

Earning Codes Definitions

No Exceptions: This earning code is used only when there is **no leave or overtime/comp time related hours of any type** recorded during **both weeks** of the bi-weekly pay period. *This is your certification that you have not used any leave during the pay period nor worked additional hours that need to be recorded.* To use the code, **select any one day in the pay period**, enter one (1) hour, save, and then submit your time sheet.

Categories of Leave:

All Non-Classified, Classified, & Faculty Earning Vacation Time

- **Sick Leave:** Used when you are sick, at a medical appointment, or caring for an eligible family member who is ill. This code is also used for reporting time used for bereavement leave for a death in the family as defined in the Faculty/Staff handbook.
- **Vacation Leave:** Use this earning code for time off work for vacation, personal business, or funeral leave for non-qualifying family members. It can be used for sick leave purposes as well.
- **Military Leave:** Used for time off for military leave as defined in the Faculty/Staff handbook.
- **Jury Duty:** Time serving as a juror. Court documentation is required.
- **Leave Without Pay:** Available on time sheet only during the pay period that includes the holiday closure in December. For all other times, an employee choosing to use leave without pay must submit a written request using a Personnel Requisition (PR) obtained from your department office or from Human Resources.

Categories of Comp Time and Overtime

NON-CLASSIFIED

- **Holiday Comp Time Used:** Use comp time that was accrued on Columbus Day or Veterans Day. This code can only be used for the day after Thanksgiving, the day after Christmas, and the day after New Years. *If you do not use your holiday comp time during these days, it will no longer be available for you.*

REGULAR CLASSIFIED

- **Comp Time Taken:** This can be used for any sick or vacation-related leave.
- **Comp Time Accrued 1.5:** Used when overtime hours worked are to be accrued into a leave balance for later use. When using this code, **enter only the actual hours worked** (the system will perform the 1.5x calculation).
- **Overtime Paid 1.5:** Used when overtime hours worked (over 40 hours worked per week) are to be paid out at time and one-half. When using this code, **enter only the actual hours worked** (the system will perform the 1.5x calculation).
- **Holiday Worked Accrued Comp Time 1.5:** Used *when you work on a holiday* to accrue comp time hours at time and one-half. When using this code, **enter only the actual hours worked** (the system will perform the 1.5x calculation).
- **Holiday Worked Paid 1.5:** Used *when you work on a holiday* and will be paid for the hours. When using this code, **enter only the actual hours worked** (the system will perform the 1.5x calculation).
- **Extra Hours “Worked” Not OT:**
 - **Full-Time Classified** — During a holiday week, if you work more than the regularly scheduled hours for the remainder of that week, you will use this code to record those extra hours. These hours may be recorded on a daily basis, but are calculated based on hours work for the week. **Example:** There is a holiday on Monday and you work 9 hours on Tuesday and then 8 hours each for Wednesday, Thursday, and Friday. You would report 1 hour at extra pay straight. Since overtime is based on hours “worked,” the extra 1 hour is more than the total scheduled hours for the rest of the week. Since there are only 33 hours “worked” when added to the 8 hours of holiday, you would be *paid* for 41 hours total at straight time. The system knows about the 8 hour holiday and the 32 regular hours, so all you would enter in this situation would be 1 hour under this earning code.
 - **Part-Time Classified** — You are scheduled for a fixed number of hours per week. If you work more than your regularly scheduled hours, you will use this earning code for all additional hours beyond your schedule, up to 40 hours per week. If you work more than 40 hours per week, the Overtime/Comp Time earning codes apply.

CLASSIFIED EXEMPT

- **Comp Time Taken:** This can be used for any sick or vacation-related leave.
- **Comp Time Accrued 1.0:** Used when overtime hours worked are to be accrued into a leave balance for later use.
- **Holiday Worked Comp Time 1.0:** Used to accrue hours worked on a holiday at straight time.