

Administrative Special Employer-Paid Leave Guide

(Revised 6/30/23)

NOTE: These leave-types all have differing employee and employer rights and responsibilities when determining eligibility of usage. Please make sure to review both the information below as well as any referenced statutes or administrative code.

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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-0581](#). 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):

04	Tuesday						
Apr	Reported 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:00:00PM	65 PLLWK - ER 18.18 Election Worker	

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

Time Reporting Code	2-Sunday	3-Monday	4-Tuesday
	Reported 0	Reported 0	Reported 10
67 PLLWK - ER 18.18 Election Work			10.00

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-0581](#) 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	Sepch#	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	Sepch#	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:

Reason:

*Start Date:

End Date:

Duration: 8.00 Hours

Click on the Partial Days bar below to enter hours less than your full day schedule.

Partial Days:

[Forecast Balance](#)

Comments:

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:

13	Monday								
Feb	Reported 0.00		8:00:00AM				10:00:00AM		20 EXAM - Promotional Exam Hours Take

Elapsed Time Reporter:

Time Reporting Code	12-Sunday	13-Monday
	Reported 0	Reported 2
12 EXAM - Promotional Exan		2.00

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 \(3\)\(e\)](#).

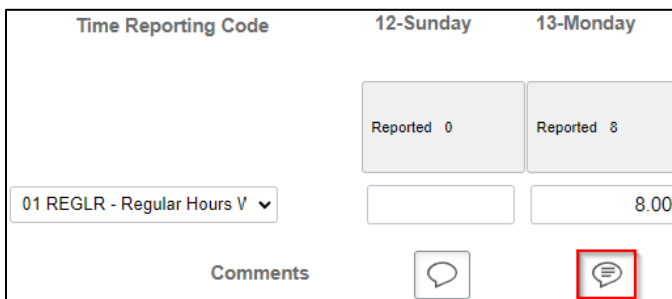
Employee Time Entry:

- 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:



ADMINISTRATIVE PAID LEAVE

Administrative Paid Leave (as well as Administrative 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.

WI_TL_PAYABLE_REGISTER query may be used to identify employees with either ADMNP (Administrative Unpaid Leave) or ADMPY TRC's (Administrative Paid Leave) on their timesheet. HR Staff with both TL_ADMIN_VW and PY_PAYROLL_VW roles are able to run this query themselves, otherwise they may need you to run and send it to them.

REVIEWING TIMESHEET ENTRIES

Agency payroll staff should run **WI_TL_PAYABLE_REGISTER** periodically to ensure appropriate usage of the various TRC's described above. And that any necessary documentation was received.

Since TRC's POLLWK and VOTE 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.

The TRC prompt allows for selection of the applicable TRC to search for all usage of that code for a pay period:

