



Illinois Department of Corrections

Administrative Directive

Number: 02.65.180	Title: Payroll Time Report	Effective: 10/1/2020
-----------------------------	--------------------------------------	--------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.65.180 effective 7/1/2004

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-07, 16, 18
Referenced Policies:	Referenced Forms: DOC 0132 – Payroll Time Report DOC 0160 – Employee’s Comp or Pay Option

I. POLICY

All base pay and adjustments shall be recorded on a Payroll Time Report and reported to the Payroll Section.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for recording timekeeping information on the Payroll Time Report.

B. Applicability

This directive is applicable to all facilities, offices programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Requirements

1. Payroll vouchers are prepared from the Payroll Time Report, DOC 0132, and submitted to the appropriate payroll section. Failure to submit the report in the time prescribed may cause the employees listed on the report to be omitted from the payroll voucher.
2. The Chief Timekeeper shall complete the DOC 0132 in ink or by typewriter or personal computer. Entries on the DOC 0132 shall be completed as follows:
 - a. Facility Code - Enter the three digit number that may be obtained from payroll.
 - b. Timekeeping Group Code - Enter the four digit number assigned by the Chief Timekeeper or Payroll Office.
 - c. Facility/Unit - Enter the name, for example, Security First Shift or Medical Unit.
 - d. Pay Period Ending - Enter the ending date.

	Illinois Department of Corrections Administrative Directive	Page 2 of 4
Number: 02.65.180	Title: Payroll Time Report	Effective: 10/1/2020

- e. Employee's Name - In alphabetical order enter the last name and first name of employees in the timekeeping group.
- f. Total Days - Enter the total number of days in the appropriate columns.
 - (1) Days paid in the pay period.
 - (2) Scheduled days.
- g. Shift Differential - Enter each employee's total hours in the appropriate columns.
 - (1) Regular hours and hours in excess of regular hours payable at straight-time rate.
 - (2) Hours exceeding the regular workweek payable in excess of straight-time rate per applicable contract.
- h. Overtime - Enter the total number of hours in the appropriate column(s).
- i. Paid Lunch Hours - Enter the total number of hours.
(Example: 3 Lunch Hours at ½ hour each = 1 ½ Total Hours.)
- j. Roll Call Units - Enter the total number of units (1/4 hour = 1 unit).
- k. Call Back Hours - Enter the total number of hours.
- l. Stand By Hours - Enter the total number of hours.
- m. Temporary Assignment - Enter adjustments in the appropriate columns.
 - (1) Number of days.
 - (2) Overtime hours.
 - (3) Leave rate blank to be completed by Payroll.
 - (4) Leave differential blank to be completed by Payroll.
 - (5) Position number.
- n. Holiday Pay - Enter the number of holidays in the current pay period to be paid for in cash. If it is less than a full day, the hours shall be reported as a percent of a day in accordance with Attachment A.

NOTE: This shall apply only to RC-6, 14, 23, 28, 29, 62, 63, Prevailing Rate, and CU-500 employees who have submitted a written request on an Employee's Comp or Pay Option, DOC 0160, to receive pay rather than accumulate the holidays.
- o. Comments - Use this space for entries in other fields or to make adjustments from another pay period such as pay roll call while on temporary assignment. To indicate adjustments from another pay period, enter the pay period and number of scheduled workdays.
- p. Prepared By - Chief Timekeeper's signature.

	Illinois Department of Corrections Administrative Directive	Page 3 of 4
Number: 02.65.180	Title: Payroll Time Report	Effective: 10/1/2020

- q. Telephone - Enter the telephone number, including area code, where the Chief Timekeeper may be contacted.
 - r. Supervisor Signature - The Supervisor's signature shall be required for time to be reported to the Payroll Office. A Supervisor shall not sign a report that bears his or her name as an employee. The next Supervisor not listed on the report shall sign.
 - s. Page - Enter page number and total number of pages of the report.
3. The completed DOC 0132 shall be submitted by the Chief Timekeeper to the payroll office as soon as possible but no later than noon two working days after the last working day of the pay period.
 4. The Chief Timekeeper shall file the DOC 0132 reports in the timekeeping file in chronological order.
-

	Illinois Department of Corrections Administrative Directive	Page 4 of 4
Number: 02.65.180	Title: Payroll Time Report	Effective: 10/1/2020

Attachment A

Hour	7 ½ Hour Day Per Cent	7 ¾ Hour Day Per Cent	8 Hour Day Per Cent
¼	0.03	0.03	0.03
½	0.06	0.06	0.06
¾	0.10	0.10	0.09
1	0.13	0.13	0.12
1 ¼	0.17	0.16	0.16
1 ½	0.20	0.19	0.19
1 ¾	0.23	0.23	0.22
2	0.26	0.26	0.25
2 ¼	0.30	0.29	0.28
2 ½	0.33	0.32	0.31
2 ¾	0.37	0.35	0.34
3	0.40	0.39	0.37
3 ¼	0.44	0.42	0.41
3 ½	0.47	0.45	0.44
3 ¾	0.50	0.48	0.47
4	0.53	0.52	0.50
4 ¼	0.57	0.55	0.53
4 ½	0.60	0.58	0.56
4 ¾	0.64	0.61	0.59
5	0.67	0.65	0.62
5 ¼	0.70	0.68	0.66
5 ½	0.73	0.71	0.69
5 ¾	0.75	0.74	0.72
6	0.80	0.77	0.75
6 ¼	0.84	0.81	0.78
6 ½	0.87	0.84	0.81
6 ¾	0.90	0.87	0.84
7	0.93	0.90	0.97
7 ¼	0.96	0.94	0.91
7 ½	1.00	0.97	0.94
7 ¾		1.00	0.97
8			1.00