

Protected Personal Necessity

Payroll Administration Branch

October 1, 2017

Protected Personal Necessity

Effective July 1, 2017, Personal Necessity will include protected absences that are protected by State and Federal regulations. Employees may now use Personal Necessity for the following Protected Absences:



- Religious Holiday of the Employee's Faith
- Appearance in Court as a Litigant or Witness Under Subpoena
- School Activities

Employees utilizing the new Protected Absences will be time reported with the following **Authorized Protected Absence Codes**:

Religious Holiday of the Employee's Faith Appearance in Court as a Litigant or Witness Under Subpoena		
A/A Type Text	A/A Code	Description
Protected PN	PPN	If the employee has Personal Necessity and full-pay illness time available
Protected Unpaid Time	PUP	If the employee does not have Personal Necessity and full-pay illness time available
School Activities		
School Activities ProtPN	SAPN	Up to one day (reported hours vary by Collective Bargaining Agreement). If the employee has Personal Necessity or full-pay illness time available
School ActivityProtected Unpaid	SAUP	All remaining time (up to 40 hours per fiscal year). If the employee does not have Personal Necessity or full-pay illness time available

Note: Advance notice and supporting documentation is required for pre-approval by the employees' Supervisor and/or Administrator. For additional information, refer to the appropriate Collective Bargaining Unit Agreement.

This job aid provides step by step instructions on how to report the new Absence/Attendance types for Protected Personal Necessity in **CAT2 Time Entry Sheet**.

Use the following instructions to time report Protected Personal Necessity for the authorized Absence/Attendance Types: The instructions begin from the **Time Sheet: Initial Screen**.

- The Time Sheet: Initial Screen will display. The Key date default is the current date.

Note: In this example, we are using Data Entry Profile AA-HRS-1 and Key date 10/01/2017.

- From the Drop-Down, select the appropriate Data Entry Profile.
- Enter the Personnel Number.
- Change the Key date if necessary.
- Click on Enter Times to access the time sheet.

Time Sheet: Initial Screen

4. Select Enter Times

1. From the Drop-Down, select the appropriate Data Entry Profile

2. Enter Personnel Number

3. "Default" Change the Key date if necessary

Data Entry
 Data Entry Profile: AA-HRS-1
 Key date: 10/01/2017
 Absence & Attendance Hours for ONE employee

Personnel Selection
 Personnel Number: []

The Time Sheet: Data Entry View will display as shown below.

- Update the time sheet as needed with the appropriate Absence/Attendance (A/A) Type and Time.
- Click Save in the menu bar to save the changes.

Time Sheet: Data Entry View

5. Select Save

6. From the Drop-Down, select or enter the A/A Type

Enter Time

Person ID: []
 Job: 22104037 PLNT MGR III / P
 Assignment Hrs.: 8.00
 WS rule: GA_08 TM status: 9
 Payroll area: SM Personnel area: 15XX Pers. subarea: AGXX EE group: D EE subgroup: R1 Average Benefit Hours: 0.00
 DWS: OFF 8 8 8 8 8 OFF OFF 8 8 8 8 8 OFF OFF
 Personnel Number: [] Cost Ctr: 1874301 MANUAL ARTS SH
 Data Entry Period: 10/01/2017 - 10/15/2017 Week: 39.2017

Data Entry Area		10/01	10/02	10/03	10/04	10/05	10/06	10/07	10/08	10/09	10/10	10/11	10/12	10/13	10/14	10/15	Rec. Cctr	RecFund	Rec.FuncAr
L..	A/AType	W...	MU	P..															
	H																		
	H																		
	PPN			8															
	PUP				8														
	SAPN											8							
	SAUP													8					