



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514

ANDREW M. CUOMO
GOVERNOR
COMMANDER IN CHIEF

PATRICK A. MURPHY
MAJOR GENERAL
THE ADJUTANT GENERAL

MNHS

18 March 2013

MEMORANDUM FOR All State Employees and Supervisors

SUBJECT: HUMAN RESOURCES BULLETIN 2013-03: *SFY 2013/14 DMNA State Employee Timesheet*

1. The timesheet for State Fiscal Year (SFY) 2013/14 has been updated, and is attached for use beginning with pay period # 1 (28 March – 10 April 2013).
2. There are some significant changes to the current timesheet; the removal of the Deficit Reduction Leave (DRL) columns and the additions of noting “Actual Hours Worked” and “Scheduled Leave”. Before completing the new timesheet, employees should review the instruction page for directions and set up guidance.
3. The Deficit Reduction Program (DRP) will end close of business 31 March 2013, eliminating the need for a DRL column on the timesheet. This has been removed.
4. In the top portion of the timesheet, an “Actual Hours Worked” column has replaced the “DRL” column. In this column users will indicate the **actual number of hours worked** each day. Hours worked does not include time charged to leave accruals or meal periods.
5. In the top portion of the timesheet, a “Scheduled Leave” column has been added. Employees must indicate an “X” in this column if leave accruals charged for that day were pre-approved or scheduled time off. Approval to use leave accruals after the fact (i.e., calling off a shift) may be considered “approved leave” but is not “scheduled leave” – in such instances, the column should be left blank.
6. At the bottom of the timesheet, the DRL column has also been removed from the *Accrual Summary Section*.

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7. Users will still use the "Scheduled Hours" column to indicate the number of hours scheduled to work on each day (i.e., 7.5, 8, 24, etc.). This column is necessary to ensure work schedules are in accordance with Attendance rules, including alternate or reduced work schedules.

8. Users may use "RDO" or "X" for regularly scheduled days off (i.e., Saturday/Sunday).

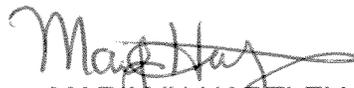
9. Supervisors are responsible for ensuring the proper use of the timesheet for recording hours worked and leave accruals. Supervisors should reconcile each timesheet against the Daily Sign-in/out Register and Leave Requests to ensure accuracy before signing and submitting the official time record to State Human Resources (MNHS).

10. The timesheet is an official record. Falsification of an employee's attendance or time record constitutes a serious violation and may serve as a basis for disciplinary and/or legal action.

11. Questions, concerns, or requests for assistance in completing the timesheet should be directed to Ms. Aimee Hommel at (518) 786-4437 or aimee.m.hommel.nfg@mail.mil, or Ms. Holly Richardson at (518) 786-6051 or holly.p.richardson.nfg@mail.mil.

FOR THE ADJUTANT GENERAL:

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MARILYN HARTLEY
Director, Human Resources
Management