



BULLETIN 11-04-2022

Poll Worker and Voting Time – Eligibility and STAR Entry

NOTE: These leave types have differing employee and employer rights and responsibilities when determining eligibility of usage. Please make sure to review both the information below as well as any referenced statutes or administrative code.

POLL WORKER / ELECTION OFFICIAL PAY

All usage of the Poll Worker/Election Official TRC PLLWK must comply with [Wis Stat: 7.33](#) and the current DPM Policy Bulletin - [DPM-0581](#).

Eligibility

- Employees must provide their “election official certification” from their municipality. This certification goes to their agency’s payroll staff.
- If employees are also paid for their poll worker service, they must provide a copy of the poll worker payment from the municipality for payroll deduction by their agency.
- Employees must be granted time away from work for the entire 24-hour period of election day to be eligible to use TRC PLLWK. Any work hours in their normal position on election day would fall outside of this statute.
- Employees who either cannot meet or choose not to comply with these requirements may choose to use annual leave balances through their normal time off request processes. See *Employees Using Annual Leave Option* section below for instructions.

Employee Time Entry

- Punch Time Reporters should enter punches and Elapsed Time Reporters should enter quantities for the regularly scheduled work hours on that day using TRC PLLWK. These entries should always match the employee’s scheduled work hours regardless of the number of hours worked as an election official on election day.
- This TRC applies to WRS hours and earnings, overtime eligibility add-ons and differentials the employee would have received had they worked in their scheduled position on election day. It is mapped to earnings code PLL that will flow through to STAR FIN as a separate earnings type for tracking purposes.



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Punch Time Reporter (8-hour schedule Mon-Fri):

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday
04 PLLWK - ER 18.18 Election W	Reported 0	Reported 0	Reported 10
			10.00

Elapsed Time Reporter (10-hour schedule Mon-Thu):

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday
04 PLLWK - ER 18.18 Election W	Reported 0	Reported 0	Reported 10
			10.00

Agency Payroll POTT Entry

If the employee used TRC PLLWK for election work during regularly scheduled hours and was paid for their election official duties, a copy of the paystub should be submitted to Agency Payroll staff so they can enter an earnings POTT to deduct the total check amount from the employee's pay earned for scheduled work hours during the election day. If employee is represented under the WLEA contract, refer to page 2 of [DPM-0581](#) for separate guidance.

Attach a copy of the paystub to the POTT and use a negative OTS amount and a corresponding positive WAE amount to give back WRS credit, so it is without loss of benefits.

Example - Employee is paid \$200 from municipality for hours worked on 11/08/22. Agency attaches a copy of the stub to the POTT entry and submits in PP ending 11/19/22:

Attach or View Supporting Documents (1) Run - WI_PY_1TIME (AE) Search Process Monitor

Detail Data	Validation	Audit Log	Emp ID	Empl Rcd	Name	Pay Status	Emcd	Description	Oth Hrs	Amount	One Time Cd	Sepchk#
1				0	Employee A	Active	WAE	WRS Accumulator Earnings Only	0.00	200.00	Addition	0
2				0	Employee A	Active	OTS	Other - Subtract Pay	0.00	-200.00	Addition	0



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Employees Using Annual Leave Option

Employees who use their annual leave balances to cover this work absence should enter the absence using normal entry procedures but should also include a “poll worker” designation in the comment box. Annual leave for poll worker purposes includes Vacation, Personal Holiday, Floating Legal Holiday, and Sabbatical.

*Absence Name

Reason

*Start Date

End Date

Duration 8.00 Hours

Click on the Partial Days bar below to enter hours less than your full day schedule.

Partial Days

Comments

TIME OFF FOR VOTING

All usage of the Voting TRC VOTE must comply with [Wis Stat: 6.76](#), [Wis Stat: 230.35\(4\)\(e\)](#) and [Wis ER: 18.11](#). Any person entitled to vote at an election and has met the eligibility requirements is entitled to be absent from work without loss of pay while the polls are open for a period not to exceed 3 successive hours to vote.

Eligibility

- The employee must notify the affected employer before election day of the intended absence.
- The employer may designate the time of day for the absence.

Employee Time Entry

- Enter punches as punch time reporters or quantities as elapsed time reporters for the hours spent voting on that day and TRC VOTE. These should total no greater than 3 hours on election day.
- This TRC applies to WRS hours and earnings, overtime eligibility add-ons and differentials the employee would have received had they worked in their scheduled position on election day. It is mapped to earnings code VTE that will flow through to STAR FIN as a separate earnings type for tracking purposes.



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Punch Time Reporter:

<p>08 Tuesday</p> <p>Nov Reported 0.00</p>	⊕	8:00.00AM			11:00.00AM	02 VOTE - ER 18.11 Voting Time	
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Elapsed Time Reporter:
 Time Reporting Code

	6-Sunday	7-Monday	8-Tuesday
<p>03 VOTE - ER 18.11 Voting Time</p>	Reported 0	Reported 0	Reported 3
	[]	[]	3.00

ADDITIONAL RESOURCES

- [Wis Stat: 230.35\(4\)\(e\)](#) – State office hours; standard workweek; leaves of absence; holidays.
- [Wis Stat: 6.76](#) – Time off for voting.
- [Wis Stat: 7.33](#) – Service as an election official.
- [DPM-0581](#) – Pay for Employees Serving as Election Officials.
- [Wis ER: 18.11](#) – Voting time.
- [Wis ER: 10.02\(4\)](#) Classification and compensation (LTE’s).