

California State Polytechnic University, Pomona

DEFICIT HOURS RECONCILIATION

Last Name, First Name, Initial	Empl ID	Empl Rec

Dept ID	Department Description

Payroll Services is required to reconcile employees' deficit hours at least one each calendar year in December. If an employee has deficit hours, the employee may use leave balances, such as vacation, compensatory time off (CTO), holiday credits or personal holiday leave, be docked for deficits in the current pay period, or the university will establish an accounts receivable for prior pay period deficits if leave credits are not available to offset the deficit.

This form must be completed and submitted to Payroll Services no later than December 11th to reconcile your December 31, 2020 total outstanding deficit hour balance of _____ hours.


**Employees who have converted back to the standard Monday - Friday 8:00 am-5:00 pm schedule prior to the December pay period will need to have their deficit hours reconciled at that time.*

Using the chart below, please indicate the leave credits to be charged to clear the outstanding deficit balance:

Leave Benefits/Dock	Number of Hours
Vacation	
Compensatory Time Off (CTO)	
Holiday Credits	
Personal Holiday (unit only – based on the number of regular scheduled work hours)	
Dock (no pay)	

Employee Signature

Date

		
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Payroll Use Only ID # _____ Tech Initials _____
