SJSU | PEOPLE AND CULTURE

REPORTING INFORMAL LEAVE WITHOUT PAY (DOCKS)

Instructions: *Please type and email to Payroll by the 19th of the month.*

To (Payroll Representative)**:**	**Date:**
From (Attendance Clerk)**:**	**Email:** payroll-services@sjsu.edu
Department:	**Division/College:**
Subject: Docks for **Pay Period** (Enter one pay period only)	**Payroll Use Only** **Batch #:** **Key Date:** **Payroll Rep Initials:**

Please dock the following employees:

Payroll Use Only	Employee First Name	Employee Last Name	Employee ID/Record Number	Time Base	Indicate No. of Hours and Dates of Absences without Pay	Payroll Use Only Position Number				Payroll Use Only Time to be Docked	
						Agency	Unit	Class	Serial	Days	Hours
						260					

Additional docks (if any) for above employees will be submitted to Payroll on a daily basis.

Certification

I certify under penalty of perjury that I am duly authorized by the herein named state agency to make this report and certification; that this report correctly reflects the docks of all employees of this reporting unit for the pay period indicated.

Attendance Clerk Signature	Date

INSTRUCTIONS FOR REPORTING INFORMAL LEAVES WITHOUT PAY (DOCKS)

1. All known docks should be reported by the 19th of the month. Docks reported after that date should be submitted on a daily basis. Docks reported after the State Controller's cutoff date will result in an overpayment for the employee and the pay warrant will be returned to the State Controller's office. The employee will receive a salary advance for 90% of the net due for the pay period on pay day. The other 10% will not be available for approximately 3-4 weeks.

2. Complete the dock reporting form as follows:

   DATE: The Date the docks are being email to the Payroll Office.
   PAY PERIOD: Only one pay period per form.

   Enter Name, Employee ID, and time base of employee TO BE DOCKED. If employee is in multiple positions in your department, enter all positions to be docked on separate lines.

   Enter the dates to be docked and the number of hours on each date.

3. Email the original report to the Payroll Office by the 19th of the month, and additional reports on a daily basis as they occur through the end of the pay period.

4. Docks reported after the last day of the pay period will result in an overpayment and retroactive charges to the department.

SAMPLE

To (Payroll Representative)**:** Payroll Representative Name	**Date:** 06/15/2015
From (Attendance Clerk)**:** Iam Perry	**Email:** payroll-services@sjsu.edu
Department: Marketing	**Division/College:** College of Business
Subject: Docks for June 2015 **Pay Period** (Enter one pay period only)	**Payroll Use Only** **Batch #:** **Key Date:** **Payroll Rep Initials:**

Please dock the following employees:

Payroll Use Only	Employee First Name	Employee Last Name	Employee ID/Record Number	Time Base	Indicate No. of Hours and Dates of Absences without Pay	Payroll Use Only Position Number				Payroll Use Only Time to be Docked	
						Agency	Unit	Class	Serial	Days	Hours
	Jane	Smith	000015116-0	FT	14th – 8 HRS	260					
	Jill	Cole	000092981-0	1/2	18th – 4 HRS	260					