

## **JURY DUTY**

Under State Personnel Rule 31 IAC-5-8-6(c) employees are eligible for leave without loss of pay for serving on a jury.

### **An employee ordered to report for jury duty MUST do the following:**

1. Do NOT waive payment of the jury duty fee; accept the check issued for serving jury duty or for attending the selection process.
2. Turn over the jury duty fee to the agency *(not including the funds paid for mileage reimbursement)*.

To do this, first:

- a. **Cash the check**
  - b. **Retain any funds issued for mileage reimbursement**
  - c. **Forward a personal check, money order, or cashier's check to FSSA Accounting Operations made out to the "State of Indiana" for time served only**  
*(Enter "Jury Duty" and your PeopleSoft number in the memo portion.)*
3. Record the hours on the timesheet for reporting / serving for jury duty under the "Jury Duty" time reporting code *(TRC)* under Absence Management. The jury duty hours will show as Regular hours on the pay stub.
  4. Submit the court documentation to [FSSAPayroll.FSSA@fssa.in.gov](mailto:FSSAPayroll.FSSA@fssa.in.gov) as proof of appearing for jury duty. The court document should be emailed to FSSA Payroll to justify Jury Duty being coded on the timesheet.

### **Mail personal checks, money orders, or cashier's checks addressed to the "State of Indiana" to:**

*(Do not mail cash)*

FSSA Accounting Operations  
P.O. Box 621007  
Indianapolis, IN 46262-1007

OR if you are inside the Indiana Government Center South, the personal check, money order, or cashier's check can be hand delivered to FSSA Accounting Operations in Room E442. Cash is not accepted.