

**DEPARTMENT OF PUBLIC SAFETY
AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION**

**TITLE: INSTRUCTIONS FOR COMPLETING OPS.115.0001
ATTACHMENT 6 - EXCEL SPREADSHEET**

1.0 REFERENCES: OPS.115.0001

2.0 APPLICABLE TO

Division of Correction

3.0 PURPOSE:

To establish instructions for the completion of an Excel Spreadsheet that reports OT/CTE each pay period in accordance with the OPS.115.0001 (Attachment 6) and to standardize the process for the Division of Correction.

4.0 POLICY:

It is the policy of the Division of Correction to ensure that a spreadsheet is completed following each pay period detailing overtime usage in accordance with OPS.115.0001.

5.0 PROCEDURES:

- 5.1 Each institution's shift timekeeper shall complete a spreadsheet detailing Roll Call (RC), Shift Differential (SD) – Hours and Dollars and Overtime (OT)/Compensatory Time (CTE) as set forth by the attached sample Excel spreadsheet.
- 5.2 The shift timekeeper shall submit the spreadsheet to the payroll office with the time cards by 9:00 A.M. Wednesday morning following a pay period (or as instructed for early payrolls).
- 5.3 Attachment 7 shall be printed out on the Wednesday following a pay period by the shift timekeeper.
- 5.4 The shift timekeeper shall obtain three signatures on the spreadsheet to include:
 - a. Shift Timekeeper (or appropriate designee)

- b. Shift Major (or appropriate designee)
 - c. Shift Captain (or appropriate designee)
- 5.5 Each shift timekeeper shall maintain a “Template” spreadsheet to be used as the employees’ roster.
- 5.6 Each shift timekeeper shall send the file electronically to the designated finance payroll supervisor or designee each pay period. The file shall be saved under the name of the institution, the PPE date and the PP #.

Example File Name: MRDCC-12-30-10-PP14

- 5.7 The names of employees receiving Compensatory Time (CTE) shall be highlighted and bolded to assure that OT is not paid incorrectly.
- 5.8 The spreadsheet cells shall be completed as follows:
- 5.8.1 **Cell A1** shall note the name of the institution.
 - 5.8.2 **Cell A2** shall note the shift.
 - 5.8.3 **Cell A4** shall note the payroll number.
 - 5.8.4 **Cell B5** shall note the Pay Period Ending (PPE) Date
 - 5.8.5 **Cells A9 – A329** shall note the first five digits of the employee’s social security number.
 - 5.8.6 **Cells B9 – B329** shall note the last name of the employee. The first letter of the last name shall be upper case and the subsequent letters shall be lower case.
 - 5.8.7 **Cells C9 – C329** shall note the first name of the employee. The first letter of the first name shall be upper case and the subsequent letters shall be lower case.
 - 5.8.8 **Cells D9 – D329** shall note the shift as follows: (Shift starting and ending times may vary by institution. Shift differential shall be paid to shifts beginning after 2 PM).
 - a) 1 = 7 am – 3 pm
 - b) 2 = 3 pm – 11 pm
 - c) 3 = 11pm – 7 am
 - 5.8.9 Beginning with the first day of the pay period (Wednesday), enter

the total roll call in **Cell E9 (Gray Color Cells)**. The roll call shall be entered in tenths of an hour (Attachment 6.1).

Example: 6 minutes of roll call equals .1
12 minutes of roll call equals .2

- 5.8.10 In **Cell F9 (Blue-Gray Color Cells)** enter the total hours that shift differential should be paid, if applicable, for the first day of the pay period.

In Cell G9 (Aqua Color Cells), the dollar amount of the shift differential for that day will automatically calculate at a rate of .625 cents per hour. The usual shift differential amount is \$5.00 per day for eight hours. If there is no shift differential, enter zero or leave the cell blank.

- 5.8.11 In **Cell H9 (Yellow Color Cells)** enter the Operational OT/CTE worked for the first day of the pay period, if any. OT must be entered in tenths of an hour (Attachment 6-1).

- 5.8.12 In **Cell I9 (White Color Cells)** enter the institution that OT was worked, only if the OT worked was not in the officer's assigned institution.

- 5.8.13 Continue to enter **Roll Call Minutes, Shift Differential Hours, Operational OT/CTE** and **Worked at Another Institution** as noted on the timecards for each of the 14-day pay period moving across the spreadsheet.

- 5.8.14 **Cells BX9 – BX329 (Gray Color Cells)** calculates the total amount of Roll Call hours earned in tenths of an hour for each employee per pay period.

- 5.8.15 **Cells BY9 – BY329 (Blue-Gray Color Cells)** calculates the total shift differential hours to be paid for each employee per pay period.

- 5.8.16 **Cells BZ9 – BZ329 (Aqua Color Cells)** calculates the total dollar amount of shift differential to be paid for each employee per pay period.

- 5.8.17 **Cells CA9 – CA329 (Yellow Color Cells)** calculates the total amount of Operational OT/CTE hours earned in tenths of an hour for each employee per pay period.

5.8.18 **Cells CB9 – CB329 (Dark Gray Color Cells)** calculates the total amount of Roll Call and Operational OT/CTE hours earned in tenths of an hour for each employee for the pay period.

5.8.19 **Cells E330 – CB330** calculates the grand total for each column.

6.0 EFFECTIVE DATE: