

WEB TIME ENTRY EARNING CODES

Please note that not all of the earning codes listed below may apply to you. The earning codes that you are eligible for will be listed when you are in the online system.

Earning Code and Description

Regular Pay: Regular hours worked (approved base hours). Includes Funeral Leave and Jury Duty.*

Regular Hours-Above Base Hours: Hours worked above approved base hours and under 40 hours/week. Paid at regular rate of pay.

Overtime Pay: Hours worked in excess of 40 hours/week. Paid at time and one half of regular pay.

Vacation Pay: Hours taken as vacation time.

Sick Pay: Hours taken as sick time.

Holiday Pay: Holidays paid in accordance with the University approved [holiday schedule](#) for eligible employees.

Summer Adjustment: Reduced work schedule for eligible employees during the months of June and July. For days that you are eligible for summer hours, enter your actual hours worked and then enter the applicable time under the Summer Adjustment earning code.

Winter Holiday Break: Days off paid in accordance with the University approved [Winter Holiday Break](#).

Field Training Officer Premium: Premium paid for hours designated as training in addition to regular hours worked. (Used only by Unionized Campus Safety Officers.)

*Please be sure to indicate in the comment section if time is for Funeral Leave and the applicable relationship or Jury Duty (a copy of your jury summons must be sent to the Human Resources Department).

For more information regarding these earning codes please visit the [Staff Handbook](#) or contact the Payroll Department (ext. 7802) or the Human Resources Department (ext. 7411).