

## Timepro Pay Type Codes and Descriptions

Pay Type	Short Description	Used by	Explanation of Use* * for full information about these policies, please refer to the Employee Handbook
BERV	Bereavement	Benefits-eligible full or part time employees	To report bereavement hours.
ECALL	Emergency Call In	Employees or managers	To be used when an employee is called back to work with less than eight hours' notice due to emergency situations (e.g., storms, system or equipment failures, and life threatening situations). Because a premium is paid on the employee's travel time to and from his/her residence, managers of employees who use time clocks will need to adjust start and end times to include the employee's actual travel time.
FAMS	Family Medical Sick	Benefits eligible full or part time employees	To report hours used to care for an immediate family member (child, spouse, domestic partner or parent). FAMS - draws from your sick bank. Up to 40 hours of sick and/or vacation and/or unpaid time per calendar year may be used.
FAMU	Family Medical Unpaid	Benefits eligible full or part time employees	To report hours used to care for an immediate family member (child, spouse, domestic partner or parent). FAMU - is unpaid. Up to 40 hours of sick and/or vacation and/or unpaid time per calendar year may be used.
FAMV	Family Medical Vacation	Benefits eligible full or part time employees	To report hours used to care for an immediate family member (child, spouse, domestic partner or parent). FAMV - draws from your vacation bank. Up to 40 hours of sick and/or vacation and/or unpaid time per calendar year may be used.
HOL	Holiday	Benefits eligible full or part time employees	To report holiday hours. This pay type should also be used when the employee WORKS ON THE HOLIDAY AND ELECTS TO BE PAID FOR THE HOLIDAY. In this case, the employee will have two lines within Timepro for the same day; the first line will be for hours worked and the second line will be for the actual holiday hours.
HOLS	Holiday Saved	Benefits eligible full or part time employees	To report holiday hours when the employee WORKS ON THE HOLIDAY AND ELECTS TO ADD THE HOURS TO HIS/HER VACATION BANK instead of being paid the hours during the current pay period. In this case, the employee will have two lines within Timepro for the same day; the first line will be for hours worked and the second line will be for the holiday saved.
JD	Jury Duty	Benefits eligible full or part time employees	To report hours when called for jury duty or witness leave. Employees must submit a copy of their summons to their manager as well as proof of jury service (signed jury slip).
ML	Military Leave	Benefits eligible full or part time employees	To report unpaid time on military leave. Employees must present a copy of their military orders to their manager and Human Resources.
NCNS	No Call No Show	Managers	To report hours if an employee does not report to work AND does not report the absence to his/her manager.
NORM	Normal Hours	Non-exempt Employees	To report regular and overtime hours.
PERSU	Personal Emergency	Benefits eligible full or part time employees	To report personal emergency due to a family illness or other unscheduled emergencies when there are no available sick or vacation hours. Up to a total of 16 hours (pro-rated for part-time employees) may be used a calendar year.
PL	Parental Leave	Benefits eligible full or part time employees	To report time off for parental leave. All hours must be pre-approved by your manager and Human Resources.
PPREG	Prior Week - Regular	Payroll Only	To adjust an employee's "regular" hours from a prior pay period.

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PPOT	Prior Week - OT	Payroll Only	To adjust an employee's "overtime" hours from a prior pay period.
SICK	Sick	Benefits eligible full or part time employees	To report sick hours due to personal illness or medical/dental appointments.
SICKP	Personal Emergency	Benefits eligible full or part time employees	To report personal emergency due to a family illness or other unscheduled emergencies. SICKP draws from sick time accruals. Up to a total of 16 hours (pro-rated for part-time employees) may be used a calendar year.
SICKE	Sick - Donated Hours	Human Resources Only	To report use of sick time from the employee donated sick bank.
SICKU	Sick - Unpaid	Benefits eligible full or part time employees	To report time off due to a personal illness when there are no available sick or vacation hours.
SICKV	Sick- Paid Using Vacation	Benefits eligible full or part time employees	To report time off due to a personal illness when there are no available sick hours, but employee wants to use available vacation hours.
VAC	Vacation	Benefits eligible full or part time employees	To report vacation time.
VACP	Personal Emergency	Benefits eligible full or part time employees	To report personal emergency due to a family illness or other unscheduled emergencies. VACP draws from vacation time accruals. Up to a total of 16 hours (pro-rated for part-time employees) may be used a calendar year.
WEE	Weather Emergency Essential	Benefits eligible full or part time and casual ESSENTIAL employees	To report hours worked when the College calls a weather emergency; hours will be paid 2X the rate of pay for hours worked during the weather emergency.
WENE	Weather Emergency (Non Essential Personnel)	Benefits eligible full or part time NON ESSENTIAL employees	To report non-worked hours when the College calls a weather emergency; hours will be paid in the same manner as if employee worked.
XWOP	Excused without Pay	Benefits eligible full or part time employees	To report use of unpaid hours after authorization from employee's manager to take time off without pay (electing to NOT use available vacation hours or if no vacation hours are available).