

DAILY TIME AND MATERIAL REPORTING
FOR OCCUPATIONAL EMPLOYEES WHO DISTRIBUTE THEIR TIME

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NOTICE

Not for use or disclosure outside the Bell System except under written agreement

SECTION 001-740-100PT

2. DESCRIPTION

2.01 This section is divided into four parts, covering:

- (a) Preparation of header portion of payroll time report
- (b) Preparation of the payroll portion of the payroll time report
- (c) Borrow/loan/transfer and termination reporting procedures and responsibilities
- (d) Corrections to previously submitted time reports.

Note: For plant engineering forces, 2.01 (a), (b) and (c) are included in Section 001-740-104PT.

2.02 Preparation of the distribution portions of the several time reporting forms used and Functional Accounting exception reporting data is described in Sections 001-740-101PT through 001-740-107PT and SI 57.

2.03 References to SI 102-III and 104 are made for expediency. Refer to appropriate reference for detailed instructions.

2.04 The Administrative Responsibility Code (ARC) is used to report time, as described in this section. Use of the ARC Payroll is described in SI 77.

2.05 Specific entries are explained in an item procedure — example format.

2.06 Table A identifies the forms used by each force group and gives the appropriate instructional reference.

3. REPORTING CODES

3.01 Refer to the SI 104 to determine payroll symbols, SI 189 to determine Undistributed Time (UT) codes, and Accounting Handbook and Accounts Manual to determine reporting codes. MTR Action codes are described in the MTR Operator's Manual. For ready reference, a summary of payroll symbols and undistributed reporting codes is included in Table B and C.

3.02 Special reporting examples are shown in Exhibits 1 through 6.

4. DAILY TIME REPORT

4.01 A sample of a completed daily time report, with explanatory notes, is shown in Exhibit 3. (Form A 4220-D-FA is used in this example.)

4.02 Distributional forces will be reported on a positive basis. The complete shift of full-time employees will be accounted for Monday through Friday. Saturday and Sunday reports will reflect all time worked or scheduled. All part-time or occasional employees *must* be reported when they work or have payroll exceptions, regardless of their work schedule.

4.03 Daily time reports shall be sent to the District Accounting Manager of payrolls at the close of each business day, Monday through Friday. Saturday time will be reported Monday; and Sunday time will be sent in with Monday's time on Tuesday. Time reports shall be mailed to the Accounting Center in the specially designed envelopes bearing the bold type **PAYROLLS, URGENT**, and preprinted with the complete address of an Accounting Center. The envelope is: Messenger Service Only: Form A 6755 — (suffix for each Accounting Center.)

5. EMPLOYEES ADDED TO THE PAYROLL

5.01 When an employee is added to a payroll ARC (engaged, returned from leave of absence, transferred from another region or telephone company) certain data pertaining to the employee is required in Accounting on or before the effective date. If the data is not received in Accounting by the effective date, the A 4220 document reporting the employee's time will reject. For Intra-Region Transfers, refer to Part C, Transfers and Terminations.

5.02 In both Northern (Nevada) and Southern California, use Form A 4214-C-FA (see SI 104, Section 3) or the MTR Force Movement (FM) transaction to add an employee to a payroll ARC (new engage, return from leave of absence, transferred from another region or telephone company, or occasional employee). The A 4214-C-FA must

TABLE A

FORCE	FORM #	FORM TITLE	REFER TO
BUILDINGS -L/C 55	A 4220-F-FA	BUILDING SERVICE & MAINTENANCE DAILY TIME & DISTRIBUTION REPORT	SECTION 001-740-100PT & 001-740-101PT, PART A
	-L/C 56	A 4220-F-FA	BUILDING SERVICE & MAINTENANCE DAILY TIME & DISTRIBUTION REPORT
MOTOR VEHICLES -L/C 58	A 4220-G-FA	MOTOR VEHICLE DAILY TIME & DISTRIBUTION REPORT	SECTION 001-740-100PT & 001-740-102PT
SUPPLIES -L/C 54, 57	A 4220-D-FA	PLANT DAILY TIME & DISTRIBUTION REPORT	SECTION 001-740-100PT & 001-740-103PT, PART A
PLANT ENGINEER	A 4220-B-FA	PLANT ENGINEERING EMPLOYEE TIME REPORT	SECTION 001-740-100PT & 001-740-104PT
CONSTRUCTION	A 4220-E-FA	CONSTRUCTION FORCES DAILY TIME & ITEM REPORT	SECTION 001-740-100PT & 001-740-105PT
	E 10008	DAILY TIME REPORT	SECTION 001-740-105PT
CENTRAL OFFICE (NETWORK & SWITCHING)	A 4220-D-FA*	PLANT DAILY TIME & DISTRIBUTION REPORT	SECTION 001-740-100PT & 001-740-107PT
	P 4109-FA	DAILY TIME & WORK REPORT CO/TOLL	SECTION 001-740-107PT
INSTALLATION & MAINTENANCE	A 4220-D-FA*	PLANT DAILY TIME & DISTRIBUTION REPORT	SECTION 001-740-100PT & 001-740-106PT
	A 4220-E-FA	CONSTRUCTION FORCES DAILY TIME AND ITEM REPORT	SECTION 001-740-100PT 001-740-105PT, & 001-740-106PT
	CO 4993 SERIES	PAYROLL AND WORK REPORT	SECTION 001-740-106PT
PLANT SERVICE CENTERS	A 4220-D-FA*	PLANT DAILY TIME & DISTRIBUTION REPORT	SECTION 001-740-100PT & 001-740-106PT
	CO 4993 SERIES	PAYROLL AND WORK REPORT	SECTION 001-740-106PT
ALL FORCES (EXCEPT IN NEVADA)		RECORD OF WORK HOURS FOR NON- EXEMPT EMPLOYEES AND MINORS	SI 104, SECTION 1

*MTR REPORTING – THESE FORCE GROUPS MAY REPORT VIA THE MECHANIZED TIME AND RESULTS (MTR) SYSTEM. THE PROCEDURES IN THIS SECTION ARE APPLICABLE.

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be attached to the daily time (paper) document. The MTR system will automatically transmit the FM transaction to Accounting. Form A 4214-C-FA and the MTR FM transaction will establish the minimum required employee record thereby allowing proper pay treatment.

5.03 Form A 4214-B-FA is also required. See SI 102-II, Sections 4 through 8 for A 4214-B-FA completion.

5.04 Forward the signed A 4214-B-FA in an individual DIS Time Document (A 4220) envelope. It should bear a large, distinctive address label (A 6761), directing it to the Employee Record Unit as shown in SI 102-II, Section 3.

5.05 An occasional employee cannot be transferred but must be terminated on the present payroll ARC and rehired to a new payroll ARC. (See Part C, Item 4 for terminating procedures).

6. APPROVAL SIGNATURES

6.01 The department head shall advise the District Accounting Manager of the titles designated as the final approving authority for each payroll ARC prepared under his/her supervision. Use form letters and the same guidelines as illustrated in SI 104, Section 3. No individual shall be final approval authority for his/her own payroll time.

6.02 The final payroll approval will come via the Time and Classification Summary Report, Form PPAY11. At the close of each pay period, the Accounting Center will forward the Time and Classification Summary Report, containing details of all hours and payments for the payroll ARC, to the designated payroll approving authority, along with a request that it be reviewed for completeness, accuracy, and approval of payroll hours. The approving authority shall detach and sign the APPROVAL portion and return it promptly to the Accounting Center. Corrections will be attached to the data being returned to the Accounting Center using the prior period correction procedure in Part D.

6.03 Management people who perform the duties of a subway inspector, certain coin people and booth inspectors refer to Section 001-740-105PT, Part C for proper titles and classifications.

7. CHANGE TO DAYLIGHT SAVING TIME

7.01 Follow instructions as outlined in SI 104, Section 3.

8. CITY ALLOWANCE

8.01 A special city allowance is payable to non-management employees for work at locations within certain designated sections of Los Angeles, San Francisco and Oakland. (See SI 104, Section 1, for city allowance areas. Also, see Table B.)

8.02 SI 104, Section 3 outlines the procedures for establishing or discontinuing city allowance for an employee. If city allowance is to continue for a full pay period or longer, Form A 4214 must be prepared (see SI 102-II, Section 4).

8.03 Exhibit 5 of this section outlines the procedure for temporary payment or discontinuing payment of city allowance.

9. OCCASIONAL MEAL ALLOWANCE

9.01 Employees should be granted meal allowance only in accordance with the following:

(a) \$6.50 when an employee works two (2) or more hours immediately following his/her regular quitting time.

(b) \$6.50 when an employee works beyond his/her regular quitting time and a meal period intermission is specified by the supervisor.

(c) \$6.50 additional when an employee works six (6) consecutive hours, excluding specified meal periods, following his/her regular quitting time.

(d) \$3.00 when an employee is notified that his/her immediate services are required and works two (2) or more hours immediately preceding his/her regular starting time. A meal period of one (1) hour or less shall not constitute a relief from duty.

(e) \$6.50 when an employee is required to work six (6) consecutive hours or more outside his/her regular shift under circumstances

where he/she does not qualify for a meal allowance under a, b, c or d above, and incurs actual meal expense (ORTT ONLY).

(f) Meals for which an allowance is granted shall be eaten on the employee's own time, except where the supervisor determines that the employee cannot be released for a definite meal period. In such cases, the employee shall be granted a reasonable amount of time to eat on Company time.

(g) There shall be no allowance granted for noontday luncheon expense.

(h) Meal allowance provided in this section shall not be applicable to an employee receiving board and lodging at Company expense or an allowance instead of board and lodging.

10. TRAVEL TIME

10.01 Time spent in traveling to and from a meeting is reported the same as time spent in the meeting.

10.02 Paid time spent in traveling due to transfer of an employee from one headquarter or base location to another is undistributed time.

(a) Where the employee or crew is worked or temporarily assigned to work in another location within our Company or where a crew is loaned to another company, charge traveling to and from that location to the reporting codes appropriate for the job.

(b) Do not report distribution for an employee (not traveling with the crew) traveling from our Company to another company for which we will bill the other company. Payroll time will be classified to reporting code 139-39 as instructed in SI 5, Section 11.

Note: See the Accounting Handbook, Section 8.15 for complete definition.

11. BAD WEATHER TIME

11.01 Charge all time not worked due to bad weather to the reporting codes which

would have been used if the employee had been able to work. See the Accounting Handbook, Section 8.15.

12. ON-THE-JOB MEAL

12.01 Report the time which is granted for meal periods on Company time to the reporting codes on which the employee is working.

13. OCCUPATIONAL TRAINING

13.01 See SI 189 for a complete definition of off-the-job training and on-the-job training.

13.02 When employees attend off-the-job training classes, their time, including travel time, is reported to the Plant Report Line Code (PRLC) as shown in SI 189 and the reporting code set up by the area plant schools for the particular class attended.

14. ADDITIONAL INFORMATION

14.01 For information pertaining to reporting incidental overtime, refer to SI 104, Section 1.

14.02 For information referring to payroll period ending dates, see SI 104, Section 1.

14.03 For nonmanagement shift differential information, see SI 104, Section 3.

14.04 For information pertaining to nonmanagement payroll adjustments, see SI 104, Section 1.

14.05 For information regarding nonmanagement payment instead of vacation, see SI 104, Section 1.

15. PLANT REPORT LINE CODE (PRLC)

15.01 For PRLCs that designate official unmeasured hours according to the Plant Cost Results Plan, see Section 001-920-102PT.

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15.02 PRLCs used by Network Operations forces utilizing the Central Office force and Workload Forecast Plan are listed in Section 001-100-191PT.

15.03 PRLCs used by Supplies Forces are listed in Section 001-740-103PT.

**TABLE B
PAYROLL SYMBOLS**

The following payroll symbols and undistributed reporting codes are used for exception reporting. Time not worked, when scheduled to work, shall be reported with the appropriate payroll symbol. The hour and/or dollar entries for an employee's exception symbols should be the total for each symbol.

INCIDENTAL ABSENCE – This is time not worked during the first 7 days.

Definition	Symbols used in "Payroll Exception Codes" Columns	Description of Hours Only Reporting Codes
Absence – during the first 7 calendar days – where no other specific symbol is provided. Examples: Illness of other members of family Care of children or other members of family Absence when no report is received UNPAID PAID	A AP	NONE UTT
Absence – Prior to the 8th full calendar day Illness – UNPAID PAID	AI IAP	NONE UTI
Off Duty Accident – UNPAID PAID	AA AAP	NONE UTI

Note: Use payroll symbol IAP or AAP as appropriate to report paid hours when an employee reports for duty and is excused and paid because of disability for all or part of the remaining tour.

Use IAP for remainder of tour following an on-duty accident or death. See SI 103, Section 4.

TABLE B (Contd)

DISABILITY ABSENCE – This is time not worked because of disability under the Benefit Plan. It is generally time beyond the 7th full day.

Definition	Symbols used in "Payroll Exception Codes" Columns	Description of Hours Only Reporting Codes
<p>For accident disability under the Plan (on-duty accident).</p> <p>PACIFIC CO. – FULL PAY PACIFIC CO. – HALF PAY</p> <p>NEVADA BELL ONLY – FULL PAY NEVADA BELL ONLY – HALF PAY</p> <p><i>Note:</i> Use symbol IAP when employee is to be paid for remainder of the tour following an on-duty accident. Accident disability benefits start on the 1st scheduled day after the accident.</p>	<p>AC (AC)</p> <p>AN (AN)</p>	<p>NONE NONE</p> <p>NONE NONE</p>
<p>Payments under the Plan: New benefit cases – From the 8th full calendar day of sickness absence.</p> <p>Illness – FULL PAY HALF PAY</p> <p>Off-Duty Accident – FULL PAY HALF PAY</p>	<p>IB (IB)</p> <p>AB (AB)</p>	<p>NONE NONE</p> <p>NONE NONE</p>
<p>Payments under the Plan: Relapse benefit cases – within 2 weeks.</p> <p>FULL PAY Illness Off-Duty Accident</p> <p>HALF PAY Illness Off-Duty Accident</p>	<p>IBR ABR</p> <p>(IBR) (ABR)</p>	<p>NONE NONE</p> <p>NONE NONE</p>

TABLE B (Contd)

DISABILITY ABSENCE (Contd)

Definition	Symbols used in "Payroll Exception Codes" Columns	Description of Hours Only Reporting Codes
Continuing benefits under the plan after age 65 and the employee is retained on the payroll.		
Illness — FULL PAY HALF PAY	IB (IB)	NONE NONE
Off-Duty Accident — FULL PAY HALF PAY	AB (AB)	NONE NONE
Benefits <i>not</i> under the Plan: See SI 103, Section 4, and SI 107, Section 8. Less than 6 months Net Credited Service, from 8th full calendar day up to an additional 3 weeks.		
Illness — HALF PAY ONLY Off-Duty Accident — HALF PAY ONLY	(IST) (IST)	NONE NONE
Benefits <i>not</i> under the Plan: All other cases of "Other" or "Supplemental" benefits.	BENX	NONE

OTHER ABSENCE — This is time not worked, from the 8th day up to 1 month, under conditions not qualifying as benefits under the Plan.

Definition	Symbols used in "Payroll Exception Codes" Columns	Description of Hours Only Reporting Codes
Absence — Where no other specific symbol is provided, <i>for periods from 8 calendar days up to and including 1 month.</i> UNPAID PAID	AK APK	NONE UTT
Where no other specific symbol is provided, <i>for periods from 8 full calendar days up to and including 1 month.</i> Illness — UNPAID Off-Duty Accident — UNPAID	AIK AAK	NONE NONE

TABLE B (Contd)

TIME OFF – This is time not worked, for any period up to and including 1 month due to the following reasons:

Definition	Symbols used in "Payroll Exception Codes" Columns	Description of Hours Only Reporting Codes
(a) Court appearances (b) Jury or witness duty (also see SI 106, Section 3 for requirements.) (c) Quarantine (d) General failure of public transportation (e) Excused time off on Good Friday, Election Day, the afternoon before Christmas, changes to Daylight Saving Time, preinduction physical examination for which employee receives no government pay (f) Time off granted upon employee request, for a desired personal undertaking. For example: Employee's own marriage Death in family Attend funeral Doctor, dental or other such appointments Additional time off in conjunction with a vacation IF UNPAID IF PAID – See TABLE C	AX APX	NONE UTT
(g) Time off – UNPAID – with employee consent, granted to avoid or reduce a surplus in force	AEX	NONE
(h) Holiday – scheduled and excused Holiday – not scheduled but qualified for payment	*APXH	UTS
(i) Floating Holiday – scheduled and excused Floating Holiday – not scheduled but qualified for payment	*APXH **APXF	UTN UTS
(j) Excused time off – PAID – 1/2 hour at the conclusion of an 8-hour nondifferential shift of office or clerical employees, workload permitting	**APXF	UTN
(k) Time off – UNPAID – Company initiated	APXD	UTT
(l) Departmental leave of absence – UNPAID	AX	NONE
(m) Excused work day – UNPAID	AX	NONE
(n) Excused work day – PAID	AXE	NONE
(o) Time off – UNPAID – during work stoppage	APXE	UTT
	MX	NONE
<p>Notes: Use symbol APX rather than symbol MS to report time off for an employee ordered to report for physical examination prior to military service, for which the employee receives no government pay.</p> <p>*Use symbol APXH to report employee paid holiday <i>not worked</i>. (See Exhibit 2.)</p> <p>**Use symbol APXF to report employee paid holiday <i>worked or not worked</i>. (See Exhibit 2.)</p>		

TABLE B (Contd)

TIME OFF (Contd)

Definition	Symbols used in "Payroll Exception Codes" Columns	Description of Hours Only Reporting Codes
(p) Approved time off with pay to compensate for holiday coming within a vacation period	*CD	UTS
(q) Time off for Union activities <i>NOT PAID FOR PAID FOR</i> – considered as time worked	UA UP V	NONE UTC UTV
(r) Scheduled vacations – PAID		
(s) Time off for active duty training or emergency service with the Armed Forces of the United States is to receive the difference between Company pay and government pay up to the limits described in SI 105, Section 3.	MS	NONE
(t) Scheduled day off—for <i>any</i> day of the week, Sunday through Saturday—UNPAID. (Zero should be entered in Total Paid Regular and Total Paid Hours columns.)	NONE	NONE

OTHER PAYROLL SYMBOLS

Definition	Symbols used in "Payroll Exception Codes" Columns	Description of Hours Only Reporting Codes
Daily differential added – temporary change of shift (Always report with "0" hours)	**D	NONE
Differential to be removed – temporary change from differential shift (Always report with "0" hours)	**TC	NONE
<i>Note:</i> For the above two symbols, refer to: ORTT Contract, Articles 5 & 7, CWA Contract, Article 20; also Article A5 (Southern Region) and B3 (Northern Region and Nevada)		
Daily "in charge" differential for Head Lineman only, Southern California, when assigned to the direction of a crew. (See symbol HS for Northern California.)	IC	UTO

*Use CD to report time worked or not worked. (See Exhibit 2.)

**If shift differential is applied or removed for one pay period or more, Form A 4214-BM must be prepared.

TABLE B (Contd)

OTHER PAYROLL SYMBOLS (Contd)

Definition	Symbols used in "Payroll Exception Codes" Columns	Description of Hours Only Reporting Codes
<p>Differential paid in which a clerical employee spends more than half a tour when: (1) Assigned to relieve a management employee, or: (2) is relieved from regular clerical duties and assigned to training other than induction or orientation of one or more clerical employees. The symbol should be used with the daily dollar amount (\$2.00). Refer to the appropriate Union contract for current usage.</p>	RD	UTO
<p>Line Assigner differential paid when a P-2 Line Assigner is made responsible for making assignments relating to all designed services, or is assigned to prepare records of cable and wire facilities by interpreting engineering drawings of new and rearranged construction work performed under routine orders and estimates. The employee shall be paid \$1.00 differential for each day in which <i>4 hours or more</i> is spent on such assignments.</p>	LD	NONE
<p>No longer counted — an indicator used on time reports when an employee is no longer to be paid due to termination, leave of absence, or work completed by an occasional employee.</p>	NLC	NONE
<p>City allowance payable to non-management employees for work at locations within certain designated sections of Los Angeles, San Francisco and Oakland. (See SI 104, Section 1, Appendix C for specific details.) Appropriate city allowance entries are in Exhibit 5. Also see Paragraph 8 of this section.</p>	CA	NONE
<p>Allowance payable for "occasional meals". This symbol should be reported with the appropriate daily dollar amount as specified in paragraph 9.01. See also Exhibit 5.</p>	MA	NONE
<p>Allowance payable for daily "Head & Senior" differential as defined in the CWA and ORTT contracts. This symbol should be reported with the appropriate daily dollar amount: 1.00, 1.20, 1.60 or 2.00. For employees receiving a recurring or non-recurring shift differential, the daily dollar amounts are 1.10, 1.32, 1.76, or 2.20. (See Article 6 of the ORTT contract; Article 23 of the CWA contract.)</p>	HS	UTO

TABLE B (Contd)

OTHER PAYROLL SYMBOLS (Contd)

Notes Pertaining To Payroll Symbols

Note A: Sickness benefits under the Plan always start on the 8th full calendar day of absence.

Note B: Payment may be made for a continuing period of partial day absences in those cases where an employee who has been receiving Company benefits has been returned to work on a "part-time" basis as a rehabilitation measure. The symbol IAP will be used to report absent hours. Such part-time rehabilitation measures must only be used with concurrence with Company Medical Department physicians or appointed medical consultants. The period involved generally will not exceed 6 weeks.

Note C: Some cases of PAID time off may be considered as "time worked," when computing daily or weekly overtime. They are:

1. PAID time off to vote, in California and Nevada where laws specifically require that such time off be paid for.
2. Those where the time off is directed by the Company for the Company's benefit; (NO PAYROLL SYMBOL) such as: visits to a doctor, oculist, etc.

Note: When such visits are made at the employee's request, they are not considered "time worked." They are considered "time off" either paid (APX) or unpaid (AX).

3. Those so classified by Union contracts:

- (a) Paid time off spent by Union representative to attend grievance meetings with management representative is considered "time worked" if so specified by Union contract (UP).
- (b) Time released from work because of hours worked "in lieu of" scheduled tour.

Cases to be considered "time worked" shall be explained on time report.

See your Accounting Handbook and Union contract for more details.

Note D: An employee already absent from work because of sickness, and is directed to visit a Company doctor, should be paid for the time required to make the visit. Such paid time is not considered work time, and would not constitute a "return to work." If the employee is already being paid for the sickness absence (AAP or IAP), the payment requirement is met. If the employee is not being paid for sickness absence on the day of the visit (AI or AA), then the time required to make the visit shall be reported as paid sickness absence (AAP or IAP).

TABLE C
UNDISTRIBUTED TIME CODES

Use the following information for reporting to undistributed (UT) codes. Reference SI 189.

1. SICKNESS – UTI

1.01 Paid absent time due to illness, or accident not arising out of and in the course of employment by the Company, during the first seven full calendar days of absence. Also includes a partial day of absence due to illness or off-duty accident. SI 104 and SI 106.

Off-Duty Accident – Payroll Symbol AAP

1.02 Paid absence during first seven days due to an off-duty accident.

Other Than Off-Duty Accident – Payroll Symbol IAP

1.03 Paid absence during first seven days due to illness. Also use the symbol IAP when an employee is to be paid for the remaining portion of his/her tour of duty following an "On Duty" accident, or death.

2. UNCLASSIFIED HOURS – CONFERENCE AND OTHER – UTC AND UTO

Conference – Code UTC

2.01 Code UTC includes paid clock hours spent in attending plant conferences, meetings, or classes of a general nature rather than for specific vocational training in technical aspects of the job. For example:

- (a) Meetings to review Company policies, annual reports, results data, civil defense plans, etc.

Exception: All time spent attending accident prevention meetings, safe driving courses (including driving tests), first aid training classes, sales and marketing classes should be treated as on-the-job occupational training. Use reporting codes normally charged by employees receiving training.

- (b) Time spent in traveling in connection with aforementioned meetings.

Union Activities Paid – Payroll Symbol UP – Code UTC

2.02 Report under UTC and payroll symbol UP time off for union activities when such time is to be paid for in accordance with wage and working conditions agreements (SI 104).

TABLE C (Contd)

2. UNCLASSIFIED HOURS – CONFERENCE AND OTHER – UTC AND UTO (Contd)

Other – Code UTO

2.03 Code UTO includes paid clock hours spent in unclassified time, such as:

- (a) Time spent by occupational employees in temporary loans to substitute for absent supervisory employees where no change in occupational classification is made (absent means not on the job due to vacation, sickness, special assignment, or training that takes the supervisory employee out of the district for a period not less than one day nor greater than 30 days).
- (b) Time spent by occupational employees substituting for an absent clerical assistant to local plant administration, to plant superintendence, or to plant engineering (absent means not on the job due to vacation, sickness, special assignment, or training that takes the employee out of the district for a period not less than one day nor greater than 30 days).

Note: Incidental assignments to provide assistance to supervisory or staff forces, or to perform clerical work, should be charged to the reporting codes appropriate for the work performed by the employee in his/her regular job.

- (c) Driver's license examination as required by the Company (excludes Company-sponsored driving tests and safe driving classes).
- (d) Fitting for safety glasses, including visit to oculist.
- (e) Visit for identification card photographing and fingerprinting.
- (f) Court appearance where employee is directed by the Company to appear as witness (SI 106).
- (g) Visit to a doctor when directed by the Company to do so.

Note: Charge time off *at employee's request* to visit a doctor, if paid, to UTT (APX).

- (h) Paid time spent in traveling due to transfer of an employee from one headquarters or base location to another; employee, for example, is assigned to another headquarters (not temporarily) and is transferred there by direction of the Company.

Notes:

1. Where the employee is loaned or temporarily assigned to work in another location, charge time traveling to and from that location to the reporting codes appropriate for the job.
2. Charge time spent traveling from one company to another, for which the other company will be billed, to R/C 139-39 and the appropriate Work Order number. Prepare Form A 895 in accordance with SI 5, Custom Work.

- (i) Paid time spent in traveling from one headquarters or base location to another to help with an emergency such as earthquake, flood, or other disaster.

TABLE C (Contd)

2. UNCLASSIFIED HOURS – CONFERENCE AND OTHER – UTC AND UTO (Contd)

Other – Code UTO (Contd)

- (j) Equivalent paid hours for wage payments representing a termination allowance (SI 105).
- (k) Time spent by plant occupational employees (motor vehicle or other forces) in driving a new motor vehicle from a Company garage or place where it has been initially inspected and accepted to the location where it will be placed in service (HB6.41).
- (l) Time of occupational employees spent in transferring tools and material from their old truck to a newly purchased or newly assigned vehicle.
- (m) Time spent in observance of employee's service anniversary or retirement.
- (n) Time spent in attending Pioneer induction luncheon or meeting or Vail award ceremony.
- (o) Time of occupational employee loaned to an organized plant school as an assistant instructor for occupational off-the-job training.
- (p) Time of occupational employee spent in attending PAR interviews and sessions, or attending plant assessment centers.
- (q) Time of occupational employee assigned to participate in fund raising drives for United Appeal Organization, UBAC, Community Chest, etc.

3. HOLIDAYS AND COMPENSATING DAYS OFF – UTS AND UTN

Holiday Absence Paid – Payroll Symbol APXH

- 3.01 Paid absent time due to authorized holidays for occupational employees who receive the holiday off with pay. SI 104 and SI 106.
- (a) UTS – A holiday which falls within a normal weekly schedule.
 - (b) UTN – A holiday which falls outside of a normal weekly schedule.

Note: The term "normal weekly schedule" as used here means the employee's schedule for the calendar week in which the holiday falls.

Floating Holiday Absence Paid – Payroll Symbol APXF

- 3.02 Paid absent time due to authorized floating holidays for occupational employees. SI 104 and SI 106.
- (a) UTS – A floating holiday which falls within a normal weekly schedule.

TABLE C (Contd)

3. HOLIDAYS AND COMPENSATING DAYS OFF – UTS AND UTN (Contd)

Floating Holiday Absence Paid – Payroll Symbol APXF (Contd)

- (b) UTN – A floating holiday which falls outside of a normal weekly schedule.

Note: The term “normal weekly schedule” as used here means the employee’s schedule for the calendar week in which the floating holiday is taken.

Compensating Day Off – Payroll Symbol CD – Code UTS

- 3.03 Paid absent time for a day to compensate for a holiday coming within the vacation period.

4. PERSONAL ABSENCE PAID – UTT

Paid Time Off – Payroll Symbol APX – Code UTT

- 4.01 Time off, *if paid*, for any period up to and including one month, due to one of the following reasons:

- (a) Court appearance (see witness duty).
- (b) Jury duty (SI 106).
- (c) Witness duty (SI 106).

Note: Charge UTO (no payroll symbol) where employees are directed by the Company to appear as witnesses.

- (d) Quarantine resulting in unavoidable absence.
- (e) Visit to blood bank.
- (f) Medical and dental appointments at *employee’s request*, when paid.

Note: Charge UTO (no payroll symbol) where employee *is directed by the Company* to visit a doctor.

- (g) Time off to vote (SI 104).
- (h) Employee’s marriage.
- (i) Death in family.
- (j) Attending funeral.
- (k) Change from night to day tour (or shift).

TABLE C (Contd)

4. PERSONAL ABSENCE PAID – UTT (Contd)

Paid Time Off – Payroll Symbol APX – Code UTT (Contd)

- (l) General failure of public transportation.
- (m) Preinduction physical examination.
- (n) Time off granted to enable employee to arrange a transfer to another location.
- (o) Excused time off to attend church on Good Friday.
- (p) Time off for other personal reasons where special considerations warrant payment.
- (q) Time off for an employee ordered to report for physical examination prior to military service, for which the employee receives no government pay.
- (r) Service on election boards (SI 106).
- (s) Community Chest activities outside the Company.
- (t) Employee commandeered to fight forest fires.
- (u) The one hour paid for but not worked for those employees who are on duty and whose tours are shortened when clocks are advanced one hour because of the change from standard time to daylight saving time (SI 104).
- (v) Company-initiated excused time for Christmas Eve.

Incidental Absence – Payroll Symbol AP – Code UTT

4.02 Approved absence, *if paid*, during the first seven calendar days where no other specific symbol is provided. For example:

- (a) Illness of other members of the family.
- (b) Care of children or other members of family.

Note: Use symbol APK for periods from eight calendar days up to and including one month.

Other Absence – Payroll Symbol APK – Code UTT

4.03 Approved absence, *if paid*, where no other specific symbol is provided for periods from eight calendar days up to and including one month. (See example under 4.02.)

Excused Work Day – Payroll Symbol APXE – Code UTT

4.04 Excused work day as designated by the Company or selected by the employee from those days available.

TABLE C (Contd)

5. VACATIONS – UTV

Vacations – Payroll Symbol V – Code UTV

5.01 Paid absent time due to authorized vacations. SI 104 and SI 106.

PART A. PREPARATION OF HEADER PORTION OF DAILY TIME REPORT

ITEM	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
1. ARC-Payroll	Enter the payroll Administrative Responsibility Code (payroll ARC) for supervisor reporting.	See Exhibit 1 ①
2. Date Under Report	Enter date for which time is being reported.	See Exhibit 1 ②
3. Total in ARC	<p>Enter total number of employees assigned to the payroll ARC.</p> <p>Payroll ARCs with multi-page reports require this entry on Page 1 only.</p>	<p>See Exhibit 1 ③</p> <p>Include:</p> <ul style="list-style-type: none"> — Loaned employees — Part-time employees — Occasional employees — Transferred-in employees — Retained on Payroll while on disability <p>Exclude:</p> <ul style="list-style-type: none"> — Borrowed employees — Terminated employees — Transferred-out employees
4. Total Lines	Leave blank.	To be entered by Accounting ④
5. "A 4214-C-FA + Transfer-In"	Enter total number of Forms A 4214-C-FA attached to report. Also increase this total by 1 for each "T" in the T B/L Ind. field on the payroll portion of the report which represents a "Transfer-In" to the payroll ARC. A positive entry is required. If zero, enter zero.	<p>See Exhibit 1 ⑤</p> <p>Form A 4214-C-FA is to be prepared for each newly engaged employee. It requires first-level approval and must accompany the time report the day the employee's time is first reported. See SI 104, Section 3 for instructions in filling out Form A 4214-C-FA. Refer to Part C, Item 1, of this section for an explanation of "T" entries in connection with transfers. Also see Part 5, Employees Added to the Payroll.</p>

PART A. (Contd)

ITEM	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>6. Labor Class</p>	<p>Enter labor class of employees reporting to payroll ARC.</p>	<p>See Exhibit 1 6</p> <p>All payroll time and distribution must be reported by labor class.</p> <p>If the daily time report of a payroll ARC reporting only one labor class requires more than one page, the additional pages need no entries in the header portion except in the "ARC-Payroll", "Date Under Report", "Page ____ of ____" fields.</p> <p>For payroll ARCs reporting more than one labor class, prepare a separate page for each additional labor class. The header portion for the additional labor class pages only needs entries in the "ARC-Payroll", "Date Under Report", "Labor Class", "Distribution Balancing Totals", and "Page ____ of ____" fields.</p> <p>Motorized employees will be reported under a motorized labor class. Payroll ARCs with both motorized and non-motorized employees will be treated as having 2 L/Cs. Refer to Accounting Handbook, Section 8.11.</p>
<p>7. Distribution Balancing Totals</p>	<p>Enter distribution totals from boxes A, B+C and D.</p> <p>(A 4220-G-FA, enter distribution totals from boxes A, B+C and D+E).</p>	<p>See Exhibit 1 7 (Except for A 4220-G-FA)</p> <p>Total the payroll and distribution columns on each page (in boxes A, B, C and D).</p> <p>Entry for the "Distribution Balancing Totals" will be totaled on the first page of each labor class.</p>

PART A. (Contd)

ITEM	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
8. Page ____ of ____	On each day's report, number each page and enter the total number of pages.	See Exhibit 1 8 Number the pages serially for entire report, regardless of the number of labor classes included.
9. Prepared By and Date	Enter name of person preparing payroll report and date prepared.	See Exhibit 1 9
10. Street Address, Room No. and City	Enter street address, room number and city of person preparing report.	See Exhibit 1 10
11. Signature, Approval Signature, Date, Title	Enter signature and title of supervisor approving payroll report and the date signed or forwarded.	See Exhibit 1 11 This is a required entry in Northern California (Nevada). It is optional in Southern California.
12. Telephone Number	Enter telephone number of supervisor to be contacted if necessary.	See Exhibit 1 12 Include the area code with the 7-digit number.

PART B. PREPARATION OF PAYROLL PORTIONS OF DAILY TIME SHEET

ITEM	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES					
1. Name	<p>Enter last name and initials of each employee whose time is being reported.</p> <p>Include employees scheduled OFF.</p>	<table border="1" data-bbox="1453 295 1711 527"> <tr><td>Name</td></tr> <tr><td>Reference Only</td></tr> <tr><td>ABLE, A.A.</td></tr> <tr><td>BAKER, B.B.</td></tr> <tr><td>CHARLIE, C.C.</td></tr> </table>	Name	Reference Only	ABLE, A.A.	BAKER, B.B.	CHARLIE, C.C.
Name							
Reference Only							
ABLE, A.A.							
BAKER, B.B.							
CHARLIE, C.C.							
<p>1-A. NC, PT or OCC (Name Change, Part-Time, and Occasional Employees)</p>	<p>When names are preprinted on forms, cross out names for which no time is being reported.</p> <p>Employee's name may be entered more than once if necessary to accommodate all entries.</p> <p>When reporting a name change or reporting time for part-time and occasional employees, enter "NC," "PT" or "OC," as applicable.</p> <p>These entries will be made in the left-hand margin next to the employee's name, until revised forms are available.</p>	<p><i>Example:</i></p> <p>Employees who were not scheduled and did not work on a Saturday or Sunday. This applies also to part-time and occasional employees for whom no time is being reported.</p> <p>When the symbol NC is used, include the employee's social security number.</p> <p>The effective date of the name change is the effective date of the payroll change report, Form A 4214-B-FA. The new name should be reported when time is reported for that date. If the effective date is Sunday and a time report is not prepared for that date, then the first ARC report after that date should contain the new name.</p>					
2. Corr.	<p>This field should be left blank on the initial daily time reports.</p>	<p>See Part D of this section for correction procedures for previously submitted time reports.</p>					

PART B. (Contd)

ITEM	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES																		
3. Social Security Number	<p>Enter full social security number the first day of reporting each new engage, transfer-in and return from leave of absence. Also enter full social security number on terminations, changes and on both borrowed/loan activities as outlined in Part C of this section.</p> <p>For all other reporting situations enter the last four (4) characters of the Social Security Number.</p>	<p>(See Part C of this section for exception.)</p> <table border="1" data-bbox="1339 420 1881 699"> <thead> <tr> <th data-bbox="1339 420 1591 483">Name</th> <th data-bbox="1591 420 1623 483">C o r.</th> <th data-bbox="1623 420 1881 483">Social Security Number</th> </tr> <tr> <td data-bbox="1339 483 1591 508">Reference Only</td> <td data-bbox="1591 483 1623 508">46</td> <td data-bbox="1623 483 1881 508">48-56</td> </tr> </thead> <tbody> <tr> <td data-bbox="1339 508 1591 557">ABLE, AA.</td> <td data-bbox="1591 508 1623 557"></td> <td data-bbox="1623 508 1881 557">1234</td> </tr> <tr> <td data-bbox="1339 557 1591 605">BAKER, B.B.</td> <td data-bbox="1591 557 1623 605"></td> <td data-bbox="1623 557 1881 605">5678</td> </tr> <tr> <td data-bbox="1339 605 1591 654">CHARLIE, C.C.</td> <td data-bbox="1591 605 1623 654"></td> <td data-bbox="1623 605 1881 654">9012</td> </tr> <tr> <td data-bbox="1339 654 1591 699"></td> <td data-bbox="1591 654 1623 699"></td> <td data-bbox="1623 654 1881 699"></td> </tr> </tbody> </table> <p>See SI 104, Section 3.</p> <p>Do not enter payroll symbols in this column (refer to Item 8).</p> <p>Enter zero (0) when reporting an employee with no regular paid hours.</p> <p>See Exhibit 4 for appropriate entries in Total Paid Reg.</p> <p>Premium time generated at time and one-half, by holidays, by call-outs, etc.</p> <p><i>Example:</i> An employee works 8 hours that are subject to 49-hour treatment, enter 8 hours in the 49-hour box.</p>	Name	C o r.	Social Security Number	Reference Only	46	48-56	ABLE, AA.		1234	BAKER, B.B.		5678	CHARLIE, C.C.		9012			
Name	C o r.	Social Security Number																		
Reference Only	46	48-56																		
ABLE, AA.		1234																		
BAKER, B.B.		5678																		
CHARLIE, C.C.		9012																		
4. Reg. Hrs.	<p>Enter regular hours paid (benefit hours excluded).</p>																			
5. Extra Hrs.	<p>Enter all extra hours paid (excluding premium).</p>																			
6. Premium	<p>Enter all premium hours paid.</p>																			
A. Other	<p>Enter all premium hours generated by other than the 49-hour rule.</p>																			
B. 49 Hr.	<p>Enter only premium hours generated by the 49-hour rule.</p>																			

PART B. (Contd)

ITEM	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
7. Total Hours	Enter total of regular, extra and premium hours for balancing purposes.	Enter zero (0) if no total paid hours.
8. Payroll Exceptions — Code, Hrs./\$	Enter: <ul style="list-style-type: none"> • Payroll symbols and hours. • Differential codes and hours, dollars or zeros. • Special allowance codes and dollars or zeros. 	See Exhibit 5 for examples. An entry in the code field requires an entry in the Hrs/\$ field (except NLC). See Table B for payroll symbols. When more than one line is required to report an employee's payroll exceptions, enter all total paid hours on the employee's first line, and place a zero in Reg. Hrs. and Total Hours on each additional line. Additional lines for an employee do not have to be one after the other. Use any blank line on the page below the employee's first line.
9. Special Distribution/UT/Premium	Enter employee's total UT and premium distribution.	When more than one line is required to report an employee's UT distribution use reference in item 8 above. See also Exhibit 6 and Table B.
10. Transfer — Borrowed — Loaned		See Part C.
11. Comments	All undistributed codes not self-explanatory must be explained in this field.	Doctor visit, type of illness. For jury duty, attach Form GA 443 to the time document.

**PART C. BORROW/LOAN/TRANSFER AND TERMINATION
REPORTING AND RESPONSIBILITIES**

For time reporting purposes in this part, Nevada and Headquarters Staff will be considered part of the Northern Region.

Intra-region is within the Region. Inter-region is between Regions.

Borrow/Loan procedures are for assignments of one month or less. Longer assignments require transfer procedures.

BORROW/LOAN	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>1-A. INTRA-REGIONAL Partial or full day borrow/loan between groups reporting on Form A 4220-D, E, F, G-FA or via MTR. (Labor classes 10 through 58)</p> <p>LOANING ARC</p>	<p align="center" style="border: 1px solid black; padding: 5px;">LOANING ARC REPORTING</p> <p>In Payroll Section —</p> <ul style="list-style-type: none"> • Report payroll time in accordance with Parts A and B of this section. — Enter name. — Enter all the employee's payroll, UT and/or Premium distribution. — Do NOT enter any borrow/loan symbol in the T B/L Ind. field. — Do NOT make any entry in the ARC Transfer Borrow/Loan field. <p>In Distribution Section —</p> <ul style="list-style-type: none"> • Enter "L" in B/L Ind. field. • Enter payroll ARC loaned to in ARC Borrow/Loan field. 	<p>A partial day loan is when part of an employee's time is distributed against his/her own payroll ARC and part of the time is distributed to another payroll ARC, or all the time is distributed to more than one other payroll ARC for the day under report. The loaning ARC should report all the employee's time and distribution for the entire day as described in Item 1-A. An employee loaned on the same day he/she transferred in to a payroll ARC, must be reported using LOANING ARC REPORTING procedures 1-A. The transfer in must be indicated on the employee's first payroll line.</p> <p>A full day loan is when an employee's entire day is distributed to one payroll ARC other than his own. A full day loan may be reported using procedures as outlined in item 1-A (Loaning ARC Reporting) or in 1-B (Borrowing ARC Reporting).</p> <p>No borrowed/loaned information required on payroll portion of report.</p> <p>Refer to the last entry in the distribution portion of Exhibit 3 for an example of a partial day loan of 6 hours to another payroll ARC.</p>

PART C. (Contd)

BORROW/LOAN	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>1-B. (Contd)</p> <p>BORROWING ARC</p>	<p>In Distribution Section —</p> <p>No entry.</p> <p>In Payroll Section —</p> <ul style="list-style-type: none"> • Enter name and Social Security number. • Enter all payroll information including payroll exception and UT and premium distribution. • Enter "B" in T B/L Ind. field. • Enter payroll ARC of borrowed employee in ARC Transfer Borrow/Loan field. <p>In Distribution Section —</p> <ul style="list-style-type: none"> • Do not make entries in the B/L Ind. column or in ARC Borrow/Loan field. • Make distribution entries as appropriate for the force reporting. 	<p>Hours paid, meal allowances, exceptions, UT distribution, etc.</p> <p>MTR Operator's Manual and Sections 001-740-101PT through 001-740-107PT outline correct distribution entries for all occupational forces.</p> <p>The Accounts Manual outlines correct Geo. Code entries for all accounts and subaccounts.</p>

PART C. (Contd)

BORROW/LOAN	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>1-C. INTRA-REGIONAL INTRA-DEPART- MENTAL Employees reporting on Forms A 4220-2, A 4220-A-FA or via MTR loaned to a work group reporting on Forms A 4220-D, E, F or G-FA, or via MTR.</p> <p>LOANING ARC</p> <p>BORROWING ARC</p>	<p>In Payroll Section —</p> <p>SI 104, Section 2 outlines loaning ARC reporting procedures for nondistributed non-management employees. Management employee procedures are outlined in SI 104, Section 5.</p> <p>In Payroll Section —</p> <ul style="list-style-type: none"> • Enter name and full Social Security number of borrowed employee. • Enter REG and EXT hours worked in the Reg. Hrs., and the Extra Hrs. fields. • Enter total hours worked in Total Hours field, where applicable. • Enter "B" in T B/L Ind. field. • Enter payroll ARC of borrowed employee in ARC Transfer Borrow/Loan field. 	<p>The loaning ARC must report the employee's payroll time and the daily classification as defined in SI 104.</p> <p>Do not enter premium time or payroll exceptions.</p> <p>No UT or Premium distribution entries are made.</p> <p>The total hours worked entry must equal the hours distributed to code for that employee.</p>

PART C. (Contd)

BORROW/LOAN	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>1-C. (Contd)</p>	<p>In Distribution Section —</p> <ul style="list-style-type: none"> • Enter “B” in the B/L Ind. field. • Enter loaning payroll ARC in ARC Borrow/ Loan field. • Enter Job Function Code in SPFC/JFC field. • Enter Environment Code in EC field. • Distribute work performed to final codes, as appropriate for the force reporting. 	<p>MTR Operator’s Manual and Sections 001-740-101PT through 001-740-107PT outline correct distribution entries for all occupational forces. SI 90 outlines correct Geo. Code entries for all accounts and subaccounts.</p>
<p>1-D. INTER-REGIONAL Full day borrow/loan</p> <p>LOANING ARC</p>	<p>The loaning ARC reports both payroll time and distribution. The borrowing ARC makes no report unless reporting item completions.</p> <p>In Header Section —</p> <ul style="list-style-type: none"> • No change in these entries. <p>In Payroll Section —</p> <ul style="list-style-type: none"> • Enter all payroll, special distribution UT and premium distribution. • Do not make an entry in the T B/L Ind. field or the ARC Transfer Borrow/Loan field. 	<p>Nevada is considered part of Northern California for the purposes of this instruction.</p> <p>Make entries as outlined in Part A of this section.</p> <p>This information is obtained from the borrowing ARC.</p>

PART C. (Contd)

BORROW/LOAN	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>2-C. INTRA-REGIONAL, INTER-DEPARTMENTAL Employee who reports on Forms A 4220-2, A 4220-A-FA, A 4221, or via MTR loaned to a group reporting on Forms A 4220-D, E, F, G-FA or A 4220-B-FA/A 4220-B1-FA, or via MTR.</p>	<p>LOANING ARC</p> <p>In Payroll Section —</p> <p>SI 104, Section 2 and the MTR Operator's Manual outlines loaning ARC reporting procedures for nondistributed nonmanagement employees. Management (nondistributional) employee procedures are outlined in SI 104, Section 5. Operator Services procedures are outlined in SI 104, Section 4.</p>	
<p>BORROWING ARC</p>	<p>In Payroll Section —</p> <ul style="list-style-type: none"> • Enter name and Social Security number of borrowed employee. • Enter REG and EXT hours worked in the Reg. Hrs. and the Extra Hrs. fields. • Enter total hours worked in Total Hours field, where applicable. • Enter "B" in T B/L Ind. field. • Enter payroll ARC of borrowed employee in ARC Transfer Borrow/Loan field. 	<p>Do not enter premium time or payroll exceptions.</p> <p>No UT or Premium distribution entries are made.</p>

PART C. (Contd)

BORROW/LOAN	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>2-C. (Contd)</p>	<p>In Distribution Section —</p> <ul style="list-style-type: none"> • Enter “B” in the B/L Ind. field. • Enter loaning payroll ARC in ARC Borrow/Loan field. • Distribute work performed to final codes, as appropriate for the force reporting. 	<p>The MTR Operator’s Manual and Sections 001-740-101PT through 001-740-107PT outline correct distribution entries for all occupational forces. The Accounts Manual outlines correct Geo. Code entries for all accounts and subaccounts.</p>
<p>3. INTER-COMPANY All occupational forces</p>		<p>See SI 5, Section 11.</p> <p>Nevada is considered part of the Northern Region for the purposes of this instruction.</p>

PART C. (Contd)

TRANSFERS AND TERMINATIONS	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>1. INTRA-REGIONAL TRANSFERS</p>	<p>When a transfer involves changes in the "Employee File" (that information on the employee's A 4214-B-FA, in addition to the ARC change, a new A 4214-B-FA must be prepared by the receiving ARC only, and the transfer will be effective on a Sunday (the beginning of a payroll period.)</p> <p><i>DO NOT</i> prepare a "transfer-out" A 4214-B-FA for Intra-Region transfer.</p> <p>Intra-Region transfers may be transacted on the time reporting documents if the transaction involves no other changes except ARC-Payroll and ARC-Charged. (The ARC-Payroll and ARC-Charged MUST be the same.)</p>	<p>Form A 4214-B-FA is required when any of the following items are to be changed on a continuing basis, effective with the transfer:</p> <ul style="list-style-type: none"> • Social Security number. • Name. • Basic Rate. • Differential, commission, bonus, meals. • City Allowance. • Employee codes; payroll, job status, and title. • Work location. • Scheduled Work Hours. • Labor Class. • FLSA. • Union Rep. code. • Exchange. • Job Function Code. • Environment Code. • Geo. Code.

PART C. (Contd)

TRANSFERS AND TERMINATIONS	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>1. INTRA-REGIONAL TRANSFERS (Contd)</p> <p>TRANSFERRING ARC</p> <p>RECEIVING ARC</p>	<p>In Header Section —</p> <ul style="list-style-type: none"> • Follow the same procedures as in Item 2. <p>In Payroll Section —</p> <ul style="list-style-type: none"> • Follow the same procedures as in Item 2. <p>In Header Section —</p> <ul style="list-style-type: none"> • Follow the same procedures as in Item 2. <p>In Payroll Section —</p> <ul style="list-style-type: none"> • Follow the same procedures as in Item 2. <p>In Distribution Section —</p> <ul style="list-style-type: none"> • Follow the same procedures as in Item 2. <p>The new A 4214-B-FA shall be prepared and must reach Accounting prior to the effective date of the transfer.</p>	<ul style="list-style-type: none"> • Account Code. • Tracking Code (if desired). • Associated % (percent). • See SI 102, Section 8, for instructions on preparation of Form A 4214-B-FA. <p>Transfer of an employee from an occupational to a nonoccupational or from a nonoccupational to an occupational assignment always requires preparation of Form A 4214-B-FA.</p> <p>When the transferring employee is not scheduled to work on the Sunday effective date (and does not work), zeros should be entered in the Reg. Hrs. and Total Hours fields.</p> <p>See Part 5 of this section.</p>

PART C. (Contd)

TRANSFERS AND TERMINATIONS	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>2. INTRA-REGIONAL TRANSFERS (Contd)</p> <p>RECEIVING ARC</p>	<p>In Header Section —</p> <ul style="list-style-type: none"> • Show one more in Total In ARC field for each transfer-in to the payroll ARC. • Increase by one (1) in the A 4214-C-FA + Transfer-In field for each transfer-in. <p>In Payroll Section —</p> <ul style="list-style-type: none"> • Enter employee's name, full Social Security number, and all payroll information. • Enter a "T" in the T B/L Ind. field. • Enter the payroll ARC from which the employee was transferred in the ARC Transfer Borrow/Loan field. 	<p>When an employee transfers into the payroll ARC and is loaned the same day, the loaning ARC must report all time and distribution for that day. The transfer-in ("T" in the T B/L Ind. field) must be on the employee's first line. The appropriate borrow/loan entries (if any) will be made on a succeeding line. Refer to Part B, Items 8 and 9 for proper multiple line reporting.</p> <p>When transferring new ARC-charged is not the same as the new ARC Payroll, the transfer must also be reported on Form A 4214-B-FA. Examples could include Inspector Repair mechanic, certain coin people and booth inspectors as in 6.03 and 6.04.</p> <p>If the employee is not scheduled to work on the effective date of the transfer (and does not work), zeros should be entered in the Reg. Hrs. and the Total Hours fields.</p>

PART C. (Contd)

TRANSFERS AND TERMINATIONS	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES
<p>2. INTRA-REGIONAL TRANSFERS (Contd)</p>	<p>In Distribution Section —</p> <ul style="list-style-type: none"> • Distribute time as appropriate. • When “0” total hours are reported in payroll section, no distribution is required. 	<p>When an employee is transferred to a supervisor who has not previously had employees on his payroll ARC, Form A 4214-B-FA must be prepared also. This automatically requires the transfer to be in effect on a Sunday (the beginning of a payroll period). See Item 2 for Sunday time reporting when the transferring employee does not work that day.</p>
<p>3. INTER-REGIONAL AND INTER-COMPANY TRANSFERS</p>	<p>The transferring ARC treats movement as a termination; the receiving ARC treats movement as a new employee.</p>	<p>See Item 4 of this part for terminations.</p> <p>See Part 5 of this section for new engages.</p>
<p>4. TERMINATIONS</p>	<p>When an employee is no longer to be paid due to termination, leave of absence, work completed by occasional employee —</p> <p>In Payroll Section —</p> <ul style="list-style-type: none"> • Enter employee’s name and Social Security number. • Enter zero in Reg. Hrs. and Total Hours columns. • Enter NLC in the left Payroll Exception Code column. <p>In Header Section —</p> <p>Do not include terminated employee in Total In ARC column.</p>	<p>This must be dated the day after the last day paid. If this day falls on a weekend or holiday, a time report must be processed for that date, even though the “NLC” is the only exception reported. (See Exhibit 7.)</p> <p>When an occasional employee is expected to work more than three weeks for the same payroll ARC during the ensuing three months, refer to SI 100 for employee classification.</p> <p>NLC = no longer counted.</p>

PART D. CORRECTIONS TO PREVIOUSLY SUBMITTED TIME REPORTS

ITEM	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES															
<p>1. Corr. (Correction Indicator Column for both Payroll and Distribution)</p>	<p>If the data being corrected is within the current pay period, follow the current period correction procedure; otherwise, use the prior period correction procedure.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <p>CURRENT PERIOD CORRECTIONS</p> </div> <p>In Header Portion —</p> <ul style="list-style-type: none"> • Enter ARC-Payroll and date for which information is being submitted. • The Total in ARC field should show the total number of people as of the date being corrected. • Enter the labor class. • In the Distribution Balancing Totals fields, show the net change (plus or minus) in the Total Hours, Spec. Distb./UT/Premium fields. • Fill in the remaining fields of the header portion. 	<p>Current period corrections cannot be made after Monday following the pay period close. See SI 104, Section 3 for payroll close dates.</p> <p>Separate form must be used for corrections. They must not be included on regular daily reports.</p> <p>Enter the NET DIFFERENCE from what was previously reported in Total boxes A, B, C, and D. For example: If total paid hours were reported as 8 and a correction was made reducing it to 6, the appropriate entry in Totals box A would be 2.</p> <p>When a payroll ARC is reporting both distributional and nondistributional employee time, the distributional form(s) must precede any nondistributional forms.</p> <p><i>Example:</i> If the net change to one of these fields is plus 6, enter a 6. If the net change is minus 6, enter a 6 (encircled). If there is no change, enter a zero.</p> <table border="1" style="margin: 10px auto;"> <thead> <tr> <th rowspan="2">LABOR CLASS</th> <th colspan="3">Distribution Balance Totals</th> </tr> <tr> <th>Total Hrs. (A)</th> <th>Spec. - UT (B + C)</th> <th>Distribution (D)</th> </tr> </thead> <tbody> <tr> <td>43-45</td> <td>46-50</td> <td>51-55</td> <td>56-60</td> </tr> <tr> <td style="text-align: center;">22</td> <td style="text-align: center;">0</td> <td style="text-align: center;">= 6</td> <td style="text-align: center;">+ (6)</td> </tr> </tbody> </table> <p>The numbers in the above example are the result of comparing the previous time document with the correcting time document.</p> <p>0 = No change in Total Paid Hours 6 = 6 additional hours of UT on correcting report. (6) = Reduction of six hours to distribution codes on the correcting report.</p>	LABOR CLASS	Distribution Balance Totals			Total Hrs. (A)	Spec. - UT (B + C)	Distribution (D)	43-45	46-50	51-55	56-60	22	0	= 6	+ (6)
LABOR CLASS	Distribution Balance Totals																
	Total Hrs. (A)	Spec. - UT (B + C)	Distribution (D)														
43-45	46-50	51-55	56-60														
22	0	= 6	+ (6)														

PART D. (Contd)

ITEM	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES																																																
<p>1. Corr. (Correction Indicator Column for both Payroll and Distribution) (Contd)</p>	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> <p>CURRENT PERIOD CORRECTIONS</p> </div> <p>In the Payroll Portion —</p> <ul style="list-style-type: none"> • Enter the employee's name in normal manner. • Enter a "C" in the Corr. field and fill in the remaining fields on that entire line as the entire day should appear. <p>In the Distribution Portion —</p> <ul style="list-style-type: none"> • In the Corr. field, enter an "A" to add information, and an "S" to subtract information. • Enter distribution information to be added or subtracted, as appropriate. <p>If an A 4214 has been submitted, follow the canceling or correcting procedures outlined in SI 102-II.</p>	<p>The payroll program will strip off all payroll portion entries that were previously reported for that day and replace it with the data that follows the "C" code entry.</p> <p>EXCEPTIONS: (Use only if Form A 4214 has not been submitted.)</p> <p>When "NLC" (no longer counted) or "Transfer-Out" entries were erroneously made on previous time reports:</p> <p>Submit a correcting time sheet and report the employee exactly as initially reported and enter a "C" in the Corr. field of the payroll portion.</p> <p>Following this procedure, a separate corrective time report should be submitted for employee's payroll hour and distribution.</p> <p>Correction of erroneously reported "Transfer-In" or nonreported "NLC" or other transfer that should have been reported will require contact with Accounting to make corrections.</p>																																																
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">G</th> <th style="width: 5%;">T</th> <th style="width: 15%;">B L Infr</th> <th style="width: 15%;">Borr - Loan ARC</th> <th style="width: 15%;">Geo</th> <th style="width: 15%;">Reporting Code</th> <th style="width: 10%;">PRLC</th> <th style="width: 10%;">Hours</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>48 51</td> <td>54 51</td> <td>61R</td> <td>80 87</td> <td>83 87</td> </tr> <tr> <td></td> <td></td> <td>A</td> <td></td> <td>R11</td> <td></td> <td></td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>S</td> <td></td> <td>R11</td> <td>71R</td> <td></td> <td>40</td> </tr> <tr> <td></td> <td></td> <td>A</td> <td></td> <td>R11</td> <td>71E</td> <td></td> <td>40</td> </tr> <tr> <td></td> <td></td> <td>S</td> <td></td> <td>R11</td> <td>164W</td> <td></td> <td>2</td> </tr> </tbody> </table>	G	T	B L Infr	Borr - Loan ARC	Geo	Reporting Code	PRLC	Hours				48 51	54 51	61R	80 87	83 87			A		R11			1			S		R11	71R		40			A		R11	71E		40			S		R11	164W		2
G	T	B L Infr	Borr - Loan ARC	Geo	Reporting Code	PRLC	Hours																																											
			48 51	54 51	61R	80 87	83 87																																											
		A		R11			1																																											
		S		R11	71R		40																																											
		A		R11	71E		40																																											
		S		R11	164W		2																																											
		<p>More than one correction may be made on a report if they all have the same date, ARC and labor class.</p>																																																

PART D. (Contd)

ITEM	PROCEDURES	CONDITIONS/EXAMPLES/REFERENCES															
<p>2. Corr. (Correction Indicator Column for both Payroll and Distribution)</p>	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> PRIOR PERIOD CORRECTIONS </div> <p>In the Header Portion —</p> <p>Fill in header the same as for current period correction, except for Distribution Balancing Totals fields.</p> <p>In the Payroll Portion —</p> <p>No payroll line entries. Use Form A 4209-FA for payroll time, UT and premium corrections. The A 4209-FA must be attached behind the corrective daily time report.</p> <p>In the Distribution Portion —</p> <p>Use the same add (A) and subtract (S) procedures as outlined in Item 1, "Current Period Corrections."</p>	<p>There will be a net change entry of plus, minus or zero in the Distribution field. The Total Hours and Special-UT fields will always be zero as this information is contained on the A 4209. If the distribution is not changed by the correction, an A 4220 form need not accompany the A 4209.</p> <table border="1" data-bbox="1339 651 1822 786" style="margin: 10px auto;"> <thead> <tr> <th rowspan="2">LABOR CLASS</th> <th colspan="3">Distribution Balance Totals</th> </tr> <tr> <th>Total Hrs. (A)</th> <th>Spec. - UT (B + C)</th> <th>Distribution (D)</th> </tr> </thead> <tbody> <tr> <td>43-45</td> <td>46-50</td> <td>51-55</td> <td>56-60</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">= 0</td> <td style="text-align: center;">+ 8</td> </tr> </tbody> </table> <p>Refer to SI 104, Section 1 for instructions on payroll adjustments for nonmanagement.</p> <p><i>Note:</i> The net change in payroll hours entered on Form A 4209-FA (if any) must balance to the net change in distribution on the correcting daily time report.</p>	LABOR CLASS	Distribution Balance Totals			Total Hrs. (A)	Spec. - UT (B + C)	Distribution (D)	43-45	46-50	51-55	56-60	10	0	= 0	+ 8
LABOR CLASS	Distribution Balance Totals																
	Total Hrs. (A)	Spec. - UT (B + C)	Distribution (D)														
43-45	46-50	51-55	56-60														
10	0	= 0	+ 8														

Plant Daily Time and Distribution Report

Page ____ of ____

ARC-Payroll	Date Under Report	Total In ARC	Total Lines	A 4214 -C-FA+ Transfer-In	Adv Time	Labor Class	Distribution Balancing Totals			Prepared By	Date	Telephone No
31-39	40-45	46-48	49-52	53-55	56	46-48	Total Hours	Spec-UT	Distribution	S. A. RITCHIE	3-13-79	415-542-1234
YWXABI	Mo Day Yr	10		0		22	(A) 80	(B+C) 10	(D) 70	Street Address	Room No.	City
										180 NOWHERE CIRCLE	698	SF
										Approved Signature	Date	Title
										(D.C. 2500)	3-13-79	INST SPVR

Payroll Section																							
Name	NC PT OCC	Corr	Social Security Number	Reg Hrs	Extra Hrs	Premium Other	49 Hr	Total Hours	Payroll Exceptions				Spec Disto/UT/Premium				T B/L Ind	ARC Transfer Borrow/Loan	Comments				
Reference Only			49	50-59	60-63	64-67	68-71	72-75	76-79	80-83	84-87	88-91	92-95	96-99	100-103	104-107	108-111	112-115	116-119	120	121-129	Ref Only	
1																							1
2																							2
3																							3
4																							4
5																							5
6																							6
7																							7
8																							8
9																							9
Totals									A) 80					B) 5 C) 5									

Distribution Section															
Corr	B/L Ind	ARC Borrow/Loan	Geo	Parcel	CWO	Track Code	Job Auth No	Reporting Code	PRLC	Hours	SPFC/JFC	EC	SO Number/AI	Comments	
49	50	51-59	60-63	64-66	67-68	69-71	72-81	82-88	89-91	92-96	97-102	103	104-114	Reference Only	
1														1	
2														2	
3														3	
4														4	
5														5	
6														6	
7														7	
8														8	
9														9	
Total Distributed Hours										D) 70					

Special Reporting Examples

The following pay treatment examples will apply to any Monday through Friday work day. All overtime rates are computed at one and one-half hour rates (49 hour rule hours are not applied). Federal or State laws and Union Contract requirements shall prevail in the event of any conflict arising from these instructions and/or illustrations:

- Line 1. Excused absence for meeting with Union and Company representatives. Scheduled hours 8:00 a.m. to 4:30 p.m. A Union representative attended a Union-Company meeting from 1:00 p.m. to 4:00 p.m., for which he qualified for payment. Worked overtime from 4:30 p.m. to 6:30 p.m. The three hours spent in the meeting are considered **time worked**. The 2 hours from 4:30 p.m. to 6:30 p.m. are paid at the time and one-half rate.
- Line 2. Works 5 hours of regular shift on relief assignment. Becomes ill and is absent 3 hours.
- Line 3. **Temporary** change in shift — **day** shift to **evening** shift. Symbol "D" applies shift differential. Employee is temporarily assigned to an evening or night shift in connection with vacation relief for a period of one week. Employee shall receive the appropriate shift differential, but shall not receive premium pay for the change of shift. Such vacation relief shall be deemed to include any additional days which the evening or night shift employee may take immediately preceding or following his vacation. Employee works two hours extra. Differential will be computed for all hours worked.

Note 1: When an employee is to receive a daily shift differential on a continuing basis, the differential is established by Form A 4214-B-FA per SI 102-II, Section 11.

Removal of this continuous differential for a day is accomplished by reporting payroll exception code "TC" and "0" hours on the Payroll Exception portion of the daily time report.

Note 2: When an employee is not receiving a daily shift differential on a continuing basis as determined by the A 4214-B-FA submitted, differential may be added for the day by entry of payroll exception code "D" and "0" hours in the Payroll Exception portion of the daily time report.

Plant Daily Time and Distribution Report

ARC-Payroll	Date Under Report	Total In ARC	Total Lines	A 4214-C-FA+ Transfer-in	Adv Time	Labor Class	Distribution Balancing Totals			Prepared By	Date	Telephone No
31-39	40-45	46-48	49-52	53-55	56	46-48	Total Hours	Spec-UT	Distribution	V. K. CARTER	3-13-79	415-543-4321
MTRABC	Mo Day Yr						(A)	(B+C)	(D)	Street Address	Room No.	City
	3 13 79	3		0		11	30	8	22	240 SOMEWHERE DRIVE	101	SF
										Approved Signature	Date	Title
										<i>P.O. Fynewick</i>	3-13-79	PSC SPVR

Payroll Section																					
Name	NC PT OCC	Co_r	Social Security Number	Reg Hrs	Extra Hrs	Premium Other	49 Hr	Total Hours	Payroll Exceptions					Spec Distb/UT/Premium				B/L	ARC	Comments	
Reference Only	49	50-59		60-63	64-67	68-71	72-75	76-79	80-83	84-87	88-91	92-95	96-99	100-103	104-107	108-111	112-115	116-119	120	121-129	Ref Only
1 DALLABA, RL				8	2	1		11	UP	3					UTC	3	712	1			1
2 KRUMP, IM				8				8	IAP	3	RD	2.00			UTI	3					2
3 SETTLE, WA				8	2	1		11	D	0					712	1					3
4																					4
5																					5
6																					6
7																					7
8																					8
9																					9
Totals								A)						B) 7	C) 1						

Distribution Section														
Co_r	B/L Ind	ARC Borrow/Loan	Geo	Parcel	CWO	Track Code	Job Auth No	Reporting Code	PRLC	Hours	SPFC/JFC	EC	SO Number/AI	Comments
49	50	51-59	60-63	64-66	67-68	69-71	72-81	82-88	89-91	92-96	97-102	103	104-114	Reference Only
1			R21					71R		7				1
2			R21					81E		5				2
3			R21					61M		10				3
4														4
5														5
6														6
7														7
8														8
9														9
Total Distributed Hours										D) 22				

Special Reporting Examples (Contd)

Line 1. Temporary change in shift — **evening** shift to **day** shift. Regular tour 12:00 noon to 8:00 p.m. Employee was scheduled a change in shift — 8:00 a.m. to 4:30 p.m. Worked 8:00 a.m. to 6:30 p.m.

NOTE: Changes between day, evening or night shifts for a period less than two weeks (with specified exceptions) shall be paid for at the rate of 1-1/2 hours pay for each hour worked. When premium payments are paid for a temporary change of shift, a shift differential will not be paid. Differential for extra and premium time will be computed if allowed by the contract.

Line 2. Temporary change in shift — **day** shift to **evening** shift. Illness involved with less than **five years** service. Regular tour 8:00 a.m. to 5:00 p.m. Scheduled to work a change in shift 3:00 p.m. to 11:00 p.m. Called in to work at 1:00 p.m. and worked until 6:00 p.m., and went home ill. Pay 1:00 p.m. to 3:00 p.m. as 2 hours extra at the time and one-half rate, and **exclude** from the 40 hour work week; pay 3:00 p.m. to 6:00 p.m. as three hours regular at the time and one-half rate, and **include** in the 40 hour work week, since they are within his scheduled hours for the day; pay 6:00 p.m. to 7:00 p.m. as IAP. This is the balance of the half-day for which paid (4 hours will go to AI).

Line 3. Temporary change in shift — **day** shift to **evening** shift. Illness involved — **ten years** service. Regular tour 8:00 a.m. to 5:00 p.m. Scheduled to work a temporary change in shift 3:00 p.m. to 11:00 p.m. Called in to work at 11:00 a.m. and worked to 7:00 p.m. when employee went home ill. Pay 11:00 a.m. to 3:00 p.m. at time and one-half rate, and **exclude** from the 40 hour work week; pay 3:00 p.m. to 7:00 p.m. at the time and one-half rate, and **include** it in the 40 hour work week; pay 7:00 p.m. to 11:00 p.m. as IAP. This is the balance of the full-day for which he was scheduled.

Plant Daily Time and Distribution Report

ARC--Payroll	Date Under Report	Total In ARC	Total Lines	A 4214-C-FA+ Transfer-In	Adv Time	Labor Class	Distribution Balancing Totals			Prepared By	Date	Telephone No
31-39	40-45	46-48	49-52	53-55	56	46-48	Total Hours	Spec-UT	Distribution	H. D. ROME	3-13-79	213-555-2134
VWXAC	Mo Day Yr 3 13 79	3		0		11	49-53	54-58	59-63	Street Address 1010 WISHLAND ROAD	Room No. 1241	City LA
							(A)	(B+C)	(D)	Approved Signature <i>[Signature]</i>	Date 3-13-79	Title PSC SPVR

Payroll Section																					
Name	NC PT OCC	Co	Social Security Number	Reg Hrs	Extra Hrs	Premium Other	49 Hr	Total Hours	Payroll Exceptions					Spec Distb/UT/Premium				T B/L Ind	ARC Transfer Borrow/Loan	Comments	
Reference Only	49	50-59	60-63	64-67	68-71	72-75	76-79	80-83	84-87	88-91	92-95	96-99	100-103	104-107	108-111	112-115	116-119	120	121-129	Ref Only	
1 COLLINS, PA				8	2	5		15	TC	0					712	5					1
2 MOORE, RC				4	2	2 1/2		8 1/2	AI	4	IAP	1			UTI	1	712	2 1/2			2
3 NUÑEZ, HL				8	4	4		16	IAP	4					UTI	4	712	4			3
4																					4
5																					5
6																					6
7																					7
8																					8
9																					9
Totals				20	8	11 1/2		A) 39 1/2							B) 10		C) 6 1/2				

Distribution Section														
Co	B/L Ind	ARC Borrow/Loan	Geo	Parcel	CWO	Track Code	Job Auth No	Reporting Code	PRLC	Hours	SPFC/JFC	EC	SD Number/AI	Comments
49	50	51-59	60-63	64-66	67-68	69-71	72-81	82-88	89-91	92-95	97-102	103	104-114	Reference Only
1			W22					4IR		10				1
2			W22					7IE		5				2
3			W22					BIM		8				3
4														4
5														5
6														6
7														7
8														8
9														9
Total Distributed Hours										D) 23				

Special Reporting Examples (Contd)

- *Line 1. Holiday scheduled. Scheduled day worked plus two hours overtime. If the employee had been excused and called back to work his normal hours, the holiday time report would remain the same.

- Line 2. Temporary change in shift – **day** shift to **evening** or **night** shift (applicable to Sunday and Holiday shifts only). The employee receives differential (also on any extra).

- *Line 3. Holiday scheduled to work and excused. Called back to work 1:00 p.m. to 6:00 p.m. Normal hours 8:00 a.m. to 4:30 p.m. Pay 8:00 a.m. to 1:00 p.m. (normal 1/2 hour lunch period), as 4-1/2 hours APXH for holiday; pay 1:00 p.m. to 4:30 p.m. as 3-1/2 hours regular at holiday rate, since it is within normal shift; pay 4:30 p.m. to 6:00 p.m. as 1-1/2 hours extra at holiday rate, since it is outside his normal shift.

- *Line 4. Holiday scheduled to work and excused. Called back to work 8:00 a.m. to 1:00 p.m. straight through. Regular hours 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Pay 8:00 a.m. to 12:00 noon as four hours regular at holiday rate, and **include** in the 40 hour work week; pay 12:00 noon to 1:00 p.m. (normal lunch period) as 1 hour extra at holiday rate, and **exclude** from the 40 hour work week; pay 1:00 p.m. to 5:00 p.m. as four hours APXH for holiday for remainder of schedule tour, and include in the 40 hour work week.

- Line 5. Holiday scheduled off. Called back to work 8:00 a.m. to 6:30 p.m. Normal hours 8:00 a.m. to 4:30 p.m. with one-half hour lunch period. Holiday premium payment – 2-1/2 hours pay for each hour worked.
If this were a floating holiday, payroll exception code APXF must be reported with 0 (zero) hours.

- Line 6. Compensating Day (CD) scheduled. Called out to work regular tour, 8:00 a.m. to 12:00 noon, 1:00 p.m. to 5:00 p.m. Pay 2-1/2 hours for each hour worked.

*If Floating Holiday, use APXF instead of APXH.



Plant Daily Time and Distribution Report

A 420-D-FA (3-79)
 (BSP 001-740-100PT /SI 104)

Page 1 of 1

ARC--Payroll	Date Under Report	Total In ARC	Total Lines	A 4214-C-FA+ Transfer-In	Adv Time	Labor Class	Distribution Balancing Totals	Prepared By	Date	Telephone No
31-39	40-45	46-48	49-52	53-55	56	46-48	Total Hours Spec-UT Distribution	L. BARRY	2-19-79	714-542-0254
WASPQI	Mo Day Yr	6		0		11	(A) 123½ (B+C) 77½ (D) 46	Street Address	Room No.	City
								525 BETA STREET	1938	SN DEGO
								Approved Signature	Date	Title
								<i>L. Barry</i>	2-19-79	PSC SVPR

Payroll Section		NC PT OCC	Co _r	Social Security Number	Reg Hrs	Extra Hrs	Premium Other	49 Hr	Total Hours	Payroll Exceptions					Spec Distb/UT/Premium				B/L Ind	ARC Transfer Borrow/Loan	Comments				
Name	Reference Only									Code	Hrs/\$	Code	Hrs/\$	Code	Hrs/\$	Code	Hours	Code				Hours	Code	Hours	
		49		50-59	60-63	64-67	68-71	72-75	76-79	80-83	84-87	88-91	92-95	96-99	100-103	104-107	108-111	112-115	116-119	120	121-129	Ref Only			
1	CHAVEZ, AR				8	2	15		25								UTS	8	712	7			1		
2	CORIELL, MY				8		12		20	D	0						UTS	8	712	4			2		
3	DOMENCI, RT				8	1½	7½		17	APXH	4½						UTS	8	712	4			3		
4	HANSON, MB				8	1	7½		16½	APXH	4						UTS	8	712	3½			4		
5	MASCAL, KL				0	10	15		25	APXF	0						UTN	8	712	7			5		
6	RUDOLPH, RN				8	0	12		20	CD	0						UTS	8	712	4			6		
7																								7	
8																									8
9																									9
Totals					40	14½	69			A) 123½	* REPORT FOR FLOATING HOLIDAY ONLY							B) 48		C) 29½					

Distribution Section															
Co _r	B/L Ind	ARC Borrow/Loan	Geo	Parcel	CWO	Track Code	Job Auth No	Reporting Code	PRLC	Hours	SPFC/JFC	EC	SO Number/A1	Comments	
49	50	51-59	60-63	64-66	67-68	69-71	72-81	82-88	89-91	92-96	97-102		103	104-114	Reference Only
1			G2I					G1R		10					1
2			G2I					41R		8					2
3			G2I					71M		5					3
4			G2I					81M		5					4
5			G2I					G1E		10					5
6			G2I					124W		8					6
7															7
8															8
9															9
Total Distributed Hours										D) 46					

Special Reporting Examples (Contd)

- Line 1. Holiday scheduled off. Called out to work 5:00 p.m. to 6:00 p.m. (travel time included). Normal hours 8:00 a.m. to 5:00 p.m. Holiday premium payment: 2-1/2 hours pay for each hour worked. Minimum pay for call out: 2 hours at applicable rate. Nonscheduled time worked on holiday during other than employee's normal hours is excluded from the 40 hour work week. APXH time on holiday is included as time worked in the work week. If floating holiday, report APXF in place of APXH.
- Line 2. Floating holiday scheduled off. Called out to work regular tour, 8:00 a.m. to 12:00 noon, 1:00 p.m. to 5:00 p.m. Pay 2-1/2 hours for each hour worked.
- Line 3. Holiday scheduled off. Called out to work 8 hours, of which 1 hour falls within regular tour hours 8:00 a.m. to 5:00 p.m. Worked 4:00 p.m. to 12:00 midnight with 1 hour (6:00 p.m. to 7:00 p.m.) off for supper. Hours worked on a holiday between 4:00 p.m. and 12:00 midnight (7 hours) are paid at premium rate of 2-1/2 hours pay for each hour worked. One hour worked (4:00 p.m. to 5:00 p.m.) was within the limits of the employee's regular tour hours and, therefore, included in the normal week. Report the portion of regular tour hours not worked as 7 APXH. If floating holiday, report APXF in place of APXH.
- Line 4. Holiday scheduled off. Called back to work 8:00 a.m. through 2:00 p.m. (no lunch period taken). Normal hours 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Worked 8:00 a.m. to 2:00 p.m. Pay 2-1/2 hours for each hour worked. If floating holiday, report APXF in place of APXH.
- Line 5. Employee having 2 years, but less than 5 years service, starts work on Monday, becomes ill after 1 hour and goes home.

Plant Daily Time and Distribution Report

ARC Payroll	Date Under Report	Total In ARC	Total Lines	A 4714-C-FA+ Transfer-In	Adv Time	Labor Class	Distribution Balancing Totals			Prepared By	Date	Telephone No
31-39	40-45	46-48	49-52	53-55	56	46-48	Total Hours	Spec-UT	Distribution	A. N. MCINTOSH	2-19-79	916-729-5722
QRTSA5		Mo	Day	Yr			(A)	(B+C)	(D)	Street Address	Room No.	City
		2	19	79	5	0	11	79½	56½	2700 VOLT AVENUE	2305	SAC
										Approved Signature	Date	Title
										<i>M.A. Smith</i>	2-19-79	PSC SPVR

Payroll Section		NC PT OCC	Co_r	Social Security Number	Reg Hrs	Extra Hrs	Premium Other	49 Hr	Total Hours	Payroll Exceptions				Spec Distb/UT/Premium				B/L Ind	ARC Transfer/Borrow/Loan	Comments			
Reference Only		49		50-59	60-63	64-67	68-71	72-75	76-79	80-83	84-87	88-91	92-95	96-99	100-103	104-107	108-111	112-115	116-119	120	121-129	Ref Only	
1	ALERT, JM				8	1	4		13	APXH	*	8				UTN	8	712	4				1
2	BELDA, BT				0	8	12		20	APXF		0				UTN	8	712	4				2
3	CHAN, AN				7	7	10½		24½	APXH	*	7				UTN	8	712	9½				3
4	JAMES, SH				3	6	9		18	APXH	*	3				UTN	8	712	4				4
5	MAVIS, OU				4				4	IAP		3	AI	4		UTI	3						5
6																							6
7																							7
8																							8
9																							9
Totals					22	22	35½		A) 79½	* USE APXF IF FLOATING HOLIDAY				B) 35	C) 21½								

Distribution Section		Co_r	B/L Ind	ARC Borrow/Loan	Geo	Parcel	CWO	Track Code	Job Auth No	Reporting Code	PRLC	Hours	SPFC/JFC	EC	SO Number/AI	Comments	
Reference Only		49	50	51-59	60-63	64-66	67-68	69-71	72-81	82-88	89-91	92-96	97-102	103	104-114	Reference Only	
1					G31					124 P		1				1	
2					G31					81M		8				2	
3					G31					71E		7				3	
4					G31					61M		6				4	
5					G31					81R		1				5	
6																6	
7																7	
8																8	
9																9	
Total Distributed Hours												D) 23					

Explanatory Notes For Exhibit 3

Daily Time Report

See Exhibit 3, Form A 4220-D, used in this example. Distribution is included so that distribution balances are shown.

- Line 1 – Scheduled and worked 4 hours extra.
- Line 2 – Scheduled, worked 4 hours – Doctor visit 4 hours approved pay.
- Line 3 – Scheduled loaned to another ARC 8 hours (borrowing ARC reporting payroll and distribution – Full Day Borrow/Loan).
- Line 4 – Reported 2 hours early and worked regular shift.
- Line 5 – Scheduled and worked 9 hours.
- Line 6 – Compensating day off.
- Line 7 – Scheduled – absent excused, no pay.
- Line 8 – Scheduled and paid 8 hours, worked 7-1/2 hours. (Last 1/2 hour normally excused).
- Line 9 – Scheduled, worked 6 hours, absent excused 2 hours, no pay. Same entry would apply if employee were normally excused the last 1/2 hour.

Plant Daily Time and Distribution Report

ARC—Payroll	Date Under Report	Total In ARC	Total Lines	A 4214-C-FA+ Transfer-in	Adv Time	Labor Class	Distribution Balancing Totals			Prepared By	Date	Telephone No
11-39	40-45	46-48	49-52	53-55	56	46-48	Total Hours	Spec-UT	Distribution	R. B. MORTON	3-13-79	213-533-0333
VWXJJI	Mo Day Yr	9		0		11	(A) 64½	(B+C) 16	(D) 48½	Street Address	Room No.	City
	3 13 79									21 S FIRST AVE	101	ALH
										Approved Signature	Date	Title
										<i>R. B. Morton</i>	3-13-79	PSC SPVR

Payroll Section																						
Name	NC PT OCC	Co _r	Social Security Number	Reg Hrs	Extra Hrs	Premium Other	49 Hr	Total Hours	Payroll Code	Exceptions Hrs/\$	Code	Hrs/\$	Code	Hrs/\$	Spec Distb/UT/Premium	B/L Ind	ARC Transfer Borrow/Loan	Comments				
Reference Only		49	50-59	60-63	64-67	68-71	72-75	76-79	80-83	84-87	88-91	92-95	96-99	100-103	104-107	108-111	112-115	116-119	120	121-129	Ref Only	
1 BRADLEY, TA				8	4	2		14	MA	6.50					712	2						1
2 BEHSLER, L				8				8	APX	4					UTT	4						DR VISIT
3 DAHL, WC				0				0														L VWXJJ2
4 GINTZ, HR				8	2	1		11	MA	3.00					712	1						4
5 LUDRDES, B				8	1	½		9½							712	½						5
6 MARIE, BA				8				8	CD	8					UTS	8						FOR 1-1-79
7 SMYTH, SR				0				0	AX	8												PERSONAL
8 TYSON, CL				8				8	APXD	½					UTT	½						8
9 VOORES, JB				6				6	AX	2												PERSONAL
Totals				54	7	3½		A) 64½							B) 16		C)					

Distribution Section															
Co _r	B/L Ind	ARC Borrow/Loan	Geo	Parcel	CWO	Track Code	Job Auth No	Reporting Code	PRLC	Hours	SPFC/JFC	EC	SO Number/AI	Comments	
49	50	51-59	60-63	64-66	67-68	69-71	72-81	82-88	89-91	92-96	97-102		103	104-114	Reference Only
1			V12					61R		11					1
2								71R		6					2
3								91R		4					3
4								61R		4					4
5								81E		4					5
6								61M		6					6
7								71M		6½					7
8								224P		5					8
9								164W		2					9
Total Distributed Hours										D) 48½					

	Total Paid Reg
Scheduled and worked 8 hours	8
Scheduled off, did not work	0
Scheduled, worked 4 hours, ill 4 hours, paid	8
Scheduled, worked 4 hours, ill 4 hours, not paid	4
Scheduled, absent, excused not paid	0
Scheduled, jury duty, paid	8
Holiday, scheduled, excused, paid	8
Holiday, scheduled, worked	8
Scheduled off, called in	0
Holiday, scheduled off, called in, 4 hours regular shift	4
*Military service	0
*Benefit time	0
Scheduled, worked 4 hours, Union activity, paid 4 hours	8

* Benefit and military time require a zero entry because pay treatment is determined by payroll exception codes and they are not distributed hours.

Appropriate Entries For Total Paid Reg. Column (Item 4)
Exhibit 4

	Reg Hrs	Extra Hrs	Premium		Total Hours	Payroll Exceptions					
			Other	49 Hr		Code	Hrs/5	Code	Hrs/5	Code	Hrs/5
	60-63	64-67	68-71	72-75	76-79	80-83	84-87	88-91	92-95	96-99	100-103
Scheduled, worked 4 hours, ill 4 hours, paid	8				8	IAP	4				
Scheduled, worked 4 hours, ill 4 hours, not paid	4				4	AI	4				
Scheduled, absent, excused, not paid	0				0	AX	8				
Scheduled, jury duty, paid	8				8	APX	8				
Holiday scheduled, excused, paid	8				8	APXH	8				
Holiday scheduled, worked	8		12		20						
Scheduled off, called in, worked regular shift (CWA contract)	0	8			8						
Holiday scheduled off, called in 4 hours regular shift	4	4	6		14	APXH	4				
Military service	0				0	MS	8				
Benefit time, full pay	0				0	IBT	8				
Benefit time, one-half pay	0				0	[IBT]	8				
Scheduled, work 4 hours – Union activity, 4 hours paid	8				8	UP	4				
Meal allowance \$6.50	8	4	2		14	MA	6.50				
*Add city allowance	8				8	CA	1.40				
*Subtract or add 1/2 day – city allowance	8				8	CA	.70				
Subtract city allowance	8				8	CA	0				
**Tour change 8 hours	8				8	TC	0				
∅Add shift differential	8				8	D	0				
Floating holiday, scheduled off, worked regular shift	0	8	12		20	APXF	0				
Scheduled, excused work day, unpaid	0				0	AXE	8				

*City allowance entries indicate treatment for the day if it differs from employee's regular city allowance treatment. Daily reporting of city allowance treatment is required only when an employee is temporarily moved into or out of a "city allowance area". Payroll symbols A, AX, IAP, V, AXE, etc, entries tell the computer when not to pay the allowance. See appropriate Union contract.

**Payroll exception code "TC" will delete shift differential for the entire day under report (Northern California and Nevada). Zero (0) hours entry required.

∅Payroll exception code "D" will apply shift differential for the entire day under report. Zero (0) hours entry required.

Appropriate Entries For Payroll Exception Codes Column (Item 8)
Exhibit 5

Scheduled, worked 4 hours, ill 4 hours, paid

Scheduled, jury duty, paid

**Holiday scheduled, excused paid

***Holiday scheduled, worked

**Holiday scheduled off, called in 4 hours regular shift

Scheduled, worked 4 hours—4 hours Union activity, paid

Military service

Worked 8 regular, 4 extra

Worked 8 regular, 4 extra, 2 hours Company policy meeting

Compensating day off

Vacation

Worked 8 regular, 1 extra (Receives Line Assigner differential for 9 hours).

Excused work day, unpaid

Excused work day, paid

Excused work day, paid, called in 8 hours outside shift (CWA-ORTT)

Excused work day, paid, called in 4 hours in regular shift, 4 hours outside shift (CWA).

Excused work day, paid, called in 4 hours in regular shift, 4 hours outside shift (ORTT).

Excused work day, paid, called in 8 hours in regular shift (CWA)

Excused work day, paid, called in 8 hours in regular shift (ORTT)

Reg Hrs	Extra Hrs	Premium			Total Hours	Payroll Except		Spec Distb/UT/Premium			
		Other	49 Hr	72-75		Code	Hrs/5	Code	Hours	Code	Hours
60-63	64-67	68-71	72-75	76-79	80-83	84-87	104-107	108-111	112-115	116-119	
8				8	IAP	4	UTI	4			
8				8	APX	8	UTT	8			
8				8	APX	8	UTS	8			
8		12		20			UTS	8	712	4	
4	4	6		14	APXM	4	UTN	8	712	2	
8				8	UP	4	UTC	4			
0				0	MS	8					
8	4	2		14	MA	6.50	712	2			
8	4	2		14	MA	6.50	UTC	2	712	2	
8				8	CD	8	UTS	8			
8				8	V	8	UTV	8			
8	1	1/2		9 1/2	LD	1.00	712	1/2			
0				0	AXE	8					
8				8	APXE	8	UTT	8			
8	8	4		20	APXE	8	UTT	8	712	4	
8	8	2		18	APXE	8	UTT	8	712	2	
8	8	4		20	APXE	8	UTT	8	712	4	
8	8			16	APXE	8	UTT	8			
8	8	4		20	APXE	8	UTT	8	712	4	

*Differential for extra hour will be generated.

**Use APXF if floating holiday.

***Report APXF, "0" hours, if floating holiday.

Appropriate Entries For Paid Hours
 Special Distribution—UT and Premium Columns (Item 9)
 Exhibit 6

TYPE OF LOSS	CHANGE CODE	NORMAL WORK WEEK	THE DAY THAT IS THE LAST DAY ON THE JOB	THE TERMINATION DATE OF THE A 4214-B-FA	THE DAY THE NLC MUST BE REPORTED ON THE TIME DOCUMENT
1. RESIGNED	10-23	MON – FRI SUN – THUR MON – FRI	FRIDAY FRIDAY THURSDAY	FRIDAY FRIDAY THURSDAY	SATURDAY SATURDAY FRIDAY
2. DISMISSED	24-26	MON – FRI SUN – THUR MON – FRI	FRIDAY FRIDAY THURSDAY	FRIDAY FRIDAY THURSDAY	SATURDAY SATURDAY FRIDAY
3. LAID OFF	27	MON – FRI SUN – THUR MON – FRI	FRIDAY FRIDAY THURSDAY	FRIDAY FRIDAY THURSDAY	SATURDAY SATURDAY FRIDAY
4. WORK COMPLETED	28	MON – FRI SUN – THUR MON – FRI	FRIDAY FRIDAY THURSDAY	FRIDAY FRIDAY THURSDAY	SATURDAY SATURDAY FRIDAY
5. TO (NAME OF BELL SYSTEM COMPANY) (EXCLUDING NEVADA)	29-30	MON – FRI SUN – THUR MON – FRI	FRIDAY FRIDAY THURSDAY	SEE SI 102-II SECTION 7 FOR EFFECTIVE DATE.	THE DAY AFTER THE EFFECTIVE DATE OF THE A 4214-B-FA ##
6. LEAVE OF ABSENCE (EXPIRATION OF DISABILITY BENEFITS)	44	MON – FRI	FRIDAY (LAST DAY OF BENEFITS) MON. (TUESDAY-FRIDAY VACATION)	SATURDAY MONDAY	SATURDAY OR NEXT CALENDAR DAY REGARDLESS OF BEING SCHEDULED DAY. MONDAY
7. LEAVE OF ABSENCE (HOME, MATERNITY, MILITARY, OTHER)	31-35	MON – FRI SUN – THUR MON – FRI	FRIDAY SATURDAY THURSDAY	MONDAY SUNDAY FRIDAY	MONDAY SUNDAY FRIDAY
8. a) RETIRED	36-38	MON – FRI		THE DATE SPECIFIED BY THE BENEFIT COMMITTEE.	THE DAY AFTER THE EFFECTIVE DATE ON THE A 4214-B-FA ##
b) RETIRED – RETAINED ON PAYROLL UNTIL END OF BENEFITS		MON – FRI		THE DATE SPECIFIED BY THE BENEFIT COMMITTEE.	THE DAY AFTER THE LAST DAY OF BENEFITS.
9. DECEASED	39	MON – FRI SUN – THUR MON – FRI	DECEASED ON FRIDAY DECEASED ON FRIDAY DECEASED ON THURSDAY	FRIDAY FRIDAY THURSDAY	SATURDAY SATURDAY FRIDAY
10. FORCE LOSS DURING OR AT END OF LEAVE OF ABSENCE	50-75			THE EFFECTIVE DATE.	NLC IS NOT REPORTED IN THESE CASES.
11. INTER-REGION TRANSFER OUT	40	MON – FRI SUN – THUR MON – FRI	FRIDAY THURSDAY WEDNESDAY	SEE SI 102-II SECTION 8 FOR DATES.	SATURDAY FRIDAY THURSDAY

Each day (Monday through Friday) preceding the NLC that the employee does not work, is not to be paid, and is not to be reported with any Payroll Exception Codes must be reported as an off-day (positive posting of zero "0" in the "Total Paid Reg." Column on the daily time document).

**Termination Dates of A 4214-B-FA and NLC Reported on DIS Time Documents
(A 4220-A, B, D, E, F and G)
Exhibit 7**