

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY Dock Reporting Form

Please print using blue or black ink. Go cht'qt 'lax to Payroll by the dock deadline indicated on the payroll calendar. See page 2 for example.

TO:			FAX NO:	<i>582-3040</i>
	Payroll Technician			
FROM:			""""DATE:	
	Attendance Clerk			
	Department		Phone Number	
SUBJECT: Docks for		Pay Period		
-	(Enter one pay period only)			

Please Dock the following employees:

Name of Employee							
Initials	Last Name	Job Code	Empl Rcd #	Time Base	Days on Dock	Hours on Dock	Dates of absences without pay (indicate hrs in parenthesis if less than full day)
							1 3/

Additional docks for above employees will be submitted to Payroll on a daily basis. Absence reports will be submitted on the scheduled due date.

INSTRUCTIONS FOR REPORTING INFORMAL LEAVES WITHOUT PAY (DOCKS)

1. All known docks should be reported by the 19th of the month. Docks reported after that date should be submitted on a daily basis.

Docks reported after the State Controller's cutoff will result in an overpayment for the employee and the pay warrant will be returned to the State Controller's Office. A pay advance will be available on payday reflecting time worked.

2.	. Complete the dock report form as follows:							
	DATE: PAY PERIOD:	The Date the docks are being reported to the Payroll Office Only one pay period per form.						
		Enter Name, Job Code, Empl Rec #, and FTE of the employee <i>TO BE DOCKED</i> . This information is located on the CSU Authorize Master Payroll page in CMS. If employee is in multiple positions in your department, enter all positions to be docked on separate lines.						
		Enter the dates to be docked. If less than full day, enter number of hours.						
3.	3. Email or fax the original report to the Payroll Office by the dock deadline as indicated on the payroll calendar. Send additional report on a daily basis as they occur through the end of the pay period.							
4.	If you do not have a fax and are unable to scan, please call your Payroll Technician and verbally give him/her the docks, then send the Dock repor via Campus Mail to the Payroll Services, conforming to the schedule above.							
5.	5. ALL DOCKS MUST BE REPORTED IN ABSENCE MANAGEMENT							
6.	Docks reported after the last amount from the employees in							
		SAMPLE						
	ARNOLD S	CHWARZENEGGER FAY NO. 592 2040						

FROM: GEORGE WASHINGTON FAX DATE: September 19, 2006

Attendance Clerk

POLITICAL SCIENCE
Department 3303
Phone Number

The state of the s

Payroll Technician

SUBJECT: Docks for SEPTEMBER 2006 (Enter one pay period only) Pay Period

Please Dock the following employees:

Name of	Name of Employee						
Initials	Surname	Class	Serial	Time Base	Days on Dock	Hours on Dock	Dates of absences without pay (indicate hrs if less than full day)
Н	BOGART	1032	001	FT	3		14,15,16
В	KEATON	1038	001	1/2	1	2	8, 10(2 hrs)
							, , ,