

EMPLOYMENT & HUMAN SERVICES

Marla Stuart, Director

40 Douglas Drive, Martinez, CA 94553 • Phone: (925) 608-5000 • Fax (925) 313-9748 • www.ehdsd.org

To: All Staff, Code 2A

Date: May 4, 2022

From: Cheryl McDaniel, Payroll Supervisor

Subject: Annual Notice of Enrollment for Compensatory Time for FY 2022-2023

This is the annual notice for eligible employees to elect compensatory time in lieu of straight time pay/overtime pay, flexible pay, and/or holiday pay. Permanent full time and permanent part time employees who elect to accrue compensatory time must notify their departmental payroll staff of their election by May 31 of each year. Your election will remain in effect for the entire fiscal year. It cannot be changed until the next compensatory time open enrollment for the following fiscal year. Please note, if you select "pay," all categories must be checked "pay." The same goes if you select "comp." If you wish to continue with your current election, then you do not need to submit a form.

If applicable, please complete the [form](#) provided by the Auditor/Controller by indicating your preference. Signed forms must be submitted through [Personnel Track-It, here](#) and **received no later than May 31, 2022, for the 2022 - 2023 fiscal year. We cannot accept late submissions.** As a reminder, unless specifically arranged in the work area, overtime must be discussed and pre-approved by your supervisor.

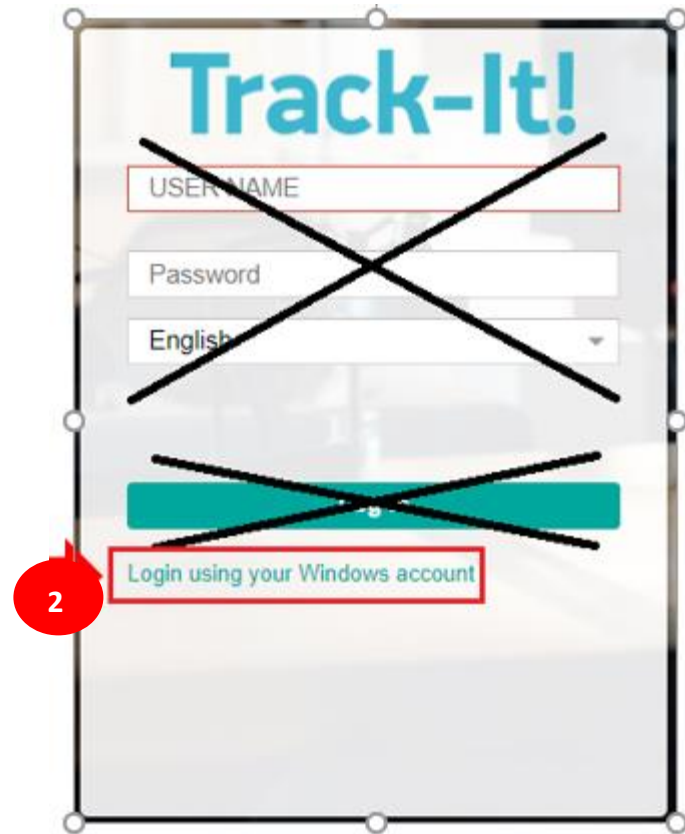
If you have questions regarding this notice, please contact your assigned Payroll Team Member as outlined below.

Bureau/Divisions	Payroll Clerk	Phone
Administration	Fay Kelly	608-5051
Aging and Adult Services	Baboucar Diatta	608-5035
Children and Family Services (Roslyn Gentry, Debra Bidwell, Nicole Gremillion, Vicky Quinto, Cindy Vogl, Priya Moorkoth-Phelps)	Jag Gosal	608-4926
Children and Family Services (Kathy Marsh, Lori Castillo, Kimberly Baker)	Rashonda Trammel	608-5034
Community Services	Christina Karnsouvong and Charisse Medley	608-5044 608-5029
Workforce Services (Kelley Curtis, Jerald Sams, Christina Navarro, Renee Giometti)	Manette Domingo	608-5033
Workforce Services (Rebecca Darnell, Robyn Currie, Drina Rowland)	Rashonda Trammel	608-5034
Workforce Services (Rosalie Uy, Hoa Van, Alice Dietrich)	Cheryl McDaniel	608-5031
Workforce Development Board	Fay Kelly	608-5051

Refer to the next page for Track-It instructions.

1. Click this link to log into Track-It:
<http://ehsdrkithr/TrackIt/SelfService/Account/LogIn>.
2. IMPORTANT: Leave the Username and Password Fields Blank. Only click **Login using your Windows Account**.
3. From the Home screen, click **Create New Ticket**.

1



2



3

4. In the **Summary** field: type **Annual Comp Enrollment**

5. In the **Note** field: type **See attached.**

6. From the **Priority** drop-down, select **Medium**.

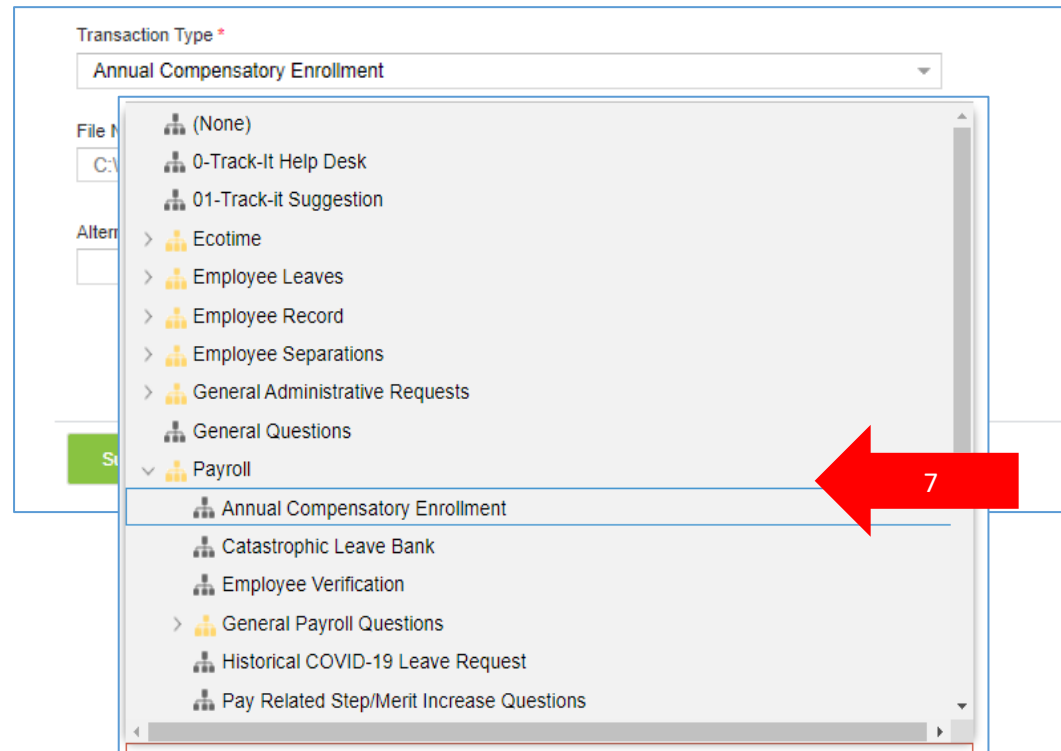
The image shows a 'New Ticket' form with three red arrows pointing to specific fields:

- Arrow 4 points to the **Summary *** field, which contains the text "Annual Comp Enrollment".
- Arrow 5 points to the **Note *** field, which contains the text "See attached." and includes a rich text editor toolbar with options for Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Link, Image, Format, Size, Text Color, and Undo.
- Arrow 6 points to the **Priority *** drop-down menu, which is currently set to "2 - Medium".

At the bottom right of the Note field, it says "Paragraphs: 1, Words: 2".

7. Select **Payroll**, then **Annual Compensatory Enrollment** from the **Transaction Type** drop down menu.

8. From the **File Name** field, click the **Browse** button and attach your completed form.



Transaction Type *

Annual Compensatory Enrollment

File Name

C:\

Alter

▼ (None)

0-Track-It Help Desk

01-Track-It Suggestion

> Ecotime

> Employee Leaves

> Employee Record

> Employee Separations

> General Administrative Requests

General Questions

▼ Payroll

Annual Compensatory Enrollment

Catastrophic Leave Bank

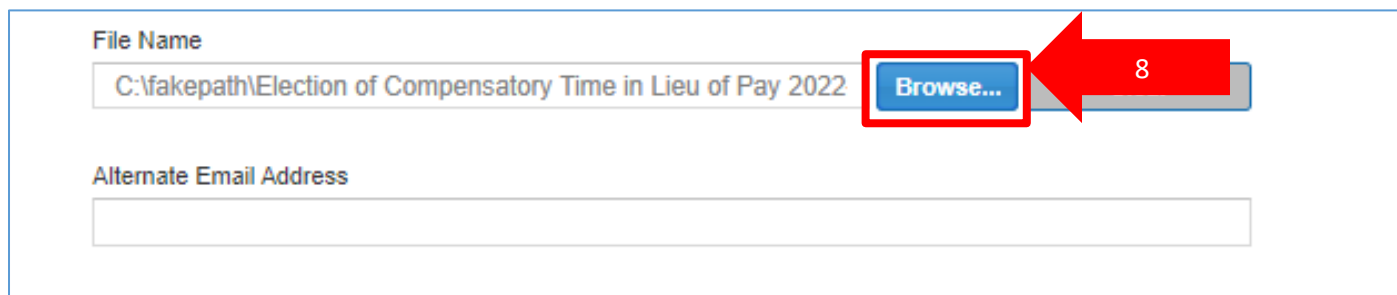
Employee Verification

> General Payroll Questions

Historical COVID-19 Leave Request

Pay Related Step/Merit Increase Questions

7



File Name

C:\fakepath\Election of Compensatory Time in Lieu of Pay 2022

Browse...

Alternate Email Address

8

9. Review all fields for accuracy. Click the **Submit Ticket** button.

REMEMBER TO LOG
BACK INTO TRACK-IT TO
REVIEW THE STATUS OF
YOUR TICKET.

New Ticket

Summary *
Annual Comp Enrollment

Note *
B I U S [bulleted list] [numbered list] [link] [image] Format - Size - A - [font color] [font size]
See attached.
Paragraphs: 1, Words: 2

Priority *
2 - Medium

Transaction Type *
Annual Compensatory Enrollment

File Name
C:\fakepath\Election of Compensatory Time in Lieu of Pay 2022 [Browse...] [Clear]

Alternate Email Address

Submit Ticket ← 9

Attachment C

Election of Compensatory Time in Lieu of Pay

Employee Number: _____

Employee Name: _____

Effective Date: 07/01/2022 - 06/30/2023

Flexible Hours

- Flexible Pay
- Flexible Comp

Holiday Hours

- Holiday Pay
- Holiday Comp

Straight Time Overtime Hours

- Straight Pay/Overtime Pay
- Straight Comp/Overtime Comp

Employee Signature: _____

Date Signed: _____