### INSTRUCTIONS

Please note that each calculator is equipped with a HELP button. For more detailed help, click on items in the Help Menu on the right.

#### STEPS:

1. Obtain info on all WC benefits paid in the UC Pay Period from:
   - The bi-monthly spreadsheets emailed by DMS, or
   - The WC Administrator, Sedgwick CMS.

2. Run the Hours-Paid-by-WC calculator, to obtain:
   - WC HOURS PAID, to reconcile the time record.
   - WCR DOLLARS, for the AP or LX form.

3. Proceed to the **Option A or B Leave Bank Calculator**
   - Enter the WC HOURS PAID
   - Enter the WC DOLLARS PAID
   - Enter SL, VL, & ESL bank balances, salary rate, etc – as required to determine the PAY RATE for the AP or LX form.

4. Use the AP or LX Payroll form to:
   - Credit the employee for ALL Hours paid.
   - Deduct the Dollars paid by WC.

5. Submit the **AP or LX form** to Campus Payroll

---

**HOURS PAID BY WORK. COMP.**

<table>
<thead>
<tr>
<th>PAY CYCLE:</th>
<th>PAY PERIOD:</th>
<th>FROM</th>
<th>THRU</th>
<th>WEEKLY BENEFIT RATE</th>
<th>PAYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>WC Payment 1:</td>
<td>10/1/2003 thru 10/9/2003</td>
<td>602.00</td>
<td>UC Regents</td>
<td></td>
</tr>
<tr>
<td>Monthly</td>
<td>WC Payment 2:</td>
<td>10/10/2003 thru 10/23/2003</td>
<td>602.00</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Monthly</td>
<td>WC Payment 3:</td>
<td>10/24/2003 thru 10/31/2003</td>
<td>602.00</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Monthly</td>
<td>WC Payment 4:</td>
<td></td>
<td></td>
<td>Choose</td>
<td></td>
</tr>
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</table>

**HOURLY WAGE:** 27.48

**HOURS PAID:** 97.02

**WCR Dollars:** 1892
<table>
<thead>
<tr>
<th>PAYROLL REP</th>
<th>HD CODE</th>
<th>HD NAME</th>
<th>CLAIMANT NAME</th>
<th>COMP PERIOD FROM DATE</th>
<th>COMP PERIOD TO DATE</th>
<th>COMP PERIOD RATE</th>
<th>CHECK PAYEE</th>
<th>ADMINISTRATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betty Crocker</td>
<td>173939</td>
<td>HR</td>
<td>Cake, Cup</td>
<td>10/01/03</td>
<td>10/09/03</td>
<td>560.46</td>
<td>UC Regents</td>
<td>HHIGGINBOTHAM</td>
</tr>
<tr>
<td>Betty Crocker</td>
<td>173939</td>
<td>HR</td>
<td>Cake, Cup</td>
<td>10/10/03</td>
<td>10/23/03</td>
<td>640.31</td>
<td>Employee</td>
<td>AMAK</td>
</tr>
<tr>
<td>Betty Crocker</td>
<td>173939</td>
<td>HR</td>
<td>Cake, Cup</td>
<td>10/24/03</td>
<td>10/23/03</td>
<td>640.31</td>
<td>Employee</td>
<td>JANDERSON</td>
</tr>
</tbody>
</table>
OPTION B
Use of Sick Leave & Vacation Leave
To Supplement Wages and Workers’ Compensation Payments

EXAMPLE 1

SL Adequate
VL Adequate, but Not Needed
ESL Adequate, but Not Needed
No Return to Full or Reduced-Schedule Work

SL hours are adequate to supplement wages and workers’ compensation payments.
VL hours are not needed.
ESL hours are not needed, since REG Time on Pay Status exceeds 80% of regular time.
ESL weeks are not reduced, because ESL hours are not needed.
Employee did not return to full or reduced-schedule work in the pay period.

From Workers’ Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers’ Compensation: 97 hours
Dollars by which to reduce pay: $1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 2 hours, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):
   1. Received supplemental SL.

10-31 Accruals credited because VL not exhausted before end of pay period.
Option A or Option B - Leave Balance Calculator

**Option B is chosen - Sick Leave & Vacation Leave**

<table>
<thead>
<tr>
<th>Today Date</th>
<th>2003/10/30</th>
<th>EE Name</th>
<th>Cup Cake</th>
<th>EE ID#</th>
<th>022222222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period From</td>
<td>10/1/03</td>
<td>Pay Period Thru</td>
<td>10/31/03</td>
<td>Hourly Rate</td>
<td>27.48</td>
</tr>
<tr>
<td>Monthly Salary</td>
<td>4780.00</td>
<td>% of Time (in decimal)</td>
<td>1.0</td>
<td>WC Paid (WCR)</td>
<td>1892.00</td>
</tr>
</tbody>
</table>

SL balance (from prior sheet): 80 hours (A)
VL balance (from prior sheet): 100 hours (B)
ESL balance (from prior sheet, maximum 26 weeks): 26 weeks (C)
Total weeks in period: 4.6 weeks (D)
Total hours in period: 184 hours (E)

***************

Possible New SL accrual: 8 hours (T)
Possible New VL accrual: 10 hours (U)
Hours worked in period: 10 hours (a)
Holiday hours in period: 8 hours (b)
Hours paid by Workers' Compensation: 97 hours (c)
Option A or Option B - Leave Balance Calculator

Option B is chosen - Sick Leave & Vacation Leave

<table>
<thead>
<tr>
<th>EE Name: Cup Cake; EE ID#: 02222222</th>
<th>Hourly Rate: 27.48</th>
<th>Today Date: 2003/10/30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period From: 10/1/03 To: 10/31/03</td>
<td>WC Paid (WCR): 1892.00</td>
<td>Monthly Salary: 4780.00; % of Time: 1.0</td>
</tr>
</tbody>
</table>

SL balance (from prior sheet): 80 hours (A)
VL balance (from prior sheet): 100 hours (B)
ESL balance (from prior sheet, maximum 26 weeks): 26 weeks (C)
Total weeks in period: 4.6 weeks (D)
Total hours in period: 184 hours (E)
Hours worked in period: 10 hours (a)
Holiday hours in period: 8 hours (b)
Hours paid by Workers' Compensation: 97 hours (c)
Total hours covered (a+b+c): 115 hours (F)
SL hours needed (E-F): 69 hours (G)

--- SL is adequate ---
REG Time on Pay Status (F+G)/E = 100% REG Time (H)
ESL Time on Pay Status = 0 ESL Time (I)

Reduced SL balance (A-G): 11 hours (K)

New SL accrual: 8 hours (T)
New VL accrual: 10 hours (U)

New SL Balance (K+T): 19 hours (X)
New VL Balance (B+U): 110 hours (Y)
New ESL Balance (C): 26 weeks (Z)

Total Gross Monthly Salary: $4780 (100% of Reg Monthly Pay)
Less: Temporary Disability Payment(WCR): $1892.00
Total Payment by UC: $2888
# UCSF Payroll Personnel Additional Pay Time Reporting Worksheet

**Example 1**

**Option B**

<table>
<thead>
<tr>
<th>Name</th>
<th>Account Type</th>
<th>Code</th>
<th>Grade</th>
<th>Pay Period Ending</th>
<th>Pay Cycle Type</th>
<th>Type Code</th>
<th>ID No.</th>
<th>Pay Status</th>
<th>Regular Time (Hours)</th>
<th>Overtime or Leave Time (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake, Cup</td>
<td>AP</td>
<td>xx</td>
<td>1234</td>
<td>0222222222</td>
<td>M</td>
<td>2025</td>
<td>123456</td>
<td>12345</td>
<td>4,780.00</td>
<td>1.0000%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>REG</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>WCR 1.892.00</td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Additional Pay (Check one):**

- [ ] Employment Form Too Late for Time Sheet
- [ ] Overtime
- [ ] Change in Status Too Late for Time Sheet
- [ ] Adjustment of Time
- [ ] Incorrect Information on Time Sheet
- [ ] Separation
- [ ] Late Submission of Time by Employee
- [ ] Other (Explain)
- [ ] Intercampus Transfer

**Certification:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>TEL Ext</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Authorization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**5. Yes Subject to Contract and Grant Requirements**
OPTION B
Use of Sick Leave & Vacation Leave
To Supplement Wages and Workers’ Compensation Payments

EXAMPLE 2

SL Not Adequate
VL Adequate
ESL Adequate, but Not Needed
No Return to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers’ compensation payments. VL hours are adequate after SL hours are exhausted. ESL hours are not needed, since REG Time on Pay Status exceeds 80% of regular time. ESL weeks are not reduced, because ESL hours are not needed. Employee did not return to full or reduced-schedule work in the pay period.

From Workers’ Compensation Leave Bank calculator or WC Payment Conversion Sheet:

| Hours Paid by Workers’ Compensation: | 97 hours |
| Dollars by which to reduce pay:      | $1,892.00 |

10-01 Employee worked 8 hours.

10-02 Employee worked 2 hours, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):
   1. Received supplemental SL, and
   2. Received supplemental VL.

10-31 Accruals credited because VL not exhausted before end of pay period.
Option A or Option B - Leave Balance Calculator

Option B is chosen - Sick Leave & Vacation Leave

<table>
<thead>
<tr>
<th>Today Date</th>
<th>EE Name</th>
<th>Cup Cake</th>
<th>EE ID#</th>
<th>Monthly Salary</th>
<th>% of Time (in decimal)</th>
<th>WC Paid (WCR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003/10/3</td>
<td>Cup Cake</td>
<td></td>
<td>0222222222</td>
<td>4780.00</td>
<td>1.0</td>
<td>1892</td>
</tr>
</tbody>
</table>

SL balance (from prior sheet): 40 hours (A)
VL balance (from prior sheet): 100 hours (B)
ESL balance (from prior sheet, maximum 26 weeks): 26 weeks (C)
Total weeks in period: 4.6 weeks (D)
Total hours in period: 184 hours (E)

***************
Possible New SL accrual: 8 hours (T)
Possible New VL accrual: 10 hours (U)
Hours worked in period: 10 hours (a)
Holiday hours in period: 8 hours (b)
Hours paid by Workers' Compensation: 97 hours (c)
Option A or Option B - Leave Balance Calculator

Option B is chosen - Sick Leave & Vacation Leave

<table>
<thead>
<tr>
<th>Option</th>
<th>EE Name: Cup Cake</th>
<th>EE ID#: 022222222</th>
<th>Hourly Rate: 27.48</th>
<th>Today Date: 2003/10/30</th>
<th>WC Paid (WCR): 1892</th>
<th>Monthly Salary: 4780.00; % of Time: 1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option A</td>
<td>Pay Period From:</td>
<td>10/1/03 To:</td>
<td>10/31/03</td>
<td>SL balance (from prior sheet):</td>
<td>40 hours (A)</td>
<td>VL balance (from prior sheet):</td>
</tr>
</tbody>
</table>

* SL isn't adequate, VL is adequate & ESL week isn't needed

REG Time on Pay Status (F+A+N)/E = 1 REG Time (H)
ESL Time on Pay Status = 0 ESL Time (I)

**Reduced SL balance (A-A):** 0 hours (K)
**Reduced VL balance (B-N):** 71 hours (L)

**New SL accrual will be in bank:** 8 hours (T)
**New VL accrual:** 10 hours (U)

**New SL Balance in bank (K+T):** 8 hours (X)
**New VL Balance (L+U):** 81 hours (Y)
**New ESL Balance (C-D):** 26 weeks (Z)

**Total Gross Monthly Salary:** $4780 (100% of Reg Monthly Pay)
**Less: Temporary Disability Payment (WCR):** $1892
**Total Payment by UC:** $2888
### UCSF Payroll/Personnel
### Additional Pay Time Reporting
### Worksheet

**Option B**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>IUP</th>
<th>REG</th>
<th>OVER</th>
<th>WCR</th>
<th>Reason for Additional Pay (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake, Cup</td>
<td>0222222222</td>
<td>A/P</td>
<td>1234</td>
<td>123456</td>
<td>12345</td>
<td>EMPLOYMENT FORM TOO LATE FOR TIME SHEET</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CHANGE IN STATUS TOO LATE FOR TIME SHEET</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>INCORRECT INFORMATION ON TIME SHEET</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LATE SUBMISSION OF TIME BY EMPLOYEE</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>INTERCAMPUS TRANSFER</td>
</tr>
</tbody>
</table>

**Certification**

- Signature: 
- Date: 

5 yrs subject to contract and grant requirements.
OPTION B
Use of Sick Leave & Vacation Leave
To Supplement Wages and Workers’ Compensation Payments

EXAMPLE 3

SL Not Adequate
VL Not Adequate
ESL Adequate, but Not Needed
No Return to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers’ compensation payments. VL hours are not adequate after SL hours are exhausted. ESL hours are not needed, since REG Time on Pay Status exceeds 80% of regular time. Employee did not return to full or reduced-schedule work in the pay period.

From Workers’ Compensation Leave Bank calculator or WC Payment Conversion Sheet:

- Hours Paid by Workers’ Compensation: 97 hours
- Dollars by which to reduce pay: $1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 2 hours, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):
   1. Received supplemental SL, and
   2. Received supplemental VL, and
   3. ESL has not yet been used.

10-31 Accruals not credited because:
   1. VL exhausted before end of pay period, and
   2. Employee has not returned to full or reduced-schedule work.

Accruals will be credited upon return to full or reduced-schedule work.
Option A or Option B - Leave Balance Calculator

**Option B is chosen - Sick Leave & Vacation Leave**

<table>
<thead>
<tr>
<th>Today Date</th>
<th>EE Name</th>
<th>Cup Cake</th>
<th>EE ID#</th>
<th>Pay Period From</th>
<th>Pay Period Thru</th>
<th>Monthly Salary</th>
<th>% of Time (in decimal)</th>
<th>WC Paid (WCR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003/10/3</td>
<td>Cup Cake</td>
<td></td>
<td>02222222</td>
<td>10/1/03</td>
<td>10/31/03</td>
<td>4780.00</td>
<td>1.0</td>
<td>1892</td>
</tr>
</tbody>
</table>

SL balance (from prior sheet): 24 hours (A)
VL balance (from prior sheet): 40 hours (B)
ESL balance (from prior sheet, maximum 26 weeks): 26 weeks (C)
Total weeks in period: 4.6 weeks (D)
Total hours in period: 184 hours (E)

***************
Possible New SL accrual: 8 hours (T)
Possible New VL accrual: 10 hours (U)

Hours worked in period: 10 hours (a)
Holiday hours in period: 8 hours (b)
Hours paid by Workers' Compensation: 97 hours (c)

HELP!?!?
### Option A or Option B - Leave Balance Calculator

**Option B is chosen - Sick Leave & Vacation Leave**

<table>
<thead>
<tr>
<th>EE Name: Cup Cake</th>
<th>EE ID#: 022222222</th>
<th>Hourly Rate: 27.48</th>
<th>Today Date: 2003/10/30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period From: 10/1/03 To: 10/31/03</td>
<td>WC Paid (WCR): 1892</td>
<td>Monthly Salary: 4780.00; % of Time: 1.0</td>
<td></td>
</tr>
</tbody>
</table>

| SL balance (from prior sheet): | 24 hours (A) |
| VL balance (from prior sheet): | 40 hours (B) |
| ESL balance (from prior sheet, maximum 26 weeks): | 26 weeks (C) |
| Total weeks in period: | 4.6 weeks (D) |
| Total hours in period: | 184 hours (E) |
| Hours worked in period: | 10 hours (a) |
| Holiday hours in period: | 8 hours (b) |
| Hours paid by Workers' Compensation: | 97 hours (c) |
| Total hours covered (a+b+c): | 115 hours (F) |
| SL hours needed (E-F): | 69 hours (G) |
| VL hours needed (G-A): | 45 hours (N) |
| ESL threshold (80% * E) = | 147.2 hours (O) |
| ESL hours needed (O-F-A-B) = | -31.8 hours (P) |

* SL isn't adequate, VL is adequate & ESL week isn't needed

REG Time on Pay Status (F+A+B)/E = 0.9728 REG Time (H)

ESL Time on Pay Status = 0 ESL Time (I)

Reduced SL balance (A-A): 0 hours (K)

Reduced VL balance (B-B): 0 hours (L)

New SL accrual will be in bank: 8 hours (T)

New VL accrual will be in bank: 10 hours (U)

New SL Balance in bank (K+T): 8 hours (X)

New VL Balance in bank (L+U): 10 hours (Y)

New ESL Balance (C): 26 weeks (Z)

Total Gross Monthly Salary: $4649.98 (97.28% of Reg Monthly Pay)

Less: Temporary Disability Payment(WCR): $1892

**Total Payment by UC:** $2757.98
**Example 3**

**Option B**

**UCSF Payroll/Personnel**

**Additional Pay Time Reporting Worksheet**

**UPAY 544c-2 (R0/98)**

**# 33010 / 71458-261**

### Pay Period Ending 10/31/03

**PAY CYCLE TYPE (B) = PAY MONTHLY**

**B = PAY B/WEEKLY**

**CIRCLE ONE**

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>EMPLOYEE ID</th>
<th>ADP</th>
<th>E</th>
<th>R</th>
<th>C</th>
<th>T</th>
<th>CODE</th>
<th>DATE</th>
<th>DEPT</th>
<th>FUND</th>
<th>PROGRAM</th>
<th>S</th>
<th>F</th>
<th>B</th>
<th>R</th>
<th>REG</th>
<th>WCR</th>
<th>TOOTW</th>
<th>IN HOURS</th>
<th>IN HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake, Cup</td>
<td>0222222222</td>
<td>AP</td>
<td>xX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1234</td>
<td>123456</td>
<td>12345</td>
<td>1</td>
<td>4,780.00</td>
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<td>REG</td>
<td>6.5728</td>
<td>%</td>
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<tr>
<td></td>
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<td>AP</td>
<td>xX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1234</td>
<td>123456</td>
<td>12345</td>
<td>1</td>
<td>A</td>
<td></td>
<td>WCR</td>
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<td>1,892.00</td>
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<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Additional Pay (Check one)**

- Employment Form Too Late For Time Sheet
- Change in Status Too Late For Time Sheet
- Incorrect Information On Time Sheet
- Late Submission of Time by Employee
- Intercampus Transfer

**Certification**

- Signature
- B. Ext.
- Date

**Additional Authorization**

- Signature
- Date

- Signature
- Date

- Signature
- Date

5 yrs subject to contract and grant requirements.
OPTION B
Use of Sick Leave & Vacation Leave
To Supplement Wages and Workers’ Compensation Payments

EXAMPLE 4

SL Not Adequate
VL Not Adequate
ESL Adequate

No Return to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers’ compensation payments.
VL hours are not adequate after SL hours are exhausted.
ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time.
ESL weeks are adequate to cover entire pay period.
ESL weeks are reduced, because ESL hours are needed.
Employee did not return to full or reduced-schedule work in the pay period.

From Workers’ Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers’ Compensation: 97 hours
Dollars by which to reduce pay: $1,892.00

10-01 Employee worked 8 hours.
10-02 Employee worked 2 hours, was injured, and went off work.
10-06 Holiday credited because employee is on regular pay status (Leave with Pay):
   1. Received supplemental SL,
   2. Received supplemental VL, and
   3. Received ESL.
10-31 Accruals not credited because:
   1. VL exhausted before end of pay period, and
   2. Employee has not returned to full or reduced-schedule work.
   Accruals will be credited upon return to full or reduced-schedule work.
Option A or Option B - Leave Balance Calculator

Option B is chosen - Sick Leave & Vacation Leave

<table>
<thead>
<tr>
<th>Today Date</th>
<th>2003/10/30</th>
<th>EE Name</th>
<th>Cup Cake</th>
<th>EE ID#</th>
<th>022222222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period From</td>
<td>10/1/03</td>
<td>Pay Period Thru</td>
<td>10/31/03</td>
<td>Hourly Rate</td>
<td>27.48</td>
</tr>
<tr>
<td>Monthly Salary</td>
<td>4780.00</td>
<td>% of Time (in decimal)</td>
<td>1.0</td>
<td>WC Paid (WCR)</td>
<td>1892</td>
</tr>
</tbody>
</table>

- SL balance (from prior sheet): 4 hours (A)
- VL balance (from prior sheet): 10 hours (B)
- ESL balance (from prior sheet, maximum 26 weeks): 26 weeks (C)
- Total weeks in period: 4.6 weeks (D)
- Total hours in period: 184 hours (E)

***************
- Possible New SL accrual: 8 hours (T)
- Possible New VL accrual: 10 hours (U)
- Hours worked in period: 10 hours (a)
- Holiday hours in period: 8 hours (b)
- Hours paid by Workers' Compensation: 97 hours (c)
Option A or Option B - Leave Balance Calculator

Option B is chosen - Sick Leave & Vacation Leave

<table>
<thead>
<tr>
<th>Option</th>
<th>EE Name: Cup Cake</th>
<th>EE ID#: 0222222222</th>
<th>Hourly Rate: 27.48</th>
<th>Today Date: 2003/10/30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Period From: 10/1/03</td>
<td>To: 10/31/03</td>
<td>WC Paid (WCR): 1892</td>
<td>Monthly Salary: 4780.00</td>
</tr>
</tbody>
</table>

SL balance (from prior sheet): 4 hours (A)
VL balance (from prior sheet): 10 hours (B)
ESL balance (from prior sheet, maximum 26 weeks): 26 weeks (C)
Total weeks in period: 4.6 weeks (D)
Total hours in period: 184 hours (E)
Hours worked in period: 10 hours (a)
Holiday hours in period: 8 hours (b)
Hours paid by Workers' Compensation: 97 hours (c)
Total hours covered (a+b+c): 115 hours (F)
SL hours needed (E-F): 69 hours (G)
VL hours needed (G-A): 65 hours (N)
ESL threshold (80% * E) = 147.2 hours (O)
ESL hours needed (O-F-A-B) = 18.2 hours (P)

* SL & VL aren't adequate, ESL weeks are adequate

REG Time on Pay Status (F+A+B)/E = 0.7011 REG Time (H)
ESL Time on Pay Status (P/E) = 0.0989 ESL Time (I)

Reduced SL balance (A-A): 0 hours (K)
Reduced VL balance (B-B): 0 hours (L)

New SL accrual will be in bank: 8 hours (T)
New VL accrual will be in bank: 10 hours (U)

New SL Balance in bank (K+T): 8 hours (X)
New VL Balance in bank (L+U): 10 hours (Y)
New ESL Balance (C-D): 21.4 weeks (Z)

Total Gross Monthly Salary: $3824 (80% of Reg Monthly Pay)
Less: Temporary Disability Payment (WCR): $1892
Total Payment by UC: $1932
**Example 4**

**Option B**

**UCSF Payroll/Personnel**

**Additional Pay Time Reporting Worksheet**

**UPAY 644C-2 (R698)**

# 33810 / 71405-201

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>EMPLOYEE ID</th>
<th>REGULAR TIME</th>
<th>OVERTIME OR LEAVE TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake, Cup</td>
<td>02222222222</td>
<td>1234</td>
<td>12345</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 4,780.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A REG 0.7011 %</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cake, Cup</td>
<td>02222222222</td>
<td>1234</td>
<td>12345</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 4,780.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A ESL 0.0989 %</td>
</tr>
</tbody>
</table>

**Reason for Additional Pay (Check one)**

- [ ] Employment form too late for time sheet
- [ ] Overtime
- [ ] Change in status too late for time sheet
- [ ] Adjustment of time
- [ ] Incorrect information on time sheet
- [ ] Separation
- [ ] Late submission of time by employee
- [ ] Other (Explain)
- [ ] Intercampus transfer

**Certification**

- [ ] Signature of employee
- [ ] Date

**Additional Authorization**

- [ ] Signature of department head
- [ ] Date

**Signature**

- [ ] Date

- [ ] Date

- [ ] Date

- [ ] Date

*This subject to contract and grant requirements.*
OPTION B
Use of Sick Leave & Vacation Leave
to Supplement Wages and Workers’ Compensation Payments

EXAMPLE 5

SL Not Adequate
VL Not Adequate
ESL Not Adequate

No Return to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers’ compensation payments. VL hours are not adequate after SL hours are exhausted. ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time. ESL weeks are not adequate to cover entire pay period, so ESL hours are prorated. Employee did not return to full or reduced-schedule work in the pay period.

From Workers’ Compensation Leave Bank calculator or WC Payment Conversion Sheet:

- Hours Paid by Workers’ Compensation: 97 hours
- Dollars by which to reduce pay: $1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 2 hours, was injured, and went off work.

10-06 Holiday credited because employee was on regular pay status (Leave with Pay):
   1. Received supplemental SL, and
   2. Received supplemental VL, and
   3. Received ESL.

10-31 Accruals not credited because:
   1. VL exhausted before end of pay period, and
   2. Employee has not returned to full or reduced-schedule work.

Accruals will be credited upon Return to Full or Reduced-Schedule Work.
Because ESL weeks are not adequate to cover the entire pay period, and employee has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.
## Option A or Option B - Leave Balance Calculator

### Option B is chosen - Sick Leave & Vacation Leave

<table>
<thead>
<tr>
<th>Today Date</th>
<th>2003/10/30</th>
<th>EE Name</th>
<th>Cup Cake</th>
<th>EE ID#</th>
<th>022222222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period From</td>
<td>10/1/03</td>
<td>Pay Period Thru</td>
<td>10/31/03</td>
<td>Hourly Rate</td>
<td>27.48</td>
</tr>
<tr>
<td>Monthly Salary</td>
<td>4780.00</td>
<td>% of Time (in decimal)</td>
<td>1.0</td>
<td>WC Paid (WCR)</td>
<td>1892</td>
</tr>
</tbody>
</table>

SL balance (from prior sheet): 4 hours (A)

VL balance (from prior sheet): 10 hours (B)

ESL balance (from prior sheet, maximum 26 weeks): 3.6 weeks (C)

Total weeks in period: 4.6 weeks (D)

Total hours in period: 184 hours (E)

***************

Possible New SL accrual: 8 hours (T)

Possible New VL accrual: 10 hours (U)

Hours worked in period: 10 hours (a)

Holiday hours in period: 8 hours (b)

Hours paid by Workers' Compensation: 97 hours (c)
Option A or Option B - Leave Balance Calculator

**Option B is chosen - Sick Leave & Vacation Leave**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE Name: Cup Cake; EE ID#: 022222222</td>
<td></td>
</tr>
<tr>
<td>Hourly Rate: 27.48</td>
<td></td>
</tr>
<tr>
<td>Pay Period From: 10/1/03 To: 10/31/03</td>
<td></td>
</tr>
<tr>
<td>WC Paid (WCR): 1892</td>
<td></td>
</tr>
<tr>
<td>Monthly Salary: 4780.00; % of Time: 1.0</td>
<td></td>
</tr>
<tr>
<td>SL balance (from prior sheet): 4 hours</td>
<td></td>
</tr>
<tr>
<td>VL balance (from prior sheet): 10 hours</td>
<td></td>
</tr>
<tr>
<td>ESL balance (from prior sheet, maximum 26 weeks): 3.6 weeks</td>
<td></td>
</tr>
<tr>
<td>Total weeks in period: 4.6 weeks</td>
<td></td>
</tr>
<tr>
<td>Total hours in period: 184 hours</td>
<td></td>
</tr>
<tr>
<td>Hours worked in period: 10 hours</td>
<td></td>
</tr>
<tr>
<td>Holiday hours in period: 8 hours</td>
<td></td>
</tr>
<tr>
<td>Hours paid by Workers' Compensation: 97 hours</td>
<td></td>
</tr>
<tr>
<td>Total hours covered (a+b+c): 115 hours</td>
<td></td>
</tr>
<tr>
<td>SL hours needed (E-F): 69 hours</td>
<td></td>
</tr>
<tr>
<td>VL hours needed (G-A): 65 hours</td>
<td></td>
</tr>
<tr>
<td>ESL threshold (80% * E): 147.2 hours</td>
<td></td>
</tr>
<tr>
<td>ESL hours needed (O-F-A-B): 18.2 hours</td>
<td></td>
</tr>
</tbody>
</table>

* SL, VL & ESL weeks aren't adequate

REG Time on Pay Status (F+A+B)/E = 0.7011 REG Time (H)
ESL Time on Pay Status (((C/D)*P) / E) = 0.0774 ESL Time (I)
Reduced SL balance (A-A): 0 hours (K)
Reduced VL balance (B-B): 0 hours (L)
New SL accrual will be in bank: 8 hours (T)
New VL accrual will be in bank: 10 hours (U)
New SL Balance in bank (K+T): 8 hours (X)
New VL Balance in bank (L+U): 10 hours (Y)
New ESL Balance (C-C): 0 weeks (Z)

**Total Gross Monthly Salary:** $3721.23 (77.85% of Reg Monthly Pay)
Less: Temporary Disability Payment(WCR): $1892
**Total Payment by UC:** $1829.23
### UCSF Payroll/Personnel Additional Pay Time Reporting Worksheet

**Pay Period Ending Date:**
- Period Ending: 10/01/03

**Pay Cycle Type:**
- M = Pay Monthly
- B = Pay Bi-Weekly

**Example 5 Option B**

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>EMPLOYEE ID</th>
<th>ACCT DISC NO</th>
<th>TITLE CODE</th>
<th>POSITION</th>
<th>PAY RATE</th>
<th>PAY RATE AMOUNT</th>
<th>PAY PERIOD</th>
<th>PAY IN HOURS</th>
<th>PAY IN HOURS</th>
<th>OVERTIME</th>
<th>OVERTIME HOURS</th>
<th>LEAVE TIME</th>
<th>LEAVE TIME HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake, Cap</td>
<td>0222222222</td>
<td>AP xx</td>
<td>1234</td>
<td>123456</td>
<td>12345</td>
<td>1</td>
<td>REG</td>
<td>0.7011</td>
<td>0.0774</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>WCR</td>
<td>1,852.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason For Additional Pay (Check one):**

- Employment Form Too Late for Time Sheet
- Change in Status Too Late for Time Sheet
- Incorrect Information on Time Sheet
- Late Submission of Time by Employee
- InterCampus Transfer

**Certification:**

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>TEL</th>
<th>EXT</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

5 yrs subject to contract and grant requirements.
OPTION B
Use of Sick Leave & Vacation Leave to Supplement Wages and Workers’ Compensation Payments

EXAMPLE 6

SL Not Adequate
VL Not Adequate
ESL Not Adequate

Returned to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers’ compensation payments. VL hours are not adequate after SL hours are exhausted. ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time. ESL weeks are not adequate to cover entire pay period, so ESL hours are prorated. Employee returned to reduced-schedule work in the pay period.

From Workers’ Compensation Leave Bank calculator or WC Payment Conversion Sheet:

| Hours Paid by Workers’ Compensation: | 97 hours |
| Dollars by which to reduce pay:       | $1,892.00 |

10-01 Employee worked 8 hours.

10-02 Employee worked 2 hours, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):
   1. Received supplemental SL, and
   2. Received supplemental VL, and
   3. Received ESL, and
   4. Returned to reduce-schedule work in the pay period.

10-27 Employee returned to reduced-schedule work.

10-31 Accruals are credited because employee returned to reduced-schedule work. Though ESL becomes exhausted, because the employee returned to reduced-schedule work in the pay period the employee is not placed on Leave of Absence without Pay (LWOP).
**Option A or Option B - Leave Balance Calculator**

Option B is chosen - Sick Leave & Vacation Leave

<table>
<thead>
<tr>
<th>Today Date</th>
<th>EE Name</th>
<th>Cup Cake</th>
<th>EE ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003/10/30</td>
<td>Cup Cake</td>
<td></td>
<td>0222222222</td>
</tr>
<tr>
<td>Pay Period From</td>
<td>10/1/03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Period Thru</td>
<td>10/31/03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Salary</td>
<td>4780.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Time (in decimal)</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SL balance (from prior sheet): 4 hours (A)
VL balance (from prior sheet): 10 hours (B)
ESL balance (from prior sheet, maximum 26 weeks): 3.6 weeks (C)
Total weeks in period: 4.6 weeks (D)
Total hours in period: 184 hours (E)

***************
Possible New SL accrual: 8 hours (T)
Possible New VL accrual: 10 hours (U)
Hours worked in period: 20 hours (a)
Holiday hours in period: 8 hours (b)
Hours paid by Workers' Compensation: 97 hours (c)

[Submit]
### Option B is chosen - Sick Leave & Vacation Leave

#### EE Name: Cup Cake; EE ID#: 0222222222
#### Hourly Rate: 27.48
#### Today Date: 2003/10/30

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL balance (from prior sheet):</td>
<td>4 hours (A)</td>
</tr>
<tr>
<td>VL balance (from prior sheet):</td>
<td>10 hours (B)</td>
</tr>
<tr>
<td>ESL balance (from prior sheet, maximum 26 weeks):</td>
<td>3.6 weeks (C)</td>
</tr>
<tr>
<td>Total weeks in period</td>
<td>4.6 weeks (D)</td>
</tr>
<tr>
<td>Total hours in period</td>
<td>184 hours (E)</td>
</tr>
<tr>
<td>Hours worked in period</td>
<td>20 hours (a)</td>
</tr>
<tr>
<td>Holiday hours in period</td>
<td>8 hours (b)</td>
</tr>
<tr>
<td>Hours paid by Workers' Compensation</td>
<td>97 hours (c)</td>
</tr>
<tr>
<td>Total hours covered (a+b+c)</td>
<td>125 hours (F)</td>
</tr>
<tr>
<td>SL hours needed (F-A-B)</td>
<td>59 hours (G)</td>
</tr>
<tr>
<td>VL hours needed (G-A)</td>
<td>55 hours (N)</td>
</tr>
<tr>
<td>ESL threshold (80% * E)</td>
<td>147.2 hours (O)</td>
</tr>
<tr>
<td>ESL hours needed (O-F-A-B)</td>
<td>8.2 hours (P)</td>
</tr>
</tbody>
</table>

* SL, VL & ESL weeks aren't adequate

#### REG Time on Pay Status (F+A+B)/E =

0.7554 REG Time (H)

#### Part Time on Pay Status (((C/D)*P) / E) =

0.0349 ESL Time (I)

Reduced SL balance (A-A):

0 hours (K)

Reduced VL balance (B-B):

0 hours (L)

New SL accrual will be in bank:

8 hours (T)

New VL accrual will be in bank:

10 hours (U)

New SL Balance in bank (K+T):

8 hours (X)

New VL Balance in bank (L+U):

10 hours (Y)

New ESL Balance (C-C):

0 weeks (Z)

Total Gross Monthly Salary: $3777.63 (79.03% of Reg Monthly Pay)

Less: Temporary Disability Payment (WCR):

$1892

Total Payment by UC:

$1885.63
### UCSF Payroll/Personnel
#### Additional Pay Time Reporting Worksheet

**UPAY 044C-2 (R098)**  
#33810 / 71455-261

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>ID No.</th>
<th>FT/PT</th>
<th>Pay Grade</th>
<th>Department</th>
<th>Class Code</th>
<th>Program</th>
<th>Rate</th>
<th>Regular Time</th>
<th>Overtime or Leave Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake, Cup</td>
<td>0222222222</td>
<td>AP xx</td>
<td>1234</td>
<td>123456</td>
<td>12345</td>
<td>4,780.00</td>
<td>REG 0.7554 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cake, Cup</td>
<td>0222222222</td>
<td>AP xx</td>
<td>1234</td>
<td>123456</td>
<td>12345</td>
<td>4,780.00</td>
<td>ESL 0.0345 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cake, Cup</td>
<td>0222222222</td>
<td>AP xx</td>
<td>1234</td>
<td>123456</td>
<td>12345</td>
<td>A WCR 1.892.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Additional Pay**
- [ ] Employment Form too Late for Time Sheet
- [ ] Overtime
- [ ] Change in Status Too Late for Time Sheet
- [ ] Adjustment of Time
- [ ] Incorrect Information on Time Sheet
- [ ] Separation
- [ ] Late Submission of Time by Employee
- [ ] Intercampus Transfer
- [ ] Other (Explain)

**Certification**
- Signature
- Tel Ext
- Date

**Additional Authorization**
- Signature
- Date

**Employee**
- Signature
- Date

**Reviewer**
- Signature
- Date

5 yrs subject to contract and grant requirements
OPTION B
Use of Sick Leave & Vacation Leave
To Supplement Wages and Workers’ Compensation Payments

EXAMPLE 7

SL Not Adequate
VL Not Adequate
ESL Exhausted Prior to Pay Period

Returned to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers’ compensation payments. VL hours are not adequate after SL hours are exhausted. ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time. ESL was exhausted prior to the beginning of the pay period. Employee returned to reduced-schedule work in the pay period.

From Workers’ Compensation Leave Bank calculator or WC Payment Conversion Sheet:

| Hours Paid by Workers’ Compensation: | 97 hours |
| Dollars by which to reduce pay:      | $ 1,892.00 |

10-01 Employee worked 8 hours.

10-02 Employee worked 2 hours, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):
   1. Received supplemental SL, and
   2. Returned to reduce-schedule work in the pay period.

10-27 Employee returned to reduced-schedule work.

10-31 Accruals are credited because employee returned to reduced-schedule work. Though ESL becomes exhausted, because the employee returned to reduced-schedule work in the pay period the employee is not placed on Leave of Absence without Pay (LWOP).
### Option A or Option B - Leave Balance Calculator

**Option B is chosen - Sick Leave & Vacation Leave**

<table>
<thead>
<tr>
<th>Today Date</th>
<th>2003/10/30</th>
<th>EE Name</th>
<th>Cup Cake</th>
<th>EE ID#</th>
<th>022222222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period From</td>
<td>10/1/03</td>
<td>Pay Period Thru</td>
<td>10/31/03</td>
<td>Hourly Rate</td>
<td>27.48</td>
</tr>
<tr>
<td>Monthly Salary</td>
<td>4780.00</td>
<td>% of Time (in decimal)</td>
<td>1.0</td>
<td>WC Paid (WCR)</td>
<td>1892</td>
</tr>
</tbody>
</table>

- SL balance (from prior sheet): 8 hours (A)
- VL balance (from prior sheet): 10 hours (B)
- ESL balance (from prior sheet, maximum 26 weeks): 0 weeks (C)
- Total weeks in period: 4.6 weeks (D)
- Total hours in period: 184 hours (E)

**************

- Possible New SL accrual: 8 hours (T)
- Possible New VL accrual: 10 hours (U)
- Hours worked in period: 17 hours (a)
- Holiday hours in period: 8 hours (b)
- Hours paid by Workers' Compensation: 97 hours (c)
Option A or Option B - Leave Balance Calculator

<table>
<thead>
<tr>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option B is chosen - Sick Leave &amp; Vacation Leave</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EE Name: Cup Cake; EE ID#: 022222222</th>
<th>Hourly Rate: 27.48</th>
<th>Today Date: 2003/10/30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period From: 10/1/03 To: 10/31/03</td>
<td>WC Paid (WCR): 1892</td>
<td>Monthly Salary: 4780.00; % of Time: 1.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SL balance (from prior sheet):</th>
<th>8 hours (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VL balance (from prior sheet):</td>
<td>10 hours (B)</td>
</tr>
<tr>
<td>ESL balance (from prior sheet, maximum 26 weeks):</td>
<td>0 weeks (C)</td>
</tr>
<tr>
<td>Total weeks in period</td>
<td>4.6 weeks (D)</td>
</tr>
<tr>
<td>Total hours in period:</td>
<td>184 hours (E)</td>
</tr>
<tr>
<td>Hours worked in period:</td>
<td>17 hours (a)</td>
</tr>
<tr>
<td>Holiday hours in period:</td>
<td>8 hours (b)</td>
</tr>
<tr>
<td>Hours paid by Workers' Compensation:</td>
<td>97 hours (c)</td>
</tr>
<tr>
<td>Total hours covered (a+b+c):</td>
<td>122 hours (F)</td>
</tr>
<tr>
<td>SL hours needed (E-F):</td>
<td>62 hours (G)</td>
</tr>
<tr>
<td>VL hours needed (G-A):</td>
<td>54 hours (H)</td>
</tr>
<tr>
<td>ESL threshold (80% * E) =</td>
<td>147.2 hours (O)</td>
</tr>
<tr>
<td>ESL hours needed (O-F-A-B) =</td>
<td>7.2 hours (P)</td>
</tr>
</tbody>
</table>

* SL, VL & ESL weeks aren't adequate

| REG Time on Pay Status (F+A+B)/E = | 0.7609 REG Time (H) |
| ESL Time on Pay Status (((C/D)*P) / E) = | 0 ESL Time (I) |

| Reduced SL balance (A-A): | 0 hours (K) |
| Reduced VL balance (B-B): | 0 hours (L) |

| New SL accrual will be in bank: | 8 hours (T) |
| New VL accrual will be in bank: | 10 hours (U) |

| New SL Balance in bank (K+T): | 8 hours (X) |
| New VL Balance in bank (L+U): | 10 hours (Y) |
| New ESL Balance (C-C): | 0 weeks (Z) |

Total Gross Monthly Salary: $3637.1 (76.09% of Reg Monthly Pay)
Less: Temporary Disability Payment (WCR): $1892
Total Payment by UC: $1745.1
<table>
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<th>EMPLOYEE NAME</th>
<th>EMPLOYEE ID</th>
<th>TITLE CODE</th>
<th>DPA</th>
<th>FUND</th>
<th>PROGRAM</th>
<th>Q</th>
<th>RATE/A</th>
<th>REG</th>
<th>WCR</th>
<th>TOTAL HOURS</th>
<th>REG</th>
<th>WCR</th>
<th>HOURS</th>
<th>OVERTIME</th>
<th>SEPARATION</th>
<th>INTERCAMPUS TRANSFER</th>
<th>CERTIFICATION</th>
<th>SIGNATURE</th>
<th>TEL/EXT</th>
<th>DATE</th>
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</table>

REASON FOR ADDITIONAL PAY (Check one)

☐ Employment form too late for time sheet
☐ Change in status too late for time sheet
☐ Incorrect information on time sheet
☐ Late submission of time by employee
☐ Intercampus transfer
☐ Overtime
☐ Adjustment of time
☐ Separation
☐ Other (Explain)

5 YES SUBJECT TO GRANT REQUIREMENTS