

Thank you for participating in yesterday's call regarding master payroll distribution for permanent and temporary (hourly) employees. The Human Resources Branch is taking every measure to ensure employees are issued their March pay warrants timely. As discussed on the call, this will require program support and coordination. The following is the guidance that was discussed and agreed upon during the call:

March 30 - Master Payroll for Permanent Employees

The State Controller's Office (SCO) will continue to mail paychecks directly to each Regional Office. The Pay Master for each Sacramento based program is responsible for picking up the checks in the Accounting Services Branch as usual on Monday, March 30, 2020. ****If your paychecks are normally delivered via interdepartmental mail by the mailroom that will continue as usual.**

Administrative Officers are responsible for coordinating with the Payroll Master and advising their staff of the date, time and location to pick up live warrants. If needed, Pay Masters shall mail live warrants via a trackable means (UPS or FedEx), not standard USPS mail.

Submission of March 2020 Timesheets for Hourly Employees

Employee Responsibility:

Because of the holiday, hourly employees need to submit their March timesheet in Tempo by close of business on Monday, March 30, 2020. Please make sure the timesheet includes the appropriate number holiday hours for March 31.

Supervisor/Manager Responsibility

The supervisor or manager needs to review and approve hourly employee timesheets no later than Thursday, April 2, 2020. Please note that March 31, 2020, is a holiday so please verify hourly employees include the appropriate number of holiday hours to be paid for the 31st on their timesheet.

Employees without Internet Access

Employees that do not have internet access can report their hours worked to their supervisor/manager and the supervisor/manager can submit the timesheet in Tempo on behalf of the employee.

Key Dates for Hourly Employees and Overtime Pay

April 2-8, 2020 - Personnel Specialists will key hourly and overtime pay

April 9, 2020 - Pay will Issue

April 10, 2020 - Paychecks will be delivered to Regional Offices for distribution.

Administrative Officers are responsible for coordinating with the Payroll Master and advising their hourly employees of the date, time and location to pick up live warrants. If needed, Pay Masters shall mail live warrants via a trackable means (UPS or FedEx), not standard USPS mail.

Please note: Paychecks that are not picked up must be locked in a secure location and employees should be notified who they can contact to pick up their checks.

HRB appreciates your support during this time. If you have questions or concerns please contact Diane Tulysewski at (916) 824-4150 or diane.tulysewski@wildlife.ca.gov.