

**CORBIN Eva M \* DAS HRSD**

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**From:** CORBIN Eva M \* DAS HRSD  
**Sent:** Wednesday, September 12, 2007 4:30 PM  
**To:** 'Donna Glathar'  
**Cc:** ALL HRSD LR; McKEEHAN Sharon E \* SCD  
**Subject:** Exempt Employees- Additional Hours Worked

Some time back I spoke with you about an audit done by the Secretary of State Audit about our payroll practices for calling "Comp Time" earned for Exempt employees. The Auditors has instructed DAS to use a different code for Exempt Employees. To solve this problem, Payroll has implemented the payroll code Spill Time Accrued (STA) code for Exempt employees to use.

Even though this is a simple coding issue, because the CBA refers to compensatory time for FLSA Exempt employees, it is appropriate to advise SEIU that the Compensatory Time Accrued (CTA) payroll code is no longer available to use by FLSA Exempt Employee to record the additional hours worked per Article 32 and Agency/Coalition provisions. Therefore, FLSA Exempt employees will begin using the STA code for such time worked pursuant to the CBA to comply with the Secretary of State's audit.

FLSA Exempt employees may already know or will receive notification of this change and advised that SEIU has been informed of the change. SEIU may receive telephone calls about this change.

Let me know if you have any questions.

**Eva M Corbin**  
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