

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.

Paid Time Off: for temporary non-benefited employees and is prorated based on the number of hours worked each pay period. Available after 90 calendar days. Time can be used to cover holidays and vacations.

Paid Family Leave: This is unpaid time. This will track that your time out of work is due to a NYS Paid Family Leave claim. Payment for PFL is from the University's disability carrier not the University. This will appear on a pay stub, under earnings, as PDFamLv. This should be entered as 1 unit.

Family Medical Leave: This is unpaid time. This will track that your time out of work should it be counted as FMLA time.

Holiday Pay: Holidays paid in accordance with the University approved holiday schedule for eligible employees.

Floating Holiday: Regular full-time technical and support staff employees are entitled to take up to 3 days each academic year. Regular part-time employees receive a prorated rate. These days are designed to allow employees to celebrate religious or cultural holidays not recognized by the University calendar, but may also be used for other personal needs. Unused days cannot be carried forward from one academic year to the next.

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. (Used only by Unionized Campus Safety Officers.)

Facilities Employees Only

Worker's Compensation- This is unpaid time. Used for doctors' appointments or physical therapy related to an approved workers comp injury/illness within the first 90 days from an employee's return to work date (or date of injury if there is no lost time). After the 90 days, vacation or sick time must be used for absence.

- Please note employees must also enter Regular Pay for the start and end time you are absent from work and a comment with the date of the injury