATION DEPARTMENT**

P.O. Box 7129 • Boise, ID 83707-1129

(208) 334-8000 • [itd.idaho.gov](http://itd.idaho.gov)

**Idaho Transportation Board  
Subcommittee on Policies**

**February 23, 2023**

8:00 AM

Idaho Chinden Campus

11331 W. Chinden Blvd., Building 8, Boise  
Broadway Conference Room

To call in:

Dial 1-415-655-0003 US Toll

Meeting number (access code) 2460 094 6031

Meeting password 1234

	<u>Page</u>	<u>Time*</u>
<b><u>ACTION ITEMS</u></b>		
1. Welcome and Preliminary Matters – Chairman Bob Hoff June 15, 2022 Subcommittee meeting minutes	2	8:00
2. Policy 5068, Division of Motor Vehicles/County Automated Systems DMV Administrator Lisa McClellan Discussion and Recommendation – Chairman Hoff	5	8:05
3. New Policy 5561, On-Call Policy Chief Administrative Officer Dave Tolman Discussion and Recommendation – Chairman Hoff	13	8:15
4. Adjourn (estimated time)		8:20

\*Listed times are estimates only.

Idaho Transportation Board Subcommittee on Policies  
Nampa Convention Center  
311 3<sup>rd</sup> Street, Nampa  
June 15, 2022

Idaho Transportation Board Subcommittee on Policies Chairman Bob Hoff called the meeting to order at 9:35 AM on June 15, 2022. Chairman Hoff, District 3 Member Julie DeLorenzo and District 1 Member James R. Thompson were present.

Key principal Subcommittee staff members and advisors Deputy Attorney General Tiffany Hales, Director Scott Stokes, Chief Deputy Dan McElhinney, Highway Development Administrator/Chief Engineer (HDA/CE) Blake Rindlisbacher, and Executive Assistant to the Board Lorraine Dennis were present. LHTAC Administrator Laila Kral was also present.

Subcommittee Chairman Hoff welcomed the participants.

Minutes. Member DeLorenzo made a motion to approve the minutes of the May 11, 2022, meeting as submitted. Member Thompson seconded the motion and it passed unopposed.

Transportation Management Areas. HDA/CE Rindlisbacher reported on the Transportation Management Area's geographical area and population based requirements for rural and urban areas. Rural areas are defined by populations less than 5,000, small urban areas are greater than 5,000 but less than 50,000, large urban areas are between 50,000 and 200,000, and TMAs are greater than 200,000 population. Idaho has one TMA comprised of Boise, Meridian, and Eagle, and five Metropolitan Planning Organizations.

Member DeLorenzo asked what qualifies adding a city to the TMA. HDA/CE Rindlisbacher stated the designation is done by the US Census Bureau and ITD does not anticipate any changes in Idaho. What is not clear, however, is the process used by the Bureau to make that determination.

Chairman Hoff questioned if the Locals fund includes taxes, and CAO Tolman stated it does. Data was taken from the Locals' financial reports.

State and Local Total Funding Review. Chief Administrative Officer Dave Tolman provided a review of state and local total funding based on how it is currently being distributed and with data reported a year ago. Using FY21, the state's total on-going revenues were \$733.5 million (55.1%) and the Local's was \$598.4 million (44.9%). After adjustments, the State's revenue total is \$677 million (53.1%) and the Local's \$598.4 (46.9%). Taking the adjusted revenues and calculating FY23 on-going amounts for various funding, the State's on-going total is \$841.6 million (53.1%) and the Local's \$742 million (46.9%). After applying FY22 one-time actions, the adjusted total for the State is \$991.8 million (50.7%) and Local's \$964.4 million (49.3%) for a grand total of \$1.96 billion.

Policy 4028 Background. Financial Planning & Analysis Manager Justin Collins reported the background for Policy 4028, Allocation of Federal Formula Highway Apportionments to Local Public Agencies. Some highlights include annual allocations are

designed to split funds between rural and urban jurisdictions proportionally to population and lane-miles. After deductions, 12.6% of net Federal formula apportionments are available to Local Public Agencies (LPA). Additional deductions and adjustments are made then one-half of LPA share goes to Rural (50%) and one-half goes to Urban (50%), with more deductions taken from each, such as, the TMA apportionment for Urban. In FY21, the Rural and Urban apportionments were \$18.25 million each. The FY23 estimate for Rural and Urban apportionments is \$22.6 million each.

FP&A Manager Collins recapped Local comments heard from the subcommittee's Listening Workshop last fall. Interest was for additional funding to address deficient bridges, and an increase in Federal funding to Non-TMA Urban areas. He presented sub-allocations for TMA, large Urban, Small Urban, and Rural based on FY23 estimates, totaling \$86.9 million. Rural receives \$22.5 million and other Urban areas \$11.2 million after the TMA required share (1/2 of Urban) of \$11.3 million is removed.

Policy Options. Financial Planning & Analysis Manager Justin Collins presented ITD's proposed idea for an Annual Urban Adjustment (AUA). It would keep Policy 4028 at 12.6%, distribute Urban 50% share by population, and ITD would supplement the federally required TMA sub-allocation from any area portion. Using FY23 estimates, and current population data, the modified distribution to the TMA would be \$7.6 million, Large Urban \$9.5 million, and Small Urban \$5.4 million. ITD would supplement (applying the AUA) \$3.7 million to TMA meeting the required share of \$11.3 million. Rural areas continue to receive \$22.5 million. Total Federal distribution to Locals with the AUA and additional programs is \$94.8 million.

Discussion. Member DeLorenzo questioned if the AUA amount would change if there was another TMA. FP&A Collins stated yes it would. It would be a variable applied annually to the Urban's share. Member DeLorenzo commented she liked the idea of reviewing it annually, and for population and lane miles.

Chairman Hoff asked if the \$200 million received for FY23 would be applied. FP&A Collins clarified that it would not because that is legislatively approved State funds. Policy 4028 only addresses Federal funds.

Member DeLorenzo questioned if the Board would approve the AUA annually. FP&A Collins replied it could be done that way or staff could revise the policy to include a variable.

Chairman Hoff questioned if the AUA amount could be changed. FP&A Collins stated it can, but it also impacts the Large Urban and Small Urban areas.

Member DeLorenzo commented she believes it is a reasonable step and a good start, and that it should be tracked. Idaho is one of the few states within WASHTO who share funding with the Locals.

Member Thompson stated staff did a great job in presenting the information and he supports the proposed idea.

Member DeLorenzo made a motion, seconded by Member Thompson, to concur with staff's funding formula proposal with the Annual Urban Adjustment. She then amended the

motion to also approve taking it to the full Board for consideration – Member Thompson seconded it.

Staff will revise Policy 4028 and present it to the Board for its approval.

The meeting adjourned at 10:16 A.M.

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Respectfully submitted by:  
LORRAINE DENNIS  
Executive Assistant  
Idaho Transportation Board



## DIVISION OF MOTOR VEHICLE/COUNTY AUTOMATED SYSTEMS

### Purpose

The purpose of this policy is to implement Board Policy 4068 defining the responsibilities of the DMV and County offices regarding sharing motor vehicle and driver's license information.

### Legal Authority

- [Idaho Code 49-201\(1\)](#) - The Board may enter into agreements with private companies or public entities as may be necessary to carry out the provisions of this title.
- [Idaho Code 49-202](#) - Duties of Department regarding motor vehicles.
- [Idaho Code 49-205](#) - Duties of local officers - assessors to perform such vehicle registration, titles and licenses are required by Title 49, local peace officers shall enforce the provisions of Title 49.
- [Idaho Code 49-314](#) - Appointment of local examiners to administer driving tests.

In the spirit of the above-mentioned code sections, the [Idaho Transportation Department \(ITD\)](#) shall:

- Provide each county, at a minimum, automated equipment for one Assessor office to perform motor vehicle licensing and one Sheriff office to perform driver's licensing. The number of terminals that are installed in each office shall be monitored to maintain uniformity in customer service and availability across the state. Factors that may be considered include past transaction volumes and rates of [increase \(monthly thresholds per machine is 350 for driver's license and 850 for motor vehicle, but ITD reserves the right to update these thresholds as automated systems and software provide user efficiencies\)](#), county/region population growth, and public accessibility.
- Provide and pay for data communication lines, routers, switches, and other communications equipment.
- Maintain all Department-owned equipment.
- Develop and maintain all application software. County personnel shall be consulted when new application development is necessary.
- Supply all required forms, printer toner, cameras, lamination, etc. Any use of these supplies by the county for purposes not related to motor vehicles or driver licenses shall be approved by the Department. The county shall reimburse the Department for supplies used for purposes not related to motor vehicles or driver licenses.
- Budget for and purchase the Department-required equipment when upgrades are needed to maintain compatibility and/or uniformity with the rest of the automated system.
- Provide annual training to county personnel in the issuance of driver's licenses, registrations, and title applications.
- Assign and manage User IDs and Passwords for County DMV automated systems.

In Partnership with the Department, the County shall:

- Provide office space to conduct motor vehicle and driver related activities. Any building modifications that are required to operate the equipment, including any additional power circuits or outlets, are the responsibility of the county.
- Provide county training and allow only properly trained personnel to operate the equipment [and work within the automated system](#). Any county allowed access to the automated driver and/or

motor vehicle records shall maintain the security of the records at all times.

- Obtain access to DMV computer systems by providing a USER ID/PASSWORD combination. The USER ID identifies the individual user and the security level of that user, and the PASSWORD verifies the user's identity. County shall sign on to a computer using only their USER ID/PASSWORD combination. A password shall be known only to the user and not divulged to anyone else. If access to DMV systems is needed and the user is unavailable, access may be granted by contacting ITD's County IT Support team. Passwords will expire every 90 days and cannot be re-used.
- Notify ITD when an employee leaves or a new employee is hired within ten (10) days.
- Use supplied equipment for motor vehicle or driver's licensing business only. Other use shall be approved by the Department.
- Budget for and purchase any equipment for which the county is responsible when upgrades are required; e.g., cash registers, fax machines, copiers, shredders, and customer queuing systems.
- Protect Department equipment from hazard and theft. Protection should be no less than for county-owned equipment.
- Require new employees to complete the ITD mandatory training within the first week of hire before user access is provided.
- Protect ITD network and database from inappropriate access.
- Not allow agents or others to insert USBs, download applications, or use ITD equipment for personal or non-ITD use.

#### **Office Relocation or Remodel**

The Department shall pay all equipment re-installation expenses when a Motor Vehicle or Driver's Licensing office is relocated or remodeled.

The county is responsible for notifying the Department at least 90 days before an office is relocated or remodeled if the remodel requires any Department equipment to be moved to new locations. The Department cannot guarantee that the communications equipment, terminals, and printers can be relocated and re-installed if this advance notification is not made. Notifications shall be provided in writing and identify the new location or describe the remodeling being done and give the expected date of the relocation or remodel.

The Department shall assist the county in arranging to have the communications lines relocated, if necessary, and moving and reinstalling Department equipment. If the communications equipment was previously shared with another office, relocation to separate offices may require the purchase of additional communications equipment and installation of new data circuits which could add 30-60 days to the timeframe. When an office moves to a new location, the county is responsible for providing necessary network cabling/connections from the Department equipment (terminals/printers) to where the Department's communication equipment will be installed. This would normally be installed by the county contractor/builder at the same time as the electrical work is performed. The Department shall provide network specifications and technical assistance to the county as needed.

**Permanent Office Closure**

The County shall notify the Department in writing at least sixty (60) days in advance of the scheduled closure of a County office building. Within thirty (30) days of closure, the County shall return all Department-owned items to the Department.

**Additional (Satellite) Offices**

The Department may pay for additional (satellite) offices within a county provided that:

- The Department is notified in writing of the plan to open a satellite office before June 30th of the state fiscal year (July-June), two fiscal years prior to when ~~preceding the state fiscal year in which~~ the move is scheduled to take place.
- The county submits written justification as to why the office is needed; how customer service is improved, how access to services is improved, and that county transaction thresholds are met at main location. (Monthly thresholds per machine is 350 for driver's license and 850 for motor vehicle, but ITD reserves the right to update these thresholds as automated systems and software provide user efficiencies.)
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Any software development or programming revisions that may be required due to the addition of equipment shall be provided by the Department.

**Credit Card Readers on ITD Machines**

If a county elects to use a credit card reader device on an ITD machine, the county will provide the following ITD Standards to the prospective third-party vendor to ensure their solution meets these minimum requirements.

A credit card solution is acceptable to ITD, when all of the following standards are met:

- a) The application must be compliant with ITD's County Desktop Standard, Windows 10 or later, and Intel Based (ITD has adopted Information Technology Authority (ITA) standards).

- b) Any internet traffic required by the system must comply with ITD's Internet Browser Standard: Current vendor supported versions of MS Edge and Google Chrome (ITD has adopted ITA standards).
- c) There is no Payment Card Industry-Data Security Standards (PCI-DSS) responsibility created for ITD by the use of the provided solution on the ITD computer.
- d) The transaction must be fully encrypted from origin to destination.
- e) The transactions must follow PCI-DSS encryption standards.
- f) The credit card device must be encrypted for swiping, inserting the card, or keying in card information.
- g) At no time should card data be allowed to be entered on the desktop using a keyboard. Card data can only be entered through the vendor provided device.
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- i) Any application required to be installed on the ITD computer must be reviewed and approved by ITD prior to execution of the vendor contract to ensure the software meets ITD's security standards.
- j) Any breach of data caused by county agent or vendor shall be sole financial responsibility of the county or entity. ITD shall not be held responsible in any way.

If a vendor's solution does not meet the above criteria, a county can still elect to use the processor; however, the county computer must be used to process credit card payments.

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#### **Effective Date and Disclaimer**

After the effective date of this policy, all equipment and/or maintenance for motor vehicle and driver's licensing functions shall be handled according to the above-mentioned policy.

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Date 1/30/2015

~~Brian W. Ness~~ L. Scott Stokes  
Director





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L. Scott Stokes  
Director

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Date



## ON-CALL POLICY

### **Purpose**

The purpose of this policy is to establish the parameters for employees required to be available in an on-call status during hours that are outside of their normally defined work schedule<sup>1</sup>.

This policy only applies to non-exempt covered employees and administrative, professional, and computer exempt employees as defined by the Fair Labor Standards Act (FLSA)<sup>2</sup>.

### **Legal Authority**

Idaho Code Title 67, Chapter 53; Personnel System – Classified Employees

IDAPA 15.04.01 Administrative Rules of the Idaho Division of Human Resources and the Idaho Personnel Commission; and Idaho Division of Human Resources Policies, Section 12 On-call

### **Definitions**

**On-Call:** An employee who is **scheduled** to be available if called upon by the Idaho Transportation Department (ITD) during hours that are outside of their normally defined work schedule.

**Called Back:** A request made by an ITD designee that requires an employee to return to work due to an unforeseen or emergency situation after the employee has left the official work location. ITD's expected response time will be established by the respective member of the Executive Leadership Group.

**Official Work Location:** The employee's assigned physical ITD work location. If the employee is telecommuting while on-call, hours outside of their normal and agreed-upon work schedule are considered on-call hours.

**On-Call Shift:** A scheduled on-call shift may occur on a weekday (Monday through Friday), on a weekend (Saturday through Sunday), or on a paid state holiday, outside of the employee's normally defined work schedule.

### **On-Call Expectations**

Employees designated to be on-call are expected to adhere to the following guidelines under the on-call policy:

- Carry an ITD-approved communication device;
- Be available to report to the physical work location when called upon within the response time established by the member of the Executive Leadership Group;
- Remain in a condition fit for duty, free from impairment while on-call.

<sup>1</sup> Outside normally defined work schedule is identified as time worked after an employee has left the work location (excluding telecommuters or those who live at their official work location), at the end of an employee's regular shift, and before the beginning of their next regularly scheduled shift.

<sup>2</sup> For definitions of these designations see the Department of Labor's Fact Sheet #17A.

## **On-Call Accruals<sup>3</sup>**

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On-call employees will accrue time for each on-call shift worked as follows:

- Weekday on-call hours begin at the close of the scheduled work shift and end the following day at the beginning of the scheduled work shift and the on-call hours earned (OCE) are recorded on the day in which the scheduled shift ended.
- Weekend on-call hours begin at the close of the scheduled work shift on the last day of the work week and end the following day at 6:00 pm. Weekend days thereafter are 6:00 pm to 6:00 pm the following day until the beginning of the first scheduled workday.
- Each designated on-call shift, if not called to return to work, will accrue two (2) hours for a maximum of 14 hours per work week.
- On-call hours accrue at the normal one-to-one accrual rate and are not eligible to accrue at the overtime rate.
- On-call hours cannot be substituted for regular working hours. On-call hours are in addition to the standard 40-hour work week.

Accruals of on-call, overtime, sick time, vacation time, or credited state service hours, will follow applicable statutes and State Controller's Office (SCO) policies and processes.

## **Actual Time Worked**

An employee who is called back into the physical work location to respond to an emergency work situation, or who needs to report to work, would cease to accrue on-call hours and will instead be paid for the actual time worked (REG) as determined by their FLSA status. On-call employees who are required to work during an on-call shift will code the actual hours worked.

If the actual time worked is less than 2 hours in a shift, employees will receive compensation for the actual time worked combined with on-call time to ensure that a minimum of 2 hours are compensated for that shift.<sup>4</sup> (See Example 3 below.)

## **Payout of On-Call Hours**

ITD will payout FLSA covered/non-exempt employee on-call hours earned during any one-half (1/2) fiscal year but not taken by the end of the succeeding one-half fiscal year, in cash, on the first payroll following the close of such succeeding one-half (1/2) fiscal year and in alignment with current compensatory time payout; **and**

1. On-call accrued balances will be paid out when a covered/non-exempt employee leaves employment at ITD or transfers to another state agency; **or**
2. ITD may require an employee to use any accrued on-call balances to avoid a budgetary impact of a payout, **or**
3. ITD may elect to pay out FLSA covered/non-exempt employee hours earned prior to the required payout events identified in #1 and #2 above.
4. Professional, administrative, and computer exempt employees are ineligible to be paid out for any accrued on-call hours and will forfeit on-call hours when leaving state employment or transferring to another state agency.

<sup>3</sup> For more information regarding leave accruals, visit the State Controllers' Earnings Codes (ERN) and Leave Accruals webpage.

<sup>4</sup>Examples: 1-hour OCE and 1-hour REG; 2 hours OCE, 2 hours REG.

## Appendix

### Timesheet Coding Example 1

This is an example for an employee earning on-call hours with shift differential pay in the first week but not in the 2<sup>nd</sup> week. The employee was on-call from October 31<sup>st</sup> thru November 5<sup>th</sup>. The employee was not on-call and ineligible for shift differential pay in week 2.

The screenshot shows a timesheet coding interface with a weekly schedule grid. The grid has columns for days of the week (Sun 10/30 to Sat 11/12) and rows for different events (OCE, REG, HOL). The interface also includes fields for accounting details, major program, and various buttons like Save, Submit, and Discard.

Event	Choose Accounting	Details	Sun 10/30	Mon 10/31	Tue 11/01	Wed 11/02	Thu 11/03	Fri 11/04	Sat 11/05	Sun 11/06	Mon 11/07	Tue 11/08	Wed 11/09	Thu 11/10	Fri 11/11	Sat 11/12	Week 1 Total	Week 2 Total	Total Hours
1 OCE	Use Default Accounting		02:00	02:00	02:00	02:00	02:00	02:00	02:00								12:00	00:00	12:00
2 REG	Use Default Accounting		08:00	08:00	07:00	08:00	07:30			08:00	08:00	08:00	08:00				38:30	32:00	70:30
3 REG	Use Entered Accounting				01:00		00:30										1:30	00:00	1:30
4 HOL	Use Default Accounting													08:00			00:00	8:00	8:00
Total Hours :			00:00	10:00	10:00	10:00	10:00	10:00	2:00	00:00	8:00	8:00	8:00	8:00	8:00	00:00	52:00	40:00	92:00
Schedule Hours :			00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

The screenshot shows a timesheet coding interface with a weekly schedule grid. The grid has columns for days of the week (Sun 10/30 to Sat 11/12) and rows for different events (OCE, REG, HOL). The interface also includes fields for accounting details, major program, and various buttons like Save, Submit, and Discard.

Event	Choose Accounting	Details	Sun 10/30	Mon 10/31	Tue 11/01	Wed 11/02	Thu 11/03	Fri 11/04	Sat 11/05	Sun 11/06	Mon 11/07	Tue 11/08	Wed 11/09	Thu 11/10	Fri 11/11	Sat 11/12	Week 1 Total	Week 2 Total	Total Hours
1 OCE	Use Default Accounting		02:00	02:00	02:00	02:00	02:00	02:00	02:00								12:00	00:00	12:00
2 REG	Use Default Accounting		08:00	08:00	07:00	08:00	07:30			08:00	08:00	08:00	08:00				38:30	32:00	70:30
3 REG	Use Entered Accounting				01:00		00:30										1:30	00:00	1:30
4 HOL	Use Default Accounting													08:00			00:00	8:00	8:00
Total Hours :			00:00	10:00	10:00	10:00	10:00	10:00	2:00	00:00	8:00	8:00	8:00	8:00	8:00	00:00	52:00	40:00	92:00
Schedule Hours :			00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

<sup>1</sup> Outside normally defined work schedule is identified as time worked after an employee has left the work location (excluding telecommuters or those who live at their official work location), at the end of an employee's regular shift, and before the beginning of their next regularly scheduled shift.

<sup>2</sup> For definitions of these designations see the Department of Labor's Fact Sheet #17A.

### Timesheet Coding Example 2

This is an example for an employee that was on-call November 7<sup>th</sup> thru November 9<sup>th</sup>. The employee was called into work on November 9<sup>th</sup> and worked an additional 4 hours after being called back in. Per the on-call policy, the employee does not get on-call hours earned for November 9<sup>th</sup>.

Work Schedule			Sun 10/30	Mon 10/31	Tue 11/01	Wed 11/02	Thu 11/03	Fri 11/04	Sat 11/05	Sun 11/06	Mon 11/07	Tue 11/08	Wed 11/09	Thu 11/10	Fri 11/11	Sat 11/12	Week 1 Total	Week 2 Total	Total Hours
1	OCE	Use Default Accounting									02:00	02:00					00:00	4:00	4:00
2	REG	Use Entered Accounting		01:00	00:30	02:00								03:00			3:30	3:00	6:30
Major Program: A1010 Program: A405033 Phase: MT Activity: G503 Task: B Sub Activity:																			
Location: Reporting:																			
3	REG	Use Entered Accounting					08:00	08:00			08:00	10:00	08:00	03:00			16:00	29:00	45:00
Major Program: MTC08 Program: A405077 Phase: MT Activity: M700 Task: B Sub Activity:																			
Location: Reporting:																			
4	REG	Use Default Accounting		07:00	07:30	06:00								04:00			20:30	4:00	24:30
5	HOL	Use Default Accounting													08:00		00:00	8:00	8:00
Total Hours :			00:00	8:00	8:00	8:00	8:00	8:00	8:00	00:00	00:00	10:00	12:00	12:00	6:00	8:00	40:00	48:00	88:00
Schedule Hours :			00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

### Timesheet Coding Example 3

This is an example for an employee earning on-call hours October 30<sup>th</sup> thru November 12<sup>th</sup>. On November 9<sup>th</sup> the employee was called back into work and worked 1 additional hour.

Work Schedule			Sun 10/30	Mon 10/31	Tue 11/01	Wed 11/02	Thu 11/03	Fri 11/04	Sat 11/05	Sun 11/06	Mon 11/07	Tue 11/08	Wed 11/09	Thu 11/10	Fri 11/11	Sat 11/12	Week 1 Total	Week 2 Total	Total Hours
1	OCE	Use Default Accounting	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	02:00	01:00	02:00	02:00		14:00	13:00	27:00
2	REG	Use Entered Accounting		01:00	00:30	02:00							01:00	03:00			3:30	4:00	7:30
Major Program: MTC01 Program: A405070 Phase: MT Activity: M210 Task: B Sub Activity:																			
Location: Reporting:																			
3	REG	Use Entered Accounting					08:00	08:00			08:00	10:00	04:00	03:00			16:00	25:00	41:00
Major Program: MTC15 Program: A405086 Phase: MT Activity: M400 Task: B Sub Activity:																			
Location: Reporting:																			
4	REG	Use Default Accounting		07:00	07:30	06:00							04:00	02:00			20:30	6:00	26:30
5	HOL	Use Default Accounting													08:00		00:00	8:00	8:00
Total Hours :			2:00	10:00	10:00	10:00	10:00	10:00	2:00	2:00	10:00	12:00	10:00	10:00	10:00	2:00	54:00	56:00	110:00
Schedule Hours :			00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

<sup>3</sup> For more information regarding leave accruals, visit the State Controllers' Earnings Codes (ERN) and Leave Accruals webpage.

<sup>4</sup> Examples: 1-hour OCE and 1-hour REG; 2 hours OCE, 2 hours REG.



## Timesheet Coding Example 4

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This is an example for an employee taking time off using hours from their on-call earned hours leave balance in week one. In week two, the employee is on-call for the November 11<sup>th</sup> holiday.

Easy Fill Leave Balance Printer Friendly Version Show Accounting Details View Default Accounting Show Average Time Weekly Totals Other Functions ▶

Work Schedule

Event	Choose Accounting	Details	Sun 10/30	Mon 10/31	Tue 11/01	Wed 11/02	Thu 11/03	Fri 11/04	Sat 11/05	Sun 11/06	Mon 11/07	Tue 11/08	Wed 11/09	Thu 11/10	Fri 11/11	Sat 11/12	Week 1 Total	Week 2 Total	Total Hours
1 OCT	Use Default Accounting							08:00									8:00	00:00	8:00
2 OCE	Use Default Accounting														02:00		00:00	2:00	2:00
3 HOL	Use Default Accounting														08:00		00:00	8:00	8:00
4 REG	Use Entered Accounting			10:00			02:00				10:00		10:00	10:00			12:00	30:00	42:00
Major Program: MTC01 Program: A405070 Phase: MT Activity: M210 Task: B Sub Activity:																			
Location: Reporting:																			
5 REG	Use Entered Accounting				10:00	10:00						12:00					20:00	12:00	32:00
Major Program: MTC15 Program: A405086 Phase: MT Activity: M400 Task: B Sub Activity:																			
Location: Reporting:																			
Total Hours :			00:00	10:00	10:00	10:00	2:00	8:00	00:00	00:00	10:00	12:00	10:00	10:00	10:00	00:00	40:00	52:00	92:00
Schedule Hours :			00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

## Timesheet Coding Example 5

This is an example for an employee that **wasn't** on the schedule for being on-call, but was called into work on Sunday, November 6<sup>th</sup>.

Easy Fill Leave Balance Printer Friendly Version Show Accounting Details View Default Accounting Show Average Time Weekly Totals Other Functions ▶

Work Schedule

Event	Choose Accounting	Details	Sun 10/30	Mon 10/31	Tue 11/01	Wed 11/02	Thu 11/03	Fri 11/04	Sat 11/05	Sun 11/06	Mon 11/07	Tue 11/08	Wed 11/09	Thu 11/10	Fri 11/11	Sat 11/12	Week 1 Total	Week 2 Total	Total Hours
1 REG	Use Entered Accounting							08:00									8:00	00:00	8:00
Major Program: A1010 Program: A405025 Phase: MT Activity: M343 Task: B Sub Activity:																			
Location: Reporting:																			
2 HOW	Use Entered Accounting														10:00		00:00	10:00	10:00
Major Program: A1010 Program: A405025 Phase: MT Activity: M343 Task: B Sub Activity:																			
Location: Reporting:																			
3 HOL	Use Default Accounting														08:00		00:00	8:00	8:00
4 REG	Use Entered Accounting			10:00			10:00			01:00	10:00		10:00	10:00			20:00	31:00	51:00
Major Program: A1010 Program: A405033 Phase: MT Activity: G503 Task: B Sub Activity:																			
Location: Reporting:																			
5 REG	Use Entered Accounting				10:00	10:00						12:00					20:00	12:00	32:00
Major Program: MTC08 Program: A405077 Phase: MT Activity: M700 Task: B Sub Activity:																			
Location: Reporting:																			
Total Hours :			00:00	10:00	10:00	10:00	10:00	8:00	00:00	1:00	10:00	12:00	10:00	10:00	18:00	00:00	48:00	61:00	109:00
Schedule Hours :			00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

<sup>1</sup> Outside normally defined work schedule is identified as time worked after an employee has left the work location (excluding telecommuters or those who live at their official work location), at the end of an employee's regular shift, and before the beginning of their next regularly scheduled shift.

<sup>2</sup> For definitions of these designations see the Department of Labor's Fact Sheet #17A.