Entering Docks

Absence Management & Time & Labor
Overview

Dock (employee has had a non-compensable absence) must be reported to payroll and entered in Absence Management and Time and Labor as soon as they occur for the entire month. Payroll reports docks to the State Controller’s Office by the “master cut off” date in order to capture all docks in the employee’s upcoming paycheck. Please refer to the payroll calendar for the cut-off dates.

Entering docks in Time and Labor

Pull up Employee(s) by Empl ID or group ID

Navigate to:

Select “Dock” under the Time Reporting Code
Enter dock hours and click submit
Ask payroll to run Time Administration and have the approver approve the hours immediately.

**Entering docks in Absence Management**

**Navigate to:** Timekeeper Absence Entry

Under "Enter New Absence Events", use the drop down arrow to select **Dock**, and then enter the Begin Date and End Date. Leave partial days as **None** to dock based on the employee’s scheduled hours or select partial hours to report dock with partial hours for that day.
<table>
<thead>
<tr>
<th>Approvers navigate to Approve Reported Absences and approve the dock(s)</th>
<th>Docks need to be entered in both systems.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Image" /></td>
<td>Approve Reported Absences</td>
</tr>
</tbody>
</table>