

# How to Fill Out the Remedy Calculation Form

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## What Hours Do I Put On “Total Hours Worked” Column?

Put all regular hours worked on a 42-hour security shift, for which you are claiming a remedy. Only fill in the hours in each pay period in which you actually worked the 42-hour security shift. Only use the “Regular Hours Worked” column on your timesheets. Look at the “TOTALS” box at the bottom of the “Regular Hours Worked” column and then subtract any hour you did not work a 42-hour security shift during that pay period. Please see below for a full list of what to include and not include in the Total Hours Worked sections for each pay period.

### Do Not Include in “Total Hours Worked” Boxes

**Academy Hours** - Only hours worked in an institution are compensable

**Holiday Hours** - You should have already been paid at the overtime rate and so are not compensable

**Leave Hours** - If you were on leave and not in the institution, those are not compensable hours

**Overtime Hours** - If you were already compensated at the overtime rate these hours are not compensable

**Some Training Hours** - If you worked with a Field Training Officer on something other than a 42-hour security shift, i.e. 84-hour shift or non-security 42-hour shift, do not include hours worked on anything other than a 42-hour security shift

### Pay Extra Attention

The TOTAL number of hours in the “Regular Hours” column on your timesheet is generally a single number, but at the end of the calendar year and the State’s fiscal year (June 30<sup>th</sup>), there may be two numbers at the bottom of this column. These numbers should generally be added together to get the total for that pay period.

## What Was My Step and Range?

If you know your Step and Range, please include them. That information is not included on your timesheets, but is available on your pay stubs if you still have copies of those. The State has told ACOA that it will be providing this information, so if you do not know for sure, do your best, and we will confirm it later.

## Ensure All of the Below Are Included When Submitting

1. **Timesheets** for all hours you included on the Remedy Calculation Form. If are missing timesheets, request them promptly from the State
2. **List All Institution(s)** you worked the 42-hour security shifts. If you worked at more than one institution, identify which hours are attributable to which institution
3. **Signature & Date** on Acknowledgement of Authenticity
4. **Name & State ID Number** on the Remedy Calculation Form

## Need Help or Have Questions?

Call ACOA at (907) 646-2262, send an e-mail to [info@acoa.us](mailto:info@acoa.us), or come by 203 W. 5<sup>th</sup> Ave. It’s a small brown house in downtown Anchorage at the corner of 5<sup>th</sup> Ave and Barrow St.