Administrative Special Employer Leave Guide

(Revised 4/11/25)

NOTE: These leave types have differing employee and employer rights and responsibilities when determining eligibility. Please review the information below <u>and</u> any referenced statutes or administrative code.

Contents

POLL WORKER / ELECTION OFFICIAL

All usage of the Poll Worker/Election Official TRC PLLWK must comply with Wis Stat: 7.33 and the current DPM Policy Bulletin - DPM-0626. These provisions only apply if an employee specifically takes leave to work as an election official. If an employee chooses to work both as an election official and all assigned work hours during the 24 hours of election day, or is approved for regular paid leave to cover work hours on election day, there is no need to provide election official certification or report poll worker earnings.

Eligibility:

- Employees must provide their "election official certification" from their municipality. This certification goes to their agency's payroll staff.

- If employees are also paid for their poll worker service, they must provide a copy of the poll worker payment from the municipality for payroll deduction by their agency.

- Employees must be granted time away from work for the entire 24-hour period of election day to be eligible to use TRC PLLWK. Any work hours in their normal position on election day would fall outside of this statute.

- Employees who either cannot meet or choose not to comply with these requirements may choose to use annual leave balances through their normal time off request processes. See Employees Using Annual Leave Option section below for instructions.

Employee Time Entry:

- Punch Time Reporters should enter punches and Elapsed Time Reporters should enter quantities for the regularly scheduled work hours between 12 a.m. and midnight on that day using TRC PLLWK. These entries should always match the employee's scheduled work hours regardless of the number of hours worked as an election official on election day.

- This TRC applies to WRS hours and earnings, overtime eligibility, add-ons and differentials the employee would have received had they worked in their scheduled position on election day. It is mapped to earnings code PLL that will flow through to STAR FIN as a separate earnings type for tracking purposes.

Punch Time Reporter (8-hour schedule Mon-Fri):

Elapsed Time Reporter (10-hour schedule Mon-Thu):

Agency Payroll POTT Entry:

If the employee used TRC PLLWK for election work during regularly scheduled hours and was paid for their election official duties, a copy of the paystub should be submitted to Agency Payroll staff so they can enter an earnings POTT to deduct the lesser of the total state pay for scheduled work hours on election day and the total election pay received for election day. If employee is represented under the WLEA contract, refer to page 2 of DPM-0626 for separate guidance.

Attach a copy of the paystub to the POTT and use a negative OTS amount and a corresponding positive WAE amount to give back WRS credit, so it is without loss of benefits. The POTT should be entered in the pay period when the paystub is received.

Example 1 - Employee is paid $200 from municipality for election hours worked on 02/21/23 and is scheduled for 8 work hours on that day. They receive $240 state pay (8 hours PLLWK x $30/hour) for election day. Agency attaches a copy of the stub to the POTT entry and submits in PP ending 02/25/23 to deduct $200:

Seq#	Empl ID	Empl Rcd	Name	Pay Status	Earnings Begin Date	Earnings End Date	Erncd	Description	Oth Hrs	Amount	One Time Cd	Sepchk#	Combination Code	Select ChartFields	Review Status	Reviewer Comments	Submitter Comments
1		0		Active	02/12/2023	02/25/2023	OTS	Other - Subtract Pay	0.00	-200.00	Addition	0		Select ChartFields		💬	💬
2		0		Active	02/12/2023	02/25/2023	WAE	WRS Accumulator Earnings Only	0.00	200.00	Addition	0		Select ChartFields		💬	💬

Example 2 - Employee is paid $100 from municipality for election hours worked on 02/21/23 and is scheduled for 4 work hours on that day. They receive $60 state pay (4 hours PLLWK x $15/hour) for election day. Agency attaches a copy of the stub to the POTT entry and submits in PP ending 02/25/23 to deduct $60:

Seq#	Empl ID	Empl Rcd	Name	Pay Status	Earnings Begin Date	Earnings End Date	Erncd	Description	Oth Hrs	Amount	One Time Cd	Sepchk#	Combination Code	Select ChartFields	Review Status	Reviewer Comments	Submitter Comments
1		0		Active	02/12/2023	02/25/2023	OTS	Other - Subtract Pay	0.00	-60.00	Addition	0		Select ChartFields		💬	💬
2		0		Active	02/12/2023	02/25/2023	WAE	WRS Accumulator Earnings Only	0.00	60.00	Addition	0		Select ChartFields		💬	💬

Employees Using Annual Leave Option:

Employees who use their annual leave balances to cover this work absence should enter the absence using normal entry procedures but should also include a "poll worker" designation in the comment box. Annual leave for poll worker purposes includes Vacation, Personal Holiday, Floating Legal Holiday, and Sabbatical.

		Submit
*Absence Name	Vacation	
Reason	Vacation	
*Start Date	11/08/2022	📅
End Date	11/08/2022	📅
Duration	8.00 Hours	
	Click on the Partial Days bar below to enter hours less than your full day schedule.	
Partial Days	None	›
	Forecast Balance	
Comments	Poll Worker	

TIME OFF FOR VOTING

All usage of the Voting TRC VOTE must comply with Wis Stat: 6.76, Wis Stat: 230.35(4)(e) and Wis ER: 18.11. Any person entitled to vote at an election who is unable to vote during non-working hours and has met the other eligibility requirements is entitled to be absent from work without loss of pay while the polls are open on the official election day for a period not to exceed 3 successive hours to vote. If the employee is represented under the WLEA contract, refer to the applicable section of Article XII in the labor agreement.

Eligibility:

- The employee must notify the affected employer at least two workdays before election day of the intended absence.

- The employer may designate the time of day for the absence.

Employee Time Entry:

- Enter punches as punch time reporters or quantities as elapsed time reporters for the hours spent voting on that day and TRC VOTE. These should total no greater than 3 hours on election day.

- This TRC applies to WRS hours and earnings, overtime eligibility, add-ons and differentials the employee would have received had they worked in their scheduled position on election day. It is mapped to earnings code VTE that will flow through to STAR FIN as a separate earnings type for tracking purposes.

Punch Time Reporter:

04	Tuesday							
Apr	Reported 8.00	⊙	8:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	66 VOTE - ER 18.11 Voting Time ⌄	

Elapsed Time Reporter:

Time Reporting Code	2-Sunday	3-Monday	4-Tuesday
	Reported 0	Reported 0	Reported 10
68 VOTE - ER 18.11 Voting Time ⌄			10.00

JURY DUTY

In compliance with Wis ER: 18.10, eligible employees can receive leave with pay for their actual service. Please review referenced guidance material for further details regarding this benefit. If the employee is represented under the WLEA contract, refer to the applicable section of Article XII in the labor agreement.

Eligibility:

- The employee must not be a limited term employee, member of legislature, circuit/appeals court judge or justice of the supreme court summoned for grand or petit jury service.

- The employee must be impaneled for actual service. If on call, then the employee should report back to work unless authorized by the appointing authority.

Employee Time Entry:

- Enter punches as punch time reporters or quantities as elapsed time reporters for the hours in jury duty on that day and TRC JURY.

- This TRC applies to WRS hours and earnings, but does not apply to overtime eligibility, differentials, or add-ons except those add-ons paid for all hours in pay status. It is mapped to earnings code 009 for payroll purposes.

Punch Time Reporter:

13	Monday						
Feb	Reported 0.00	⊙	8:00:00AM		12:00:00PM	11 JURY - Jury Duty ⌄	

Elapsed Time Reporter:

Time Reporting Code	12-Sunday	13-Monday
	Reported 0	Reported 4
62 JURY - Jury Duty ⌄		4.00

BONE MARROW OR ORGAN DONOR

In compliance with Wis ER: 18.17, an employee shall be granted a paid leave of absence to serve as a bone marrow (5 workdays) or organ donor (30 workdays) with conditions provided under Wis Stat: 230.35(2d). Please review referenced material for further eligibility and guidance regarding this benefit.

The employee should not lose any legal holidays during this leave of absence. For an employee that uses legal holiday on each observed holiday, an observed holiday should be recorded as legal holiday. For an employee that is allowed flexible usage of legal holiday, an observed holiday should be recorded as the corresponding TRC for donor leave.

Eligibility:
- The employee must provide written verification to serve as a bone marrow or human organ donor in order to request a leave of absence of five or thirty days from the appointing authority, respectively.

Employee Time Entry:
- Enter punches as punch time reporters or quantities as elapsed time reporters for the hours as a donor on that day. The corresponding TRC's are BNMRW for bone marrow donor and ORGDN for organ donor.

- These TRC's apply to WRS hours and earnings, but do not apply to overtime eligibility, differentials, or add-ons except those add-ons paid for all hours in pay status. They are mapped to earnings code REG for payroll purposes.

Punch Time Reporter:

13	Monday						
Feb	Reported 0.00	⊘	8:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	40 ORGDN - Organ Donation ⌄
							OR
							41 BNMRW - Bone Marrow Donor ⌄

Elapsed Time Reporter:

Time Reporting Code	12-Sunday	13-Monday
	Reported 0	Reported 4
55 BNMRW - Bone Marrow D ⌄		
54 ORGDN - Organ Donation ⌄		8.00
Comments	💬	💬

CIVIL SERVICE INTERVIEWS

In compliance with Wis ER: 18.12, employees with permanent status in class may request up to 16 hours of paid leave time each calendar year for this purpose. Please review referenced material for further eligibility and guidance regarding this benefit.

If the employee is represented under the WLEA contract, refer to the applicable section of Article XII in the labor agreement regarding paid leave for promotional exams.

Eligibility:

- The employee must have permanent status in class.

- Wisconsin State Civil Service interviews must be conducted during an employee's scheduled work time.

- The employee must provide due notice of their request so that work coverage will not be interrupted.

Employee Time Entry:

- Enter punches as punch time reporters or quantities as elapsed time reporters for the hours in a civil service interview on that day and TRC EXAM.

- This TRC applies to WRS hours and earnings, but does not apply to overtime eligibility, differentials, or add-ons except those add-ons paid for all hours in pay status. It is mapped to earnings code 011 for payroll purposes.

Punch Time Reporter:

Elapsed Time Reporter:

PROVIDING DISASTER RELIEF SERVICES WITH AMERICAN RED CROSS

In compliance with Wis ER: 18.16 and Wis Stat: 230.35 (3)(e), employees who provide specialized disaster relief services may be eligible for a leave of absence while receiving their base state pay. **This has very stringent eligibility requirements for which most volunteering and providing services would not qualify.**

Before sharing instruction with employees for usage, please review referenced material for further eligibility and guidance regarding this benefit. If you think an employee is eligible, send an email to Central Payroll for confirmation that the employee meets eligibility requirements. If the employee is represented under the WLEA contract, refer to the applicable section of Article XII in the labor agreement regarding specialized disaster relief services.

Eligibility:

- Refer to Wis ER: 18.16 and Wis Stat: 230.35 (3)(e).

Employee Time Entry:

- There is no unique TRC to use for disaster relief. Punch and elapsed time reporters should enter these hours using a quantity of TRC REG and a comment indicating "Disaster Relief" on that day.

- This leave applies to WRS hours and earnings and overtime eligibility, but does not apply to add-ons and differentials except those add-ons paid for all hours in pay status.

Punch Time Reporter:

Elapsed Time Reporter:

HAZARDOUS EMPLOYMENT, INJURIES, PAY CONTINUED (230.36)

In compliance with Wis Stat: 230.36, employees in classifications specified by statute who suffer injury while in the performance of duties continue to be fully paid by the employing agency upon the same basis as paid prior to the injury in order to use TRC 230.36.

Eligibility:

- Employee must be in a classification identified in Wis Stat: 230.36 (2m).

- Employee must have suffered injury while in the performance of duties.

Employee Time Entry:

- Enter punches as punch time reporters or quantities as elapsed time reporters for the regularly scheduled hours on each day using TRC 230.36.

- This TRC applies to WRS hours and earnings, but does not apply to taxable grosses, overtime eligibility, differentials, or add-ons. It is mapped to earnings code 010 for payroll purposes.

Punch Time Reporter:

Elapsed Time Reporter:

Absences:

- Legal holiday is not earned, nor should it be used while on 230.36 paid leave. TRC 230.36 should be used on the day of each legal holiday. Submit an absence adjustment to reduce the legal holiday balance by the regularly scheduled hours on each holiday.

- Sick leave and vacation continue to be earned while on 230.36 paid leave.

- Personal holiday for the current year is not impacted while on 230.36 paid leave; however, personal holidays lapse if the employee does not return to full work status by the end of calendar year per Wis ER: 28.04 (4).

- If employee ends employment prior to returning to work, pay out earned, unused legal holiday prior to the injury, earned, unused vacation including vacation earned from the point of the injury forward, and any remaining personal holiday for the year of termination.

ADMINISTRATIVE PAID/UNPAID LEAVE

Administrative Paid and Unpaid Leave should only be used in specific HR approved disciplinary situations as determined by Wisconsin Human Resources Handbook Chapter 412 (412.070 and 412.080), and should be monitored regularly to ensure that only employees in those limited situations have those codes applied in the system.

Eligibility:

- Refer to Wisconsin Human Resources Handbook Chapter 412 (412.070 and 412.080).

Supervisor/Agency Payroll Time Entry:

- Enter punches as punch time reporters or quantities as elapsed time reporters for the regularly scheduled hours on each day using TRC ADMPY for Administrative Paid Leave or TRC ADMNP for Administrative Unpaid Leave.

- TRC ADMPY applies to WRS hours and earnings, but does not apply to overtime eligibility, differentials, or add-ons except those add-ons paid for all hours in pay status. It is mapped to earnings code RNA for payroll purposes.

- TRC ADMNP is treated the same as leave without pay in that it does not generate paycheck earnings nor does it apply to WRS hours or earnings. It is mapped to earnings code 014 for payroll purposes.

Punch Time Reporter:

13	Monday						74 ADMPY - Administrative Leave with Pay
May	Reported 0.00	☺	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	OR
							73 ADMNP - Admin Leave Without Pay

Elapsed Time Reporter:

Time Reporting Code	12-Sunday	13-Monday
85 ADMNP - Admin Leave Without F	Reported 0	Reported 8
OR		
86 ADMPY - Administrative Leave w		8.00

Absences:

- Employees on Administrative Paid Leave are considered in pay status and continue to earn vacation, legal holiday and sick leave while on leave.

- Employees on Administrative Unpaid Leave are not considered in pay status and do <u>not</u> earn vacation, legal holiday or sick leave while on leave. Refer to the [Over/Under Legal Holiday](#) and [Term Payout](#) spreadsheets in the P&B Admin WorkCenter for additional instructions related to unpaid leave.

NOTE: Public query WI_TL_PAYABLE_REGISTER may be used to identify employees with either ADMNP or ADMPY TRC's on their timesheet. HR Staff with both TL_ADMIN_VW and PY_PAYROLL_VW roles can run this query themselves, otherwise they may need you to run and send it to them.

WORKER'S COMPENSATION

When an employee goes out on either partial or total worker's compensation, agencies must enter a specific absence code (WCLWO) for all hours that are covered by Worker's Compensation + any hours that are unpaid, up to the employee's full FTE. This ensures that WRS is correctly calculated and reported. A specific Time Reporter Code (WKCMP) must also be used to track Worker's Compensation on the Timesheet.

Worker's Compensation will pay up to 2/3 of an employee's wages and the employee has the option to supplement up to the remaining 1/3 of their wages with paid leave. The employee can choose to not use any paid leave for the remaining 1/3 of their income. Employees may also return to work part-time and receive their regular wages, paid leave and worker's compensation. WKCMP must also be used to track Worker's Compensation on the Timesheet.

Eligibility:
- Refer to agency-specific guidance for reporting an employee's work-related injury or illness to the appropriate worker's compensation coordinator.

Employee/Supervisor/Agency Payroll Time Entry:
- Refer to pages 4-7 of the [Worker's Compensation Job Aid](#) for instructions on timesheet entry.

Absences:
- An employee receiving worker's compensation (WC) payments is <u>not</u> considered being in pay status for hours reported as TRC WCLWO (WC Leave without Pay) and does not earn vacation, legal holiday or sick leave for those hours:

  o If an employee is <u>not</u> working part-time or using paid leave to supplement WC for 1/3 FTE for the entire pay period with a legal holiday, they will lose those hours and an absence adjustment to reduce the balance must be submitted.

  o If the employee is working part-time or using paid leave to supplement WC for 1/3 FTE, they may earn some legal hours in a holiday pay period. Refer to the [Over/Under Legal Holiday](#) and [Term Payout](#) spreadsheets in the P&B Admin WorkCenter for additional instructions.

REVIEWING TIMESHEET ENTRIES

<u>PLLWK and VOTE TRC's</u>

Run WI_TL_REPORTED_TIME using the TRC and date prompts to ensure appropriate usage of these TRC's. Since they are tied to specific election dates, it is recommended to run this query during payroll processing of the election pay period to confirm it is only being used on election day by eligible employees.

<u>All Other Leave TRC's</u>

Run WI_TL_PAYABLE_REGISTER using the TRC and date prompts to ensure appropriate usage of the leave TRC's described in this guide (except for PLLWK and VOTE). Verify employee eligibility and documentation is received if necessary.