



My Time

Workday Time Entry Codes

Biweekly/Hourly Support Staff & Students

Explanation of Use (Please refer to the [Employee Handbook](#) for full information about these policies.)

Time Entry Code	Used by	Description
Bereavement	Regular/benefits-eligible full or part time employees	To report bereavement hours.
Emergency Call In	Regular/benefits-eligible full or part time employees	To be used when you are 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); reported hours includes travel time to and from your home. If you use a time clock, your Manager will update your hours within Workday to reflect your travel time.
Family Care Absence - Sick	Regular/benefits eligible full or part time employees	To report hours covered by the Maine Family Care Act. You may use up to 40 hours each calendar year to care for an ill spouse/partner, child or parent. Hours will be deducted from your available sick time bank.
Family Care Absence - Vacation	Regular/benefits eligible full or part time employees	To report hours covered by the Maine Family Care Act. You may use up to 40 hours each calendar year to care for an ill spouse/partner, child or parent. Hours will be deducted from your available vacation time bank.
Family Care Absence - Unpaid	Regular/benefits eligible full or part time employees	To report hours covered by the Maine Family Care Act. You may use up to 40 hours each calendar year to care for an ill spouse/partner, child or parent. If your sick and vacation balances are exhausted, you may take the time as unpaid.
FMLA - Intermittent	As directed by Human Resources	To report your hours if you are not working due to a Family Medical Leave situation.
Holiday/SDO	Regular/benefits eligible full or part time employees	To report your hours when you are not working on a Holiday or Special Day Off.
Holiday/SDO (Worked/Paid)	Regular/benefits eligible full or part time employees	To report Holiday or Special Day Off hours when you work and elect to be paid your regular pay PLUS the Holiday/SDO hours.



Updated: 05/05/2021 RMS



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Holiday/SDO (Worked/Saved)	Regular/benefits eligible full or part time employees	To report Holiday or Special Day Off hours when you work and elect to add the hours to your vacation bank. You will be paid your regular pay for hours worked.
Holiday/SDO (Not Scheduled) Saved	Regular/benefits eligible full or part time employees	To report Holiday or Special Day Off hours when the Holiday/SDO falls on a day that you are not scheduled to work. You are eligible to add 1/5 th of your regularly scheduled hours to your vacation bank (to use at another time).
Hours Worked	All hourly paid employees	The default time entry code to report regular and overtime hours worked.
Jury Duty	Regular/benefits eligible full or part time employees	To report hours when called for jury duty or witness leave. You must submit a copy of your summons and proof of jury service (signed jury slip) to your manager.
ME Paid Time Off	Casual /non benefits eligible employees	Effective 1/1/2021: Casual employees accrue 1 hour of Maine Paid Time Off for every 40 hours worked (up to a maximum of 40 hours) which can be used to report hours for excused absences. Available accrued hours can be viewed on your payslip or from the View Absence Balance button within your timesheet.
Military Leave - Vacation	Regular/benefits eligible full or part time employees	To report vacation time on military leave. You must present a copy of their military orders to your manager and Human Resources.
Military Leave Unpaid	Regular/benefits eligible full or part time employees	To report unpaid time on military leave. You must present a copy of your military orders to your manager and Human Resources.
Personal Emergency - Sick	Regular/benefits eligible full or part time employees	To report personal time due to an unscheduled emergency. Personal Emergency - Sick draws from your sick time accruals. Sixteen hours (pro-rated for part-time employees) may be used per calendar year.
Personal Emergency - Vacation	Regular/benefits eligible full or part time employees	To report personal time due to an unscheduled emergency. Personal Emergency - Vacation draws from your vacation time accruals. Sixteen hours (pro-rated for part-time employees) may be used a calendar year.



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Sick	Regular/benefits eligible full or part time employees	To report hours due to personal illness or medical/dental appointments. Available accrued hours can be viewed on your payslip or from the View Absence Balance button within your timesheet.
Unpaid - No Paid Time Available (Contact HR)	Regular/benefits eligible full or part time employees	To report unpaid hours when all paid time options are exhausted. Please include a reason in the comment section and contact Mary Cote in Human Resources at extension 3033.
Vacation	Regular/benefits eligible full or part time employees	To report vacation time. Available accrued hours can be viewed on your payslip or from the View Absence Balance button within your timesheet.
Weather Emergency Essential	Regular/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 2 times your rate of pay for hours worked.
Weather Emergency Non-Essential	Regular/benefits eligible full or part time NON-ESSENTIAL employees	To report <u>non-worked</u> hours when the College calls a weather emergency when you are not considered essential for the day. Hours will be paid in the same manner as if you worked.
Weather Emergency Non-Essential Worked	Regular/benefits eligible full or part time NON-ESSENTIAL employees	To report worked hours when the College calls a weather emergency when you are not considered essential for the day. Hours will be paid at your regular rate of pay.