South Carolina Department of Public Safety

July 7, 2016

Via E-mail: CharlesAppleby@schouse.gov

Charles L. Appleby IV, Esq.
Chief Counsel
House Legislative Oversight Committee
Post Office Box 11867
Columbia, South Carolina 29211

Dear Mr. Appleby:

Thank you for your July 5, 2016 e-mails seeking additional information from the South Carolina Department of Public Safety in connection with the agency's June 29, 2016 responses to the Subcommittee. Information responsive to the question(s) posed in each e-mail is set forth below.

July 5, 2016 e-mail – 9:20 a.m.

- The "For Period Payroll" is the pay period in which the overtime was earned – not necessarily when it was paid (see Paragraph (4) below). The first four numbers indicate the year and the next two numbers indicate the "earned" pay period number, from one to twenty-four (there are 24 pay periods per year, as reflected on the payroll calendar provided previously).

July 5, 2016 e-mail – 9:56 a.m.

(1) These codes are used when an employee who is an **FTE** earns overtime as set forth in Department Policy 400.15:

1265 - SNE - Straight Time/OT 1.0 – the regular rate of pay for each hour of overtime worked.
1266 - SNE - Overtime Premium 50% – the "premium" (half-time) earned in addition to the foregoing rate for each hour of overtime worked.

(2) This code is used to pay additional "straight" time when a law enforcement officer who is an FTE works between 80 and 86 hours in a 14-day period.

1268 - SNE - Paid Straight Time

(3) These codes are used for overtime earned by **temporary** employees:

1205 - Straight Time/OT 1.0 – the regular rate of pay for each hour of overtime worked.
1206 - Overtime Premium 50% – the "premium" (half-time) earned in addition to the foregoing rate for each hour of overtime worked.

Charles L. Appleby, IV
July 7, 2016

(4) Although the majority of overtime is paid out for the same pay period in which it is earned, a lag between the "earned" period and the "paid" period may result when an employee does not correctly enter into SCEIS his or her hours worked in a timely manner so that the appropriate supervisor/time administrator can review and approve the hours accordingly. In such circumstances, earned overtime will be paid out on a subsequent pay period once the hours are correctly entered and approved in SCEIS. The tabs at the bottom of the Excel spreadsheets reflect the pay dates on which the overtime was paid.

(5) The position numbers do not necessarily reflect organizational groupings. For instance, the fact that two employees have sequential position numbers does not mean they work in the same division or perform similar duties. To help make sense of the position numbers, a list of all employees and their current position numbers and job class titles is enclosed. It should be noted that the position numbers reflected on the Excel spreadsheets and the enclosed list do not reflect the position numbers as they may have been at any previous juncture in time when employees might have occupied different positions than the ones they are in now.

Please let me know if any additional information is desired.

Sincerely,

Signature Redacted

Leroy Smith
Director

LS/wg

Enclosure