OKLAHOMA CORRECTIONAL INDUSTRIES
EMPLOYMENT MONITORING FORM

INSTITUTION_____ PAY PERIOD _____ INDUSTRIES _____

ODOC NO.	NAME	RACE	STARTING DATE	DAYS WORK	PAY GRD	HOURS WORKED	EVAL PT/L	PAY PER HR/PT	INCENT V UNITS	REG PAY	PROD PAY	BONUS PAY	TOTAL PAY	80 % DRAW	20% SAVE
TOTAL DAYS, HOURS, POINTS, and PAY															

ORGINAL: OCI BUSINESS OFFICE
COPY: CHIEF ADMINISTRATOR OF OCI
COPY: SUPERVISOR FILE

Supervisors Signature

Approved

OKLAHOMA CORRECTIONAL INDUSTRIES
EMPLOYMENT DAILY MONITORING FORM

FACTORY _____
MONTH _____

ODOC#	LAST NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL HOURS WORKED

_____
SUPERVISOR'S SIGNATURE
CC: CHIEF ADMINISTRATOR OF OCI/COORDINATOR FILE

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 inmate. These are the last columns to be completed and the form will not be accessible to inmates after completion. Inmates 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 date the inmate began work in the program. If an inmate 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 inmate. Total these figures at the bottom.
5. Pay Grade: Enter the pay grade on the first day of the reporting period for each inmate. If an inmate started during the month, enter the grade at which he started. Will be completed by work supervisor.
6. Total Hours Worked: Add the number of hours worked during the month for each inmate. Total these figures at the bottom.
7. Evaluation Level: Enter the end of the month evaluation level (A, B, C, etc.) for each inmate. Will be completed by work supervisor.
8. Evaluation Point: Enter actual points earned on Monthly Evaluation. Will 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 inmate 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.

Code Letter	Type of Termination
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.