





## INSTRUCTIONS FOR COMPLETION OF EMPLOYMENT MONITORING SHEET

The staff work supervisor is responsible for completing the pay grade, evaluation data, and computing total pay for each offender. These are the last columns to be completed and the form will not be accessible to offenders after completion. Offenders will not be involved in the computation of time or pay. In addition, the supervisor will sign each completed form signifying that the information contained on the form is accurate.

1. Institution: Self-explanatory.
2. Pay Period: 30-day period for this sheet will begin on the 16th of one month and will end on the 15th of the next month. The two months involved, e.g., October/November.
3. Entry Date: The month and day the offender began work in the program. If an offender has been in the program in excess of one year, include the year of entry.
4. Days Worked: Add the number of days worked during the month for each offender. Total these figures at the bottom.
5. Pay Grade: Enter the pay grade on the first day of the reporting period for each offender. If an offender started during the month, enter the grade at which he started. Must be completed by work supervisor.
6. Total Hours Worked: Add the number of hours worked during the month for each offender. Total these figures at the bottom.
7. Evaluation Level: Enter the end of the month evaluation level (A, B, C, etc.) for each offender. Must be completed by work supervisor.
8. Evaluation Point: Enter actual points earned on Monthly Evaluation. Must be completed by work supervisor. Total these figures at the bottom.
9. Pay Per Hour/Point: Enter the hourly pay for the grade assigned and evaluation level achieved, or pay per point.
10. Incentive Units: Enter the number of individual incentive units achieved during the pay period.
11. Total Pay: Multiply total points times pay per point or pay per hour from the pay schedule according to the grade and evaluation and multiply times hour worked.
12. 80% Draw: Calculate 80% of total pay and place in this column.
13. Saving Distribution: Calculate 20% of total pay and place in this column.
14. Supervisor Signature: The supervisor will sign the form after verifying and completing the information.

### **Additional Entries**

1. For those entering the program during the month place an "E" in the box corresponding with the day the offender entered the program.
2. For those terminating from the program; place the code letter from the list below (type of termination) in the box corresponding with the day of termination.

<u>Code Letter</u>	<u>Type of Termination</u>
D	Disciplinary Problems
P	Poor Work Performance
F	Transferred to Other Facility
I	Transferred to Industry (at same facility)
A	Transfer to Agriculture Program (at same facility)
O	Transfer to Other Program (at same facility)*
M	Medical Reasons

\*Other than an industry program, such as CareerTech, etc.