

## Hourly Staff – Pay Codes

Pay Code	Description	Display (Total or Time Slice)	Example
<b>Additional Paid Leave</b>	Additional paid days off between Christmas and New Year's Day/BOT approved annually	<b>Total hours</b>	8.0
<b>Bereavement</b>	Submit Time Off Request to request this time off. Used to report time off due to a death in the family. Hours are taken from Sick leave bank.	<b>Total hours</b>	8.00
<b>BOT Leave Without Pay</b>	Board of Trustee approved leave without pay	<b>Total Hours</b>	8.0
<b>Clock</b>	<b>Cannot</b> enter manually – appears on time sheet when using Web Clock or physical time clock. Actual punch data received.	<b>Time Slice</b>	07:00 am 12:00 pm
<b>Comp Time Earned</b>	Used to convert overtime hours to comp time	<b>Total hours</b>	2.00
<b>**Comp Time Refused and Paid</b>	Comp time requested, refused by supervisor, hours requested paid off.	<b>Total hours</b>	8.0
<b>Comp Time Taken</b>	Submit Time Off Request to request this time off. Leave taken from the Comp Time leave bank.	<b>Total hours</b>	2.00
<b>Court Duty</b>	(This code is used by police only.) Submit Time Off Request to request this time off. Used for court appearances, other than Jury Duty.	<b>Total hours</b>	8.00
<b>Emergency University Closure</b>	Enter manually on time sheet to designate emergency university closure if you are to be paid for those hours	<b>Total hours</b>	8.0
<b>Emergency University Closure Worked</b>	Enter manually on time sheet to record hours actually worked during a University closure	<b>Total hours</b>	8.0
<b>Holiday</b>	Automatically entered on your time sheet for all University-observed holidays	<b>Total hours</b>	8.0
<b>Hourly Sick</b>	Submit Time Off Request to request this time off. Leave taken from the Sick bank.	<b>Time Slice</b>	07:00 am 12:00 pm
<b>Hourly Vacation</b>	Submit Time Off Request to request this time off. Leave taken from the Vacation bank.	<b>Time Slice</b>	07:00 am 12:00 pm
<b>Jury Duty</b>	Submit Time Off Request to request this time off	<b>Total hours</b>	8.0
<b>**Leave with Pay</b>	Board of Trustee approved leave with pay	<b>Total hours</b>	8.0

<b>Lunch</b>	Used to record an automatic lunch deduction	<b>Total hours</b>	1.0
<b>**Lunch Worked</b>	Adjustment made by the manager or timekeeper to indicate the lunch, or portion of the lunch, was worked	<b>Total hours</b>	1.0
<b>Military Leave Unpaid Time</b>	Submit Time Off Request to request this time off. Documentation must be submitted to HR.	<b>Total hours</b>	8.0
<b>Overtime</b>	Automatically occurs when employee works over 40 hours in a week	<b>Total hours</b>	8.0
<b>**Parental Leave</b>	Use Time Off Request to request this time off for maternity, paternity, adoptive and foster parent leave.	<b>Total hours</b>	
<b>Professional Development Non-Exempt</b>	Use Time Off Request to request this time off. Used to report time away from work for business reasons such as a conference or training class.	<b>Total hours</b>	8.0
<b>Staff Regular Earnings</b>	Enter manually on time sheet to record hours actually worked	<b>Time Slice</b>	07:00 am 12:00 pm
<b>**Unpaid Time</b>	Submit Time Off Request to request this time off. Use to report time off from work and leave time is unavailable.	<b>Total hours</b>	8.0
<b>Voluntary Reduced Work Schedule</b>	Used by employees on a Voluntary Reduced Work Schedule to report number of hours not worked. Will allow the employee to accrue sick and vacation hours equal to their full accrual.	<b>Total hours</b>	8.0
<b>**Worker's Comp</b>	System generated code when leave is requested for a workplace injury.	<b>Total hours</b>	8.0
<b>Worked Paid Leave</b>	Use Time Off Request to request this time off. Hours will be deducted from the Additional Paid Days Off leave balance.	<b>Total hours</b>	8.0

**\*\* Denotes pay codes that are only available to Managers/TimeKeepers or when FMLA/Long Term Leave submitted.**