



SUBJECT: Amendment to PD-91, "Work Cycles and Compensable Hours of Work" (rev. 6)

Effective July 13, 2026, PD-91, "Work Cycles and Compensable Hours of Work" (rev. 6) is amended to replace policy language related to employee responsibilities for time reporting:

Every TDCJ employee has scheduled work hours set within the TDCJ computerized time system. Employees shall enter daily, all time worked or taken off into the computerized system. If an employee encounters a system issue or is unable to report time as required, the employee shall notify their direct supervisor as soon as practicable. Failure to report system issues or failure to report time as required may result in a time adjustment. If found habitual, it may result in progressive corrective action in accordance with PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees."

If you have any questions, please contact Support Services, Human Resources Division, at 936-437-4141.

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