**HUMAN RESOURCE INFORMATION SYSTEM**

**PAYROLL TIME REPORTING SYSTEM**

**GUIDE FOR**

**INDIVIDUAL USERS**

**April 2003**

PAYROLL TIME REPORTING SYSTEM

GUIDE FOR INDIVIDUAL USERS

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**1.** **Signing On**

The HRIS Payroll programs are on the CICS Production menu. At the main menu type in your USERID and password and press **{ENTER}**. Select Production CICS on the application selection menu by either moving the cursor to the option you want and press **{ENTER}**, or press the appropriate PF key to select it. When the next screen appears, press **{ENTER}** to clear the screen.

Type HRIS and **{ENTER}**. The Time Sheet programs should be options on your menu. Either move the cursor to the option you want and press **{ENTER}**, or press the appropriate PF key to select it.

 D3313244 ACT: \_ PAYROLL TIME SHEETS PAGE: 0001

 TIME SHEETS FOR AN EMPLOYEE

 LAST NAME ===> SMITH

 FIRST NAME ===> JOHN

 PAY PERIOD ===> 03/21/1997

 WRITE NEW TIME SHEETS FOR THE 03/21/1997 PAY PERIOD

 ---PAY PERIOD---- -TIME TOTALS- COST

ACT - -FROM-- ---TO--- ------------STATUS------------------ REG OT -NUMBER-- --CENTER--

 \_ 03/21/1997 04/03/1997 PENDING EMPLOYEE APPRV 80.00 0.00 - 18408 625-FMAB12

 \_ 03/07/1997 03/20/1997 PROCESSED 80.00 0.00 - 16149 625-FMAB12

 \_ 02/21/1997 03/06/1997 PROCESSED 80.00 0.00 - 14004 625-FMAB12

 \_ 02/07/1997 02/20/1997 PROCESSED 80.00 0.00 - 12356 625-FMAB12

 \_ 01/24/1997 02/06/1997 PROCESSED 80.00 0.00 - 9529 625-FMAB12

 L LOOK AT THE TIME SHEET W WRITE A NEW TIME SHEET D DEFAULTS

 PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

Figure 1 - Time Sheets For An Employee

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**2.** **Time Sheets For The Individual User**

The HRIS Payroll Time Reporting System allows the Individual User access to time sheets, and work reports, if applicable. The Individual User can also set up personal defaults for each of these documents. This section of the User's Guide focuses on the time sheet.

**2.1 Starting A New Time Sheet**

One of the options on your menu should be Time Reporting. To locate a time sheet, press the PF key for the Time Reporting option or move the cursor to that selection on the screen and press **{ENTER}**. The computer will display the Time Sheets For An Employee screen (Figure 1).

There are three options available from this screen: **{L}**--Look At The Time Sheets, **{W}**--Write A New Time Sheet, and **{D}**--Defaults. Use the **{L}** action on a line to review current or old time sheets. Use the **{D}** action in the header to review or alter your default time sheet. Use the **{W}** action in the header to write a new time sheet for the current pay period or a time sheet for the future pay period. The date can be any day in the pay period for which you are trying to write a time sheet.

**Note: The HRIS Payroll Time Reporting System will automatically create a time sheet for all permanent employees each pay period. This will occur the last Thursday night of a pay period for the new pay period starting on Friday. If a time sheet already exists for that pay period, the computer will not create a new time sheet.**

Because the system automatically creates time sheets for you, it may be rare to use the **{W}** action to write a new time sheet. Instead, use the **{L}** action to view or alter the time sheet for the current pay period.

 **2.2 Editing A Time Sheet**

At the Time Sheets For An Employee screen (Figure 1) use the **{L}**--Look At The Time Sheet--action to select the time sheet for the current pay period. The current time sheet will usually be the first line item in the detail section of the screen. It will have a status of PENDING EMPLOYEE APPROVAL.

After you type an **{L}** in the action field of the appropriate time sheet--and press **{ENTER}** --the computer will display the time sheet. You will see a screen that looks like Figure 2 shown on page 6.

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D3313261 ACT: \_\_\_\_ ------PAYROLL TIME SHEET------ -----APPROVED BY------

PRINTER: HILL, HAROLD EMPL SUPR PROC

WEEK REGULAR OVERTIME FOR 10/04/1996 - 10/17/1996 NO NO NO

 1 40.00 0.00 TIME SHEET.: -016257 PENDING EMPLOYEE APPROVAL

 2 40.00 0.00 COST CENTER...: 625-FMAB02 PROOFREAD..: NO

-------------------------------------------------------------------------------------------------------------------------------------------

REMARKS: PAGE 0001 OF 0002

ACT HOURS ------ TYPE OF TIME ------ -----DATE----- ------------------MESSAGE---------------------

 - 8.00 250 - HOLIDAY LEAVE FRI 10/04/1999

 - 12.00 800 - SICK LEAVE CONVRT FRI 10/04/1999

 - 8.00 010 - REGULAR TIME MON 10/07/1999

 - 8.00 010 - REGULAR TIME TUE 10/08/1999

 - 8.00 010 - REGULAR TIME WED 10/09/1999

 - 8.00 010 - REGULAR TIME THU 10/10/1999

 === WEEK TWO ===

 - 8.00 010 - REGULAR TIME FRI 10/11/1999

 - 8.00 010 - REGULAR TIME MON 10/14/1999

 ? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

Figure 2 - Time Sheet

If the time sheet is a new one, it will display your personal time sheet defaults. If you have not created a default time sheet, the time sheet will display system defaults, which are 80 hours of regular time.

In the example screen above there are two entries for Friday. There can be as many entries for each day as you need to account for your time. If on Monday you used two hours of "comp" time and took two hours of vacation, there would be three entries for that day, as follows:

ACT HOURS ---- TYPE OF TIME ---- ----DATE-----

- 4.00 010 - REGULAR TIME MON 10/14/1999

- 2.00 200 - SCHED VACATION MON 10/14/1999

- 2.00 400 - COMP TIME TAKEN MON 10/14/1999

 There can only be **one** entry per day for **each** type of time used.

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Type Of Times Codes

010--Regular Time 020--Overtime 200--Sched Vacation

**Note:** The Type of Time Codes shown in this User's Guide are examples only. Appendices A, B, C, D, & E and the time sheet selection list provide a list of Type of Time Codes available for use.

The smallest amount of time you can assign to a time type is 1/100th of an hour. The entry must be made in decimal hundredths of an hour (0.01). If you use a half-hour of vacation, the line will look like this:

 ACT HOURS ---- TYPE OF TIME ---- ----DATE----

 - 0.50 200 - SCHED VACATION MON 10/07/1999

Below is a table showing how many minutes are in each hundredth of an hour:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MIN** | **DEC** | **MIN** | **DEC** | **MIN** | **DEC** | **MIN** | **DEC** |
|  1 |  .02 |  16 |  .27 |  31 |  .52 |  46 |  .77 |
|  2 |  .03 |  17 |  .28 |  32 |  .53 |  47 |  .78 |
|  3 |  .05 |  18 |  .30 | 33 |  .55 |  48 |  .80 |
|  4 |  .07 |  19 |  .32 |  34 |  .57 |  45 |  .82 |
|  5 |  .08 |  20 |  .33 |  35 |  .58 |  50 |  .83 |
|  6 |  .10 |  21  |  .35 |  36 |  .60 |  51 |  .85 |
|  7 |  .12 |  22 |  .37 |  37 |  .62 |  52 |  .87 |
|  8 |  .13 |  23 |  .38 |  38 |  .63 |  53 |  .88 |
|  9 |  .15 |  24 |  .40 |  39 |  .65 |  54 |  .90 |
|  10 |  .17 |  25 |  .42 |  40 |  .67 |  55 |  .92 |
|  11 |  .18 |  26 |  .43 |  41 |  .68 |  56 |  .93 |
|  12 |  .20 |  27 |  .45 |  42 |  .70 |  57 |  .95 |
|  13 |  .22 |  28 |  .47 |  43 |  .72 |  58 |  .97 |
|  14 |  .23 |  29 |  .48 |  44 |  .73 |  59 |  .98 |
|  15 |  .25 |  30 |  .50 |  45 |  .75 |  60 |  1.00 |

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**2.3 Modifying A Line**

You can modify a line of the time sheet by tabbing to the information you wish change, typing over it, and pressing the **{ENTER}** key. The fields you can change are the number of hours, the type of time code, and the date.

If you change the type of time code, the computer will automatically change the narrative when you press the  **{ENTER}** key. To change the first entry on the screen in Figure 2, page 5, from Regular Time to Vacation, **{TAB}** to the second field on that line, which contains the number "010", and change that number to "200". After pressing the **{ENTER}** key the line would look like this:

\_ 8.00 200 - Sched Vacation Mon 10/07/1999

If you cannot change a line, it is possible that you are trying to change an approved time sheet, or trying to change a field you are not authorized to change. Another possibility is that the type of time code has been used that day (see section 2.5).

**2.4** **Using The Select Action**

Another way of changing the type of time for an entry is to use the select action. Type an **{S}** in the action field of the day you want to change and press **{ENTER}.**  The computer will display the Time Type Selection List screen (Figure 3, page 8).

**Note:** The list of time types on this screen differs for each individual based on their bargaining unit. For a complete list of all time types available, see appendices A, B, C, D, and E.

The computer will not allow you to use a type of time that you are not authorized to use. It checks for the proper type of time codes for the employee when proofread or approved.

To choose a type of time from the "Time Type Selection" screen, move the cursor to the action field of the type you need, type an **{S}** and press **{ENTER}**. The computer will indicate the current selection to the right of the line, as shown in the Figure 3 on page 9. You can page through the list using the **{PF7}** (Backward) and **{PF8}** (Forward) keys.

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 Once you have chosen a type of time, use the **{PF12}** key to return to the time sheet.

D3313275 ACTION: \_ PAYROLL TIME SHEETS PAGE: 0001 OF 0003

 TIME TYPE SELECTION LIST PRINTER ID :

 TIME SHEET FOR ....: SMITH, JOHN

 DAY OF PAY PERIOD .: 03/27/1997 HOURS : 8.00

ACT -- TYPE CATEGORY/DESCRIPTION ---------------------

 DIRECT TIME

 -----------

 \_ 010 - REGULAR TIME \* \* SELECTED \* \*

 \_ 020 - OVERTIME PAY

 \_ 030 - COMP TIME EARNED

 INDIRECT TIME

 -------------

 \_ 200 - SCHEDULED VACATION

 \_ 205 - UNSCHEDULED VACATION

 \_ 210 - SCHEDULED SICK LEAVE

 \_ 219 - MEMO

 \_ 220 - UNSCHEDULED SICK LEAVE

 \_ 230 -SCHEDULED FAMILY CARE LEAVE

 \_ 232 - UNSCHEDULED FAMILY CARE LEAVE

 LINE ACTIONS ===> S SELECT THE TYPE D DESCRIPTION OF TYPE

 HEADER ACTIONS ===> H HARD COPY TYPES HD HARD COPY TYPES WITH DESC

 PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

Figure 3 - Time Type Selection List Screen

**2.5 Adding A Line**

To add a line to the time sheet, move the cursor to the day to which you want to make an addition. Type an **{A}** in the action field of that line, change the time type code, and press **{ENTER}.** You must change the time type code (or the date) to add a line because each time type code can only be used once each day.

**Note:** The computer will not allow duplicate time type codes in a single day. You cannot have two entries for Comp Time Taken on one day of the week. If you took two hours of "comp" time in the morning and two hours of "comp" time in the afternoon, you would have one 4-hour entry for the day.

If you try to use a type of time code already in use for that day, the computer will print a message (type only used once/day) --to the right of the line--that you have used a duplicate code.

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**2.6 Deleting A Line**

To delete a line from an unapproved timesheet, move the cursor to the action field of the line you want to delete, type a **{D}** and press the **{ENTER}** key. The line will be removed from the time sheet.

 **Note:** If you do not want to use a line, delete it. Don't change the hours to zero (0.0).

**2.7 Exploding A Day**

If you use two or more types of time in one day, it is best to "explode" your view of the day to include all time types. By moving the cursor to the field associated with each type of time, you can enter the number of hours, or partial hours, to be assigned to it for the day.

Figure 4 on page11 shows an example of an "exploded" day. There may be types of time shown that do not apply to you. When you log on the computer with your USERID, what you see on this screen will be the types of time that are for your individual use, based on your bargaining unit.

Each type of time available will be shown. Next to each is a field for entering the amount of time spent on that type during the day. Time can be entered in hours or hundredths of hours (see section 2.2, page 4). Any **old** data in that field must be erased before pressing the **{ENTER}** key to update the field.

The **{TAB}** key will move you from one field to the next. When you have allocated all the hours for the day to one or more time types, press the **{ENTER}** key to save your changes.

 Then press **{PF12**} to return to the time sheet.

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D3313273 ACT: \_ +---- DAILY PAYROLL TIME ----+---------------------------------------------+

 PRINTER: | FIRST NAME: JOHN | DATE ==> 03/28/1997 FRI |

+------ HOURS SUMMARY ------- | LAST NAME : SMITH | |

|WEEK REGULAR OVERTIME | FOR 03/21/1997 - 04/03/1997 |---------------- STATUS -----------------|

| 1 40.00 0.00 | TIME SHEET ID.: - 18408 | PENDING EMPLOYEE APPRVAL |

| 2 40.00 0.00 | COST CENTER ..: 625-FMAB12 | |

+-----------------------------------------+-------------------------------------------+--------------------------------------------+

 REMARKS:

 HOURS HOURS HOURS

 REGULAR TIME...: 7.25 SCHED VACATION.: 0.75 SCHED SICK LEAVE.....:

 FAMILY CARE LV.: ADOPTION LEAVE.: FUNERAL LEAVE..:

 INJURY LEAVE...: MILITARY LEAVE.: JURY DUTY......:

 SUSP WITH PAY..: ED LEAVE W/PAY.: OTHER LEAVE....:

 HOL COMP TAKEN.: HOLI COMP PAY.: MEDICAL LWOP...:

 AUTHORIZED LWOP: UNAUTH LWOP....: SUSPENSION WOP.:

 -------------------------------------------------------------------------------

 H HARD COPY W WARNINGS R REMARKS L ACTIVITY LOG

 PF1 PRV TS PF2 NXT TS PF7 PRV DAY PF8 NXT DAY PF9 HELP PF12 RETURN CLEAR EXIT

Figure 4 - Daily Payroll Time Screen (Exploded Day)

**Note:** You can stay on the "explode the day" screen and move through the pay period making whatever changes are needed to each day, by using the **{PF7}**--Previous Day and **{PF8}**--Next Day keys.

When you return to the time sheet, you will see a line on the screen for each type of time to which you assigned time for that day. To use a previous example, if you entered time into the three time types Regular Time, Comp Time Taken, and Vacation, the entries on the screen for that day would look like this:

|  |  |  |  |
| --- | --- | --- | --- |
| ACT |  HOURS | ----TYPE OF TIME---- | ----DATE---- |
| \_\_ | 4.00 |  010 - REGULAR TIME |  FRI 03/28/1997  |
| \_\_ | 2.00 |  200 - SCHED VACATION | FRI 03/28/1997 |
| \_\_ | 2.00 |  400 – COMP TIME TAKEN | FRI 03/28/1997 |

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**2.8. Converting Overtime** **& Designating Comp Time**

For those employees who are eligible for overtime, hours worked after 40 hours in a week are overtime hours (hours worked after 80 in a pay period for some job classes.) The computer does not automatically change regular hours to overtime hours. However, an error message will appear in the Remarks line instructing you to convert hours to overtime. There is an action in the menu, which you can use to accomplish the conversion.

It is not necessary to keep track of which hours are regular time and which are overtime. You **must** enter all hours worked as regular time. Do ***not*** try to enter overtime hours on the day they are worked. Then, prior to proofreading or approving the time sheet, use the header action **{CO}**--Convert Overtime. This action changes any regular hours in a week, after 40 hours (80 hours per pay period in some cases, to overtime hours. If comp time is desired, you must first convert to overtime and then modify the line by changing the overtime time type (020) to comp time (030).

Fiscal and Staff employees in Department of Inspections and Appeals, Iowa Workforce Development, and Department of Revenue and Finance with a 'field' status are eligible to earn comp time only on Saturdays and Sundays when the employee has received prior management approval. Field status employees are not able to use the **{CO}** header action. They must add **{A}** the comp time to the appropriate Saturday or Sunday.

# 2.8.1 Scheduled and Unscheduled Sick Leave

The electronic time sheet is programmed to differentiate between scheduled and unscheduled sick leave if applicable to the employee, based on bargaining unit. It is important to properly designate the type of leave used because the leave type affects the overtime calculation.

*Definitions* –

Scheduled Sick Leave – Leave that is requested at least 16 clock hours prior to the first hour of leave if an AFSCME employee (with the exception of Fiscal and Staff employees), and at least 48 clock hours prior to the first hour of leave if an IUP employee.

Unscheduled Sick Leave – Leave that is requested less than 16 clock hours prior to the first hour of leave if an AFSCME employee (with the exception of Fiscal and Staff employees), and at least 48 clock hours prior to the first hour of leave if an IUP employee.

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A covered employee is not entitled to overtime until that employee has 40 qualified hours in a pay week. Scheduled leave does count towards the 40-hour requirement. Scheduled leave used after the 40-hour requirement is met shall be computed as allowable overtime by the HRIS system. In each of examples A and B, the employee will be compensated for 40 regular and 16 overtime hours.

 ***Example A Example B***

 8.00 Regular Friday 8.00 Regular Friday

 8.00 Regular Saturday 8.00 Regular Saturday

 8.00 Regular Sunday 8.00 Regular Sunday

 8.00 Sched Vac Monday 8.00 Regular Monday

 8.00 Sched Sick Tuesday 8.00 Regular Tuesday

 8.00 Regular Wednesday 8.00 Sched. Vac Wednesday

 8.00 Regular Thursday 8.00 Sched Sick Thursday

1. 56.00

Unscheduled leave also counts toward the initial 40 hours in the overtime calculation. However, unscheduled leave used after the initial 40 hours is NOT included in the overtime calculation. In other words, a covered employee can use unscheduled leave in the initial 40 hours of the workweek and earn overtime for hours worked over 40. However, a covered employee will NOT be compensated for overtime if the overtime hours are unscheduled leave used after the 40-hour requirement is met.

In the following Example C, the employee will be compensated for 40 regular and 16 overtime hours since the unscheduled leave was included in the first 40 hours.

In example D, the employee will be compensated for 40 regular hours and no overtime. The unscheduled leave was used after the 40-hour requirement was met. The 16 hours of unscheduled leave will not be paid, nor will it be charged against the sick leave. When the timesheet is proofread, time type 219 - Memo Time will be inserted in the entry which was originally entered as unscheduled leave after 40 hours. A warning message will also appear on the time sheet that reads, “UNSCHEDULED LEAVE AFTER 40 HRS CONVERTED TO UNSCHEDULED LEAVE MEMO.”

 ***Example C Example D***

 8.00 Regular Friday 8.00 Regular Friday

 8.00 Regular Saturday 8.00 Regular Saturday

 8.00 Regular Sunday 8.00 Regular Sunday

 8.00 Unsched Sick Monday 8.00 Regular Monday

 8.00 Unsched Sick Tuesday 8.00 Regular Tuesday

 8.00 Regular Wednesday 8.00 Unsched Sick Wednesday

 8.00 Regular Thursday 8.00 Unsched Sick Thursday

56.00 40.00

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**2.9 Adding Remarks**

There are occasions when it is necessary to add remarks to a time sheet. In some situations the computer will require you to enter remarks (in the REMARKS field just below the header) before allowing you to continue. This occurs when canceling a document, or when using the "330"--Other Leave--time type.

To add remarks to a time sheet move the cursor to the header action field, type an **{R}** in the field and press **{ENTER}**. This action will take you to the remarks screen. Type the remarks you want to make and press the **{ENTER}** key to save them. Press **{PF12}** to return to the time sheet.

**2.10 Other Shift Employees**

Employees who work shifts other than the first shift of the day will have an extra column on their time sheet. The Shift column lists the number of the shift worked that day. Below is a partial example of a time sheet showing the shift column.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACT | HOURS | ----TYPE OF TIME---- | -------DATE------- | SHIFT |
| \_\_ |  8.00 |  010 - REGULAR TIME | FRI 03/28/1997 | 2 |
| \_\_ |  8.00 |  010 - REGULAR TIME | MON 03/31/1997 | 2 |
| \_\_ |  8.00 |  010 - REGULAR TIME | TUE 04/01/1997 | 2 |
| \_\_ |  8.00 |  010 - REGULAR TIME | WED 04/02/1997 | 2 |
| \_\_ |  8.00 |  010 - REGULAR TIME | THU 04/03/1997 | 2 |

An individual who works second shift can enter either "1" or "2" as a shift designation, meaning he or she can work either first or second shift. Third shift employees can enter either "1" or "3" as a shift designation.

Those individuals listed as shift "4" in the personnel records can work any shift. Do not, however, enter a "4" in the shift column of the time sheet; it will not work. Instead, enter the actual shift number worked that day.

Employees who work second or third shift will receive the shift differential for paid time off. Shift "4" employees do not receive shift differential for paid time off.

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**2.10.1 Med Passer**

Med passer differential will be paid to certain covered classes that pass medications and are eligible for this type of pay per the collective bargaining agreement. This time type will show up when you “explode the day” on the timesheet. An employee who passes medications and works an 8 hour shift will have a line on that day for 8 hours regular time plus a line for 8 hours med passer time. Do this for each day the employee passes medications. An employee is eligible for med passer pay for the total hours the employee was scheduled to work that day and if they passed medication during any portion of that day.

**2.10.2 Call Back and Standby Time**

In accordance with the AFSCME and IUP collective bargaining agreements, call back guarantees a minimum of three hours of paid time if an employee is called back into the office or away from home outside of the employee’s regularly scheduled work hours. Call back is divided into productive and non-productive time.

- Productive time is that time which an employee is actually working. This time is entered on the time sheet as regular hours (time type 010).

- Non productive time is the remainder of the three hours of call back time for which an employee is not actually working. This time is always paid at the straight hourly pay rate, and is entered on the time sheet as call back time (time type 630). This time must be paid, and may not be “comped.”

- If an employee works more than three consecutive hours during a call back period, all hours worked are entered as regular hours. No hours would be entered with the call back time type.

- Two or more periods of call back during the same evening cannot overlap.

- Holiday Call Back should be used if an employee is called out on a holiday (time type 630). You can get to this code by typing an “X” (explode the day) on the line action for the holiday.

- Productive time on a holiday is entered as Holiday Overtime (time type 050).

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Standby time is entered on the time sheet as time type 620. Standby hours are entered on the time sheet on the applicable day. For instance, if an employee is on standby from 4:30 p.m. Monday until 8:00 a.m. Tuesday, you would enter 7.50 hours of standby on Monday and 8.0 hours of standby on Tuesday.

*Call Back During Standby Time:*

- If an employee is called out during the same period of time they are on standby, the hours of call back (productive and non-productive) must be subtracted from the standby hours.

- The productive call back time is entered as regular hours on the time sheet. The non-productive hours are entered as call back hours on the time sheet. The total of these hours is subtracted from the total standby time.

**2.10.3 Paying Off Comp Time, Holiday Comp and Banked Holiday Time Hours**

Comp Time, Holiday Comp Time and Banked Holiday hours can be paid directly from the electronic time sheet. To do this, add a line on the first day of the pay period, and then enter the time type to be paid (i.e., 600 – Comp Time Pay, 610 – Holiday Comp Time Pay and 615 – Bank Holiday Pay). This entry can also be made by exploding the day and entering the number of hours to be paid in the appropriate field.

**2.11 Proofreading**

Use the **{P}** command to proofread a document. This header action proofreads both the time sheet and the work report. Proofreading verifies the types of time used. It also checks vacation, sick leave, and "comp" time totals to ensure you have enough for the time claimed. Contract rules are enforced. If the computer discovers an error on the time sheet, it will print a message just under the word "REMARKS:". If the error relates to a single line of the time sheet, an error flag will also print to the right of the line that contains the error.

|  |
| --- |
| <== ERROR |

When the proofread is successful, the proofread status indicator (in the Status box in the upper right corner of the screen) will change from "NO" to "YES". The proofread status indicator will remain "YES" until a change is made to the time sheet. A change made to the time sheet will return the proofread status indicator to "NO".

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**Note:** It is *not* necessary to proofread a document as a separate step. When you apply approval, the computer does an automatic proofread at that time.

**2.12 Viewing Warning Messages**

Sometimes the proofread action will not encounter an error, but will find something on your time sheet that **might** be a problem. An example is when your vacation balance is within 24 hours of your vacation maximum.

After using the proofread action, or approving the time sheet (see section 2.12), the computer might display a message on the time sheet just below the word "REMARKS:"

USE ACTION "W" TO VIEW WARNINGS

It does not print the warning message(s) themselves since there might be more than one.

To view the warning messages, use the **{W}** action in the header action field and press **{ENTER}**. The computer will display a screen showing the warning messages associated with your time sheet. Press **{PF12}** to return to the time sheet.

Warnings indicate that some action on your part **might** be necessary. In the example mentioned above, it would be a good idea to schedule some immediate vacation time!

**2.13 Applying Approval**

To complete your time sheet it is necessary to approve it. Type a **{Y}** in the header action field and press **{ENTER}.** The computer will change the status of the time sheet from Pending Employee Approval to Pending Supervisor's Approval. It also will change the "EMPL" status in the APPROVED BY box from "No" to "Yes".

The APPROVED BY box at the top right corner of the time sheet contains the approval levels the time sheet must pass through before a pay check is issued.

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**2.14 Unapproving A Time Sheet**

You cannot make changes to a time sheet after it is approved, unless you have authority to approve it at the next level. To make a change after you have approved the time sheet, you must unapprove it. Type an **{N}** in the header action field of the time sheet and press **{ENTER}**. Doing so will return the time sheet to PENDING EMPLOYEE APPROVAL.

**Note:** You can unapprove a time sheet only if your supervisor has not yet applied the supervisors level of approval to the time sheet.

**2.15 Canceling A Time Sheet**

Only rarely will you need to cancel a time sheet. A problem with a time sheet can be corrected either before or after approval (if after, by unapproving it). If it is necessary to cancel a time sheet, however, it is an easy procedure to do so.

To cancel a time sheet, move the cursor to the header action field, type **{C}**, and press **{ENTER}**. The computer will place the cursor just after the word "REMARKS:". You must enter a reason for canceling the time sheet. When you have completed your remarks, press the **{ENTER}** key again. The time sheet will be canceled. It is then necessary to write a new time sheet for the pay period (see section 2.1).

**2.16 Setting Up Time Sheet Defaults**

The standard time sheet uses two 40-hour workweeks, each composed of five 8-hour days, Monday through Friday. This schedule is the most common work schedule, but obviously not the only one. To avoid the hassle of an employee having to modify a time sheet every pay period--to accommodate a compressed workweek, for instance--the Time System allows you to set up a personalized default time sheet.

If you set up a default time sheet, then every pay period the computer will create a time sheet for you with your personalized schedule already in place.

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D3313262 ACT: \_ +--- TIME SHEET DEFAULTS ---+------------ APPROVALS ----------+

+-WEEK---REG-----OVT---------- | FIRST NAME: JOHN | EMPL SUPR PROC |

| 1 40.00 0.00 | LAST NAME : SMITH |

| 2 40.00 0.00 | COST CENT : 625-FMAB12 | MANDATORY SCHED..: NO |

+-----------------------------------------+------------------------------------------+-----------------------------------------+

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ACT HOURS --- --- TYPE OF TIME ------- --DAY OF PP-- ------ MESSAGE ----------

 === > WEEK ONE < ===

 \_ 12.00 800 - SICK LEAVE CNVRT 01 FRIDAY

 \_ 10.00 010 - REGULAR TIME 04 MONDAY

 \_ 10.00 010 - REGULAR TIME 05 TUESDAY

 \_ 10.00 010 - REGULAR TIME 06 WEDNESDAY

 \_ 10.00 010 - REGULAR TIME 07 THURSDAY

 === > WEEK TWO < ===

 \_ 10.00 010 - REGULAR TIME 11 MONDAY

 \_ 10.00 010 - REGULAR TIME 12 TUESDAY

 \_ 10.00 010 - REGULAR TIME 13 WEDNESDAY

 \_ 10.00 010 - REGULAR TIME 14 THURSDAY

 LINE ACTIONS ===> S SELECTION LIST A ADD M MOD D DEL

 HEADER ACTIONS ===> S SELECTION LIST

 PF1 PREV IN CC PF2 NEXT IN CC PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

Figure 5 - Time Sheet Default Screen

**2.16.1 Finding the Time Sheet Default Screen**

You reach the Time Sheet Defaults screen (Figure 5) from either:

a. The Time Sheets For An Employee screen (Figure 1, page 4) by using the **{D}** action in the header action field.

or

b. The Time Sheet itself (Figure 2, page 5) by using the **{D}** action in the header action field.

In either case the computer will display a screen like Figure 5 above. This screen shows a compressed workweek of four 10-hour days. The employee does not work Mondays. Also notice that he has set up a line on the first Friday of the pay period to convert sick leave to vacation automatically (also see section 2.16.4).

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**2.16.2 Editing The Time Sheet Default**

Editing the time sheet default screen is the same as editing the time sheet. You can add, modify, and delete lines. You also can use the time type selection list to change the type of time for a given line. For more information on these subjects, see Section 2.

**2.16.3 Your Personalized Schedule**

To set up a default time sheet for your personal schedule, edit the daily entries for the two-week period to reflect the actual hours and days you work. If you work four 9-hour days, from Monday to Thursday, and one 4-hour day Friday, the entries on your default screen will look like the partial time sheet in Figure 6 below.

Once your defaults are set the way you want them, press the **{PF12}** key to return to your original screen. The new defaults will act as a template for the computer to use in the creation of your time sheet each pay period.

|  |  |  |  |
| --- | --- | --- | --- |
| ACT | HOURS | ----TYPE OF TIME---- | --DAY OF PP-- |
|  |  | ===> WEEK ONE <=== |  |
| \_\_ |  4.00 |  010 – REGULAR TIME |  01 FRIDAY |
| \_\_ | 12.00 |  800 – SICK LEAVE CNVRT |  01 FRIDAY |
| \_\_ |  9.00 |  010 – REGULAR TIME |  04 MONDAY |
| \_\_ |  9.00 |  010 – REGULAR TIME |  05 TUESDAY |
| \_\_ |  9.00 |  010 – REGULAR TIME |  06 WEDNESDAY |
| \_\_ |  9.00 |  010 – REGULAR TIME |  07 THURSDAY |
| \_\_ |  | ===> WEEK TWO <=== |  |
| \_\_ |  4.00 |  010 – REGULAR TIME |  08 FRIDAY |
| \_\_ |  9.00 |  010 – REGULAR TIME |  11 MONDAY |
| \_\_ |  9.00 |  010 – REGULAR TIME |  12 TUESDAY |
| \_\_ |  9.00 |  010 – REGULAR TIME |  13 WEDNESDAY |
| \_\_ |  9.00 |  010 – REGULAR TIME |  14 THURSDAY |

Figure 6 - Default Time Sheet (9-hour days)

**Note:** When you change your time sheet defaults, and return to your time sheet, notice that the new defaults are not on your current time sheet. The new defaults will appear the next time a time sheet is written for you.

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* + 1. **Sick Leave Conversion To Vacation**

To **automatically** convert your sick leave to vacation each month, when eligible, you need to go to your default time sheet (see Figure 5, page 17), and enter an **{A}** in the "action" field of the first Friday of the pay period, change the hours in the "hours" field to 12.0, change the time type code to 800, and press **{ENTER}**. With your default time sheet coded in this way, your sick leave will now be converted automatically to vacation each month (first pay date of the month) that you meet the eligibility requirements. Permanent part-time employees convert a lesser amount of sick leave depending on the hours worked; 60-79 hours convert 9 sick leave hours to 3 vacation hours, 40-59 hours convert 6 to 2, and 20-39 hours convert 3 to 1.

IUP employees convert 8 hours of sick leave rather than 12. That conversion is also prorated 60-79 hours convert 6 sick leave hours to 3 vacation hours, 40-59 hours convert 4 to 2, and 20-39 hours convert 2 to 1.

D3313262 ACT: \_ +--- TIME SHEET DEFAULTS ---+--------- APPROVALS ------------+

+-WEEK---REG-----OVT-- | FIRST NAME: JOHN | EMPL SUPR PROC |

| 1 40.00 0.00 | LAST NAME : SMITH | |

| 2 40.00 0.00 | COST CENT : 625-FMAB12 | MANDATORY SCHED..: NO |

+------------------------------------+----------------------------------------+-----------------------------------------+

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ACT HOURS --- TYPE OF TIME ---- --DAY OF PP-- ------ MESSAGE ----------

 === > WEEK ONE < ===

 \_ 8.00 010 - REGULAR TIME 01 FRIDAY

 \_ 12.00 800 - SICK LEAVE CNVRT 01 FRIDAY

 \_ 8.00 010 - REGULAR TIME 04 MONDAY

 \_ 8.00 010 - REGULAR TIME 05 TUESDAY

 \_ 8.00 010 - REGULAR TIME 06 WEDNESDAY

 \_ 8.00 010 - REGULAR TIME 07 THURSDAY

 === > WEEK TWO < ===

 \_ 8.00 010 - REGULAR TIME 08 FRIDAY

 \_ 8.00 010 - REGULAR TIME 11 MONDAY

 \_ 8.00 010 - REGULAR TIME 12 TUESDAY

 \_ 8.00 010 - REGULAR TIME 13 WEDNESDAY

 \_ 8.00 010 - REGULAR TIME 14 THURSDAY

 LINE ACTIONS ===> S SELECTION LIST A ADD M MOD D DEL

 HEADER ACTIONS ===> S SELECTION LIST

 PF1 PREV IN CC PF2 NEXT IN CC PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

Figure 7 = Sick Leave Conversion To Vacation Default

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**Note:**  When you change your time sheet defaults, and return to your time sheet, notice that the new defaults are not on your current time sheet. **The new default for sick leave conversion will appear the next time a time sheet is generated for you in a pay period which includes the first calendar day of the month.**

**2.17 Holidays**

Work rules concerning holidays are provided by collective bargaining agreements, IDOP rules, and the Code of Iowa. This manual does not try to address all of those instances; rather, it contains instructions on how to enter holiday time. Please consult the appropriate document for detailed explanations of rules concerning holidays.

* + 1. **System Defaults for Holidays**

The Time Reporting system is programmed to enter the holidays designated by the State of Iowa for all Mon-Fri employees. For non Mon-Fri employees, the actual holiday will be programmed on the employee’s time sheet (i.e., New Years Day, Fourth of July, Veterans Day, and Christmas Day). It is important that the appropriate designation be set on each employee’s EI record in order for the employee’s correct holiday to be entered on the time sheet for that pay period. The holiday will show as time type 250 – Holiday Leave.

**2.17.2 Holiday Defaults for IUP Employees**

For employees covered under the UE/IUP collective bargaining agreement who have the mandatory schedule flag set to YES on the default, the time sheet will be edited against the default time sheet to determine how many hours should be recorded as Holiday Leave. The time sheet will be written in batch with the holiday hours reflecting what is set up for the corresponding day on the default timesheet. This may be more or less than 8 hours. If the holiday hours are changed from what is on the default for that day, the system will generate an error message that states that holiday leave is less (or more) than eligible holiday hours. If the employee’s schedule has changed so that what is on the default is wrong for that week, the default time sheet can be changed and then the actual time sheet approved. This was done to ensure that the time reporting system complies with the language in Article IX, Section 9, paragraph D, of the UE/IUP contract, which states: “If a holiday falls on an employee’s regularly scheduled work day, the employee will receive their regular shift pay.”

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For those employees who do not work a mandatory schedule and, therefore, the mandatory schedule flag on the default time sheet is set to NO, holiday hours will be set to 8 hours.

* + 1. **Holidays for Non-Contract and AFSCME Employees**

For non-contract employees and employees covered under the AFSCME collective bargaining agreement who are scheduled to work on a shift other than first shift, the system allows holiday overtime and holiday compensatory time earned to be recorded on the day before the holiday and the day after the holiday. This was done to accommodate contract language in Article IX, Section 12, paragraph C, which states:

“When an employee is required by the employer to work a holiday listed in 11 (a) above, the employer agrees to provide holiday premium pay at the rate of time and one-half the employee’s regular rate in addition to their normal holiday pay for all hours worked between the hours of 12:00 a.m. and 11:59 p.m. and for all hours worked on a regularly scheduled shift for which at least half of the scheduled hours fall on a holiday.”

For example, if an employee normally works from 10:00 p.m. to 6:00 a.m. starting on the evening before a holiday, the system will allow entry of 2.0 Hours holiday overtime on the day before the holiday and 8 hours holiday overtime on the holiday. (Six hours from midnight to 6:00 a.m., plus 2.0 hours from 10:00 p.m. to midnight on the holiday.) If the employee enters more than 24 hour of holiday overtime and/or holiday comp time within a 3-day period that includes a holiday, the system will force a departmental approval, as an added check. If your practice has been to enter all holiday overtime/comp time on the holiday, you do not have to change your practice. This modification was made for agencies that prefer to record the premium time on the actual day worked when a shift crosses two days.

**2.17.4 Recording Hours Worked on a Holiday**

If the employee works on the holiday, **add** a line to the time sheet, using time type 050 – Holiday Worked, and the actual number of hours the employee worked that day. Do not delete the entry for the Holiday itself (time type 250) . You may opt to have the premium portion of the Holiday worked as either pay (time type 650 – Holiday Premium Pay) or as Holiday Comp Earned (time type 040), but you must be paid for the actual hours worked on the holiday

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**2.17.5**  **Banked Holiday**

If the holiday falls on the employee’s regularly scheduled day off, and the employee wants to bank those hours to be used at a later date, change the holiday entry from time type 250 – Holiday, to 830 – Banked Holiday. The employee can also be paid for the Holiday by leaving it at time type 250.

**2.17.6 Non Contract Employees’ Holidays**

If a holiday falls on a non contract employee’s regularly scheduled day off, and if that employee works their regular 40 hours that week, the employee may bank their holiday (at straight time) for use at a later date. Supervisors and other employees who are not eligible for premium overtime do not get paid cash for holidays that fall outside their normal workweek.

**2.17.7 IUP Employees’ Holidays**

IUP employees are paid at the premium rate for any hours worked on a holiday (Article IX, Section 10). The employee is compensated for such holiday by receiving equivalent compensatory time off at a later date. If the holiday falls on an employee’s regularly scheduled day off, compensatory time off will be granted at a later date. Holiday compensatory time earned will be added to the regular compensatory time account (Article IX, Section 9).

To document the time, the number of hours worked are added by adding a line on the timesheet, using time type 050 – Holiday Worked – on the day of the holiday. The employee will be paid for those hours. The equivalent number of hours worked is also entered as time type 031 – IUP Holiday Comp Earned – to be used at a later date. IUP Holiday Comp Earned will be added to the regular Comp Time field on the Time Off summary screen (use TO in the header action field to view). Time type 250 – Holiday – plus time type 031 – IUP Holiday Comp Earned – must equal 8.00, or the employee’s regularly scheduled hours, if different than 8.00. If the employee worked the entire number of scheduled hours, there would be no entry for time type 250 – Holiday HCOMP EARNED).

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**3. Hours Summary Screen**

To see a total of all hours for the time sheet, listed by time type description, enter **HS** in the header action field. A pop-up summary screen will appear. Press **{PF12}** to return to the time sheet itself.

**4. Gross to Net Payroll Calculator**

Employees may access a payroll calculator by entering GN in the header action field. A screen showing the employee’s current pay and deduction information will be displayed. Changes can be made to most fields which will show the impact on an employee’s net pay if such changes were made to the payroll record (wages, changes in withholding allowances, insurances, deferred comp, flexible spending accounts, etc.) Detailed instructions for using the Gross to Net Payroll Calculator are available on on-line Help screens.

**5. Signing Off**

To sign off HRIS Time Reporting, press the **{PF12}** key until you arrive at the available application menu. Press **{CLEAR}** and you will be signed out of HRIS.

**APPENDIX A**

TIME TYPES FOR AFSCME EMPLOYEES

TECHNICAL, BLUE COLLAR, CLERICAL

**Direct Time**

|  |  |
| --- | --- |
| 010 Regular Time | 040 Holiday Comp Time Earned |
| 020 Overtime Pay | 050 Holiday Overtime |
| 030 Comp Time Earned |  |

**Indirect Time**

|  |  |
| --- | --- |
| 200 Scheduled Vacation | 250 Holiday Leave |
| 210 Scheduled Sick Leave | 260 Injury Leave |
| 219 Memo | 270 Military Leave |
| 220 Unscheduled Sick Leave | 275 Jury Duty |
| 230 Scheduled Family Care Leave | 285 Suspension With Pay |
| 232 Unscheduled Family Care Leave | 290 Educational Leave With Pay |
| 235 Scheduled Adoption Leave | 330 Other Leave |
| 237 Unscheduled Adoption Leave  | 331 Paid Union Leave |
| 240 Scheduled Funeral Leave | 400 Scheduled Comp Time Taken |
| 245 Unscheduled Funeral Leave | 410 Scheduled Holiday Comp Time Taken |
| 247 Maternity Leave | 420 Scheduled Banked Holiday Taken |

 **Other Pay Types**

|  |  |
| --- | --- |
| 600 Comp Time Pay  | 620 Standby Time |
| 610 Holiday Comp Time Pay | 630 Call Back Time |
| 615 Banked Holiday Pay | 640 Med Passer |

**Other Non-Pay Types**

|  |  |
| --- | --- |
| 800 Convert Sick Leave To Vacation | 865 Temporary Layoff |
| 830 Holiday Leave Time Banked | 870 Authorized Leave Without Pay |
| 831 Unpaid Union Leave | 880 Unauthorized Leave Without Pay |
| 860 Med Leave Without Pay | 890 Suspension Without Pay |

**APPENDIX B**

TIME TYPES FOR AFSCME

FISCAL AND STAFF EMPLOYEES

**Direct Time**

|  |  |
| --- | --- |
| 010 Regular Time  | 040 Holiday Comp Time Earned |
| 020 Overtime Pay | 050 Holiday Overtime |
| 030 Comp Time Earned |  |

**Indirect Time**

|  |  |
| --- | --- |
| 206 Vacation | 275 Jury Duty |
| 221 Sick Leave | 285 Suspension With Pay |
| 233 Family Care Leave | 290 Educational Leave With Pay |
| 238 Adoption Leave | 330 Other Leave |
| 246 Funeral Leave | 331 Paid Union Leave |
| 247 Maternity Leave | 406 Comp Time Taken |
| 250 Holiday Leave | 416 Holiday Comp Time Taken |
| 260 Injury Leave | 426 Banked Holiday Taken |
| 270 Military Leave |  |

**Other Pay Types**

|  |  |
| --- | --- |
| 600 Comp Time Pay | 620 Standby Time |
| 610 Holiday Comp Time Pay | 630 Call Back Time |
| 615 Banked Holiday Pay |  |

**Other Non-Pay Types**

|  |  |
| --- | --- |
| 800 Convert Sick Leave to Vacation | 865 Temporary Layoff |
| 830 Holiday Leave Banked | 870 Authorized Leave Without Pay |
| 831 Unpaid Union Leave | 880 Unauthorized Leave Without Pay |
| 860 Medical Leave Without Pay | 890 Suspension Without Pay |

**APPENDIX C**

TIME TYPES FOR SUPERVISORY

AND OTHER NON-CONTRACT EMPLOYEES

**Direct Time**

|  |  |
| --- | --- |
| 010 Regular Time | 040 Holiday Comp Time Earned |
| 020 Overtime Pay | 050 Holiday Overtime |
| 030 Comp Time Earned |  |

**Indirect Time**

|  |  |
| --- | --- |
| 206 Vacation | 270 Military Leave |
| 221 Sick Leave | 275 Jury Duty |
| 233 Family Care Leave | 285 Suspension With Pay |
| 239 Adoption Leave | 290 Educational Leave With Pay |
| 246 Funeral Leave | 330 Other Leave |
| 247 Maternity Leave | 406 Comp Time Taken |
| 250 Holiday Leave | 416 Holiday Comp Time Taken |
| 260 Injury Leave | 426 Banked Holiday Taken |

**Other Pay Types**

|  |  |
| --- | --- |
| 600 Comp Time Pay | 610 Holiday Comp Time Pay |

**Other Non-Pay Types**

|  |  |
| --- | --- |
| 800 Convert Sick Leave To Vacation | 870 Authorized Leave Without Pay |
| 830 Holiday Leave Banked | 880 Unauthorized Leave Without Pay |
| 860 Medical Leave Without Pay | 890 Suspension Without Pay |
| 865 Temporary Layoff |  |

**APPENDIX D**

TIME TYPES FOR

NON-PERMANENT EMPLOYEES

**Direct Time**

|  |
| --- |
| 010 Regular Time |
| 020 Overtime Pay |

**Indirect Time**

|  |
| --- |
| 330 Other Leave |

**APPENDIX E**

TIME TYPES FOR IUP CONTRACT EMPLOYEES\*

**Direct Time**

|  |  |
| --- | --- |
| 010 Regular Time | 031 IUP Holiday Comp Earned |
| 020 Overtime Pay | 050 Holiday Worked |
| 030 Comp Time Earned |  |

**Indirect Time**

|  |  |
| --- | --- |
| 200 Scheduled Vacation | 240 Scheduled Funeral Leave |
| 205 Unscheduled Vacation/Science | 245 Unscheduled Funeral Leave/Science |
| 210 Scheduled Sick Leave | 250 Holiday |
| 220 Unscheduled Sick Leave | 260 Injury Leave |
| 225 \*IUP Personal Funeral | 270 Military Leave |
| 226 \*IUP Personal Pallbearer | 275 Jury Duty |
| 230 Scheduled Family Care/Science | 285 Suspension With Pay |
| 231 \*IUP Personal Reasons | 290 Education Leave With Pay |
| 232 Unscheduled Family Care/Science | 330 Other Leave |
| 234 \*IUP Personal Dr Appt | 331 Paid Union Leave |
| 235 Scheduled Adoption Leave/Science | 400 Scheduled Comp Time Taken |
| 236 IUP Family Care/Social Services |  |
| 237 Unscheduled Adoption Leave/Science |  |

**Other Pay Types**

|  |  |
| --- | --- |
| 600 Comp Time Pay | 623 IUP Standby Time-Social Services |
| 610 Holiday Comp Pay | 625 Holiday Standby Time-Soc Serv |
| 620 IUP Standby Time - Science Unit | 630 Call Back Time |

**Other Non-Pay Types**

|  |  |
| --- | --- |
| 800 Convert Sick Leave to Vacation | 870 Authorized LWOP |
| 827 Unscheduled T/O Not Paid | 880 Unauthorized LWOP |
| 860 Medical LWOP | 890 Suspension W/O Pay |
| 865 Temporary Layoff  | 831 Unpaid Union Leave |

\*Note that IUP Personal Leave Time Types are for employees in the Social Services Bargaining Unit only.