

WEB TIME ENTRY EARN CODES

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

Earn Code and Description

Regular Pay: Regular hours worked (approved base hours)

Regular Hours-Above Base Hours: Hours worked above approved base hours but totaling under 40 hours in the pay week. Paid at your regular rate of pay.

- *This earn code is also used for work performed by designated essential employees during an official University closure.*

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

Discretionary Day: Additional days off for eligible employees at the discretion of the University during winter holiday break.

Floating Holiday: Three additional days off for eligible employees for their personal use

Bereavement Pay: Leave taken following the loss of an immediate family member (see the staff handbook for additional information). Please be sure to indicate in the comment section the applicable relationship.

Jury Duty: Leave taken with pay for jury duty, a copy of your jury summons must be sent to the Human Resources Department.

Paid Time Off: Hours taken as personal time (Casual Wage employees only)

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

Shift Regular: Premium paid to eligible employees for scheduled hours worked during the second or third shift or in accordance with bargaining unit agreements.

Shift Overtime: Premium paid to eligible employees for shift hours over 40 in a pay week

Paid Family Leave:** Tracked days taken under New York State Paid Family Leave. **Unpaid time.**

Family Medical Leave:** Tracked hours taken under the Family Medical Leave Act. **Unpaid time.**

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

****Requires prior approval by HR.**

For more information regarding these earn codes please visit the [Staff Handbook](#) or contact the Payroll Department (ext. 7803) or the Human Resources Department (ext. 7743).