

CMS 634 Absence and Additional Time Worked Report

General instructions:

Information required on this document is in accordance with current bargaining unit contracts and/or CSU policies. Absence reports are due to Payroll Services, CP 700, on or before the sixth business day of the following pay period. Contact your departmental timekeeper if you have any questions regarding your leave balances. Incomplete/incorrect forms will be returned.

Absence and Additional Time Worked Report Form 634

The Absence and Additional Time Worked Report Form 634 is used to report absences and to report actual hours worked for employees on irregular schedules.

How to Complete the Absence and Additional Time Worked Report

All header fields must be completed to assure the accuracy of the data reported on the Attendance Certification Report. It is recommended that each departmental timekeeper prepare the forms with accurate employee information, then print or email these forms each month for their salaried employees.

Field Descriptions:

Pay Period: The affected pay period (month/year).

Dept ID: The five-digit CMS department number.

Name: First Name, Middle Initial, and Last Name.

SSN: Social Security Number.

EMPLID/CWID (Employee ID/Campus-Wide ID): The nine-digit campus-assigned employee's identification number.

EMPL RCD# (Employee Record Number): The employee's record number as used in CMS. The original hire action is employee record number zero (0). For multiple positions, the employee record number increments by one (1). This is important. Do not leave blank.

SCO Position Number: The 13-digit number listed on the department roster.

FTE (Full-time Equivalent): The full time equivalence of the employee's appointment - up to two decimal places as shown on the department roster (e.g., .50 for half-time, etc.)

FLSA: The Fair Labor Standards Act status to which the employee is assigned. Employees are classified as either exempt or non-exempt.

Jury Duty/Subpoenaed Witness

An employee serving as court-subpoenaed witness or expert witness that is not in the interest of the CSU must charge absence to leave credits or be docked. Mark all applicable boxes/fields. Proof of service must be submitted with the Absence and Additional Time Worked Report Form 634.

Irregular Schedule (IR)

Irregular schedule is a schedule that is other than working the same number of hours each day Monday through Friday (e.g., 8 hours per day for full-time, 4 hours per day for half-time, etc.) Examples of irregular schedules are 4/40, 9/80, working Saturday and/or Sunday as part

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of the normal work week, or any other combination with different daily hours.

Fill in the employee's irregular schedule whether or not there is leave usage. Leave usage and/or docks must be reported in the appropriate section of the Form 634. ALL non-exempt employees (excluding Academic Year) working Irregular Schedules (Flex) must indicate actual hours scheduled to work during the pay period on this line and submit a report for each pay period. The difference between the total hours in the schedule and the number of hours in the pay period will give a positive or negative net result for the pay period. See the examples below showing how to calculate Excess Hours. Determine if the pay period is a 22-day (176 hours) or 21-day (168 hours) pay period (see Payroll Calendar) and use the appropriate line. Enter employee's time base & multiply the number of hours by the time base to determine the number of hours for which the employee is paid for the pay period. The difference between that calculation and the number of hours entered on the "Irregular Work Schedule" line determines if the employee has worked more or less hours (Excess Hours) than paid for the pay period. Enter the calculation result on the appropriate line (i.e., in EP for excess hours and EM for deficit hours).

Calculation example: Time base = full-time

<i>Irregular Work Schedule - Excess Hours Calculation</i> (Applicable to Non-Exempt Only)					
(22 day pp = 176 hrs.; 21 day pp = 168 hrs.)					
168	HRS	X	1	=	168
			timebase		
Actual Scheduled Hours				=	167.5
				=	EM .5

Calculation example: Timebase = 6/10 or .60



<i>Irregular Work Schedule - Excess Hours Calculation</i> (Applicable to Non-Exempt Only)					
(22 day pp = 176 hrs.; 21 day pp = 168 hrs.)					
176	HRS	X	0.6	=	105.6
			timebase		
Actual Scheduled Hours				=	107.5
				=	EP 1.9

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A	Absence without leave (AWOL) - unapproved absence, key as dock.
AL	Administrative Leave
ADO	Additional Day Off Earned - Applicable to CSUEU and Unit 6 employees Only. If an employee is on a compressed work schedule and the holiday is observed on a non-workday, the employee shall be entitled to the number of holiday hours equal to his/her normal workday. ADO for CSUEU must be taken within ninety (90) days after the holiday was observed; Unit 6 must take the time off no later than 12/31 of the same year.
ADOT	Additional Day Off Taken (see above)
CTO	Compensatory Time Off - When an employee takes time off and 'charges' the hours to accrued CTO balances (for non-exempt employees only.)
EM	Excess Minus (applicable to employees on irregular schedules whose total hours worked is less than the total hours required for the pay period resulting in deficit hours).
EP	Excess Plus (applicable to employees on irregular schedules whose total hours worked is more than the total hours required for the pay period resulting in excess hours).
FL	Funeral Leave - paid leave for funeral of qualifying family member or significantly close relative as defined by bargaining agreements (time awarded varies by bargaining unit and circumstances.)
HT	Holiday Credit Taken
JD	Jury Duty - consult bargaining agreements for additional details (proof of service must be submitted with Form 634).
L	Dock - Used to record an informal leave without pay (15 days or less). A Dock Notice must be submitted to Payroll by the 17th of the month or hand carried to Payroll for docks that occurred after the 17th.
ML	Military Leave (a copy of the Military Duty order must be submitted with Form 634).

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MPA	Maternity/Paternity/Adoption Leave (time awarded varies by bargaining unit and circumstances.)
PH	Personal Holiday
SL	Sick Leave
SLD	Sick Leave - Death in Family
SLF	Sick Leave - Family
UTN	Union Time - Non-Reimbursed
UTR	Union Time – Reimbursed (attach a copy of documentation from HR).
VA	Vacation

Additional hours worked in excess of the employee’s normal weekly schedule, whether for pay or for Compensatory Time Off (CTO), must be reported on the [Authorization for Extra Hours Form STD 682](#)  . Additional hours worked for CTO credit must be submitted with the departmental attendance. Additional hours worked for pay must be submitted with the mid-month payroll per the [Attendance Pay Schedule](#).

Note: Additional hours worked by part-time employee, up to 40 hours per week, must be paid.

Middle Section/ Dates of Absences and Extra Time Worked

In the box provided for the appropriate date, indicate the number of hours of leave time taken for each applicable Time Reporting Code. The field is formatted to allow up to 1 decimal place to the nearest tenths (e.g. 3 hours and 10 minutes = 3.167 in decimals or 3.2).

Employee's signature and date signed:

Employees are responsible for promptly reviewing and signing their absence report(s) at the end of the pay period and submitting it to their supervisor. If the employee is unavailable, enter "Employee not available" on this line and submit by due date, followed with an original signature when obtained (by a copy of the absence report). The signature date must be on or after the last day worked in a given pay period.

Supervisor's approval signature and date required:

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Supervisors are responsible for ensuring that employees comply with the regulations governing absence from work prior to approving and signing the employee's absence report. The Form 634 must be signed by the department approving official per the Delegation of Authority on file in Payroll Services.