

# UA eTime Pay Code Guide

## GENERAL INFORMATION

- Visit the Payroll website at <https://hr.ua.edu/payroll> for additional instructions for Time Keepers/Approvers.
- See the [Compensable Time Policy](#) for detailed information on correctly paying nonexempt (to include professional nonexempt) employees which includes regular hours worked, training and travel time, overtime and compensatory time as well as other premium pay situations. *For work-related travel by nonexempt employee, contact your HR Business Partner to ensure accurate payment of compensable time.*
- Suspension of Normal Operations includes all University one-day holidays and holiday periods as well as other times designated by UA administration. These are typically due to serious weather situations and could be a full day or partial day suspension.
- To ensure compliance with the Fair Labor Standard Act (FLSA), nonexempt employees and their supervisors must ensure that nonexempt employees record all hours worked and leave time taken in UA-eTime.

## SCHEDULES/TIMEKEEPING

- The employee's schedule in eTime needs to be accurate and reflect their regular hours worked.
- The employee's schedule in eTime should have the employee clock in/out for unpaid meal breaks rather than using the auto-deduct feature except in exceptional situations.
- Accurate schedules in eTime ensure correct calculations of hours worked, shift differential pay and leave accruals. Plus, certain fields auto-populate based on the employee's schedule such as Holiday hours and Admin leave (for full-day suspension of normal operations).
- Regular hours and leave time taken should equal the employee's normal work schedule, i.e. 38.75 or 40 hours for each week, unless on approved unpaid leave.
- Other than adding clock times for missed punches or changing pay codes based on these guidelines, supervisory additions or changes to an employee's clock times should only be done in exceptional situations and must be documented (e.g., an email to/from employee). For exceptional situations, contact your [HR Business Partner](#) before altering or removing clock times.
- Use the Comments column in the List View of the Timesheet to add notes regarding an employee's hours worked or time off.

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## CLOCK PAY CODES FOR HOURS WORKED

Pay Code	Use
Regular	Use for all hours worked that are not Call Out, Call Out Minimum or Event.
Extra- Straight Time	<i>System generated</i> code for all hours worked beyond the employee's regular schedule up to 40 hours in a work week. This will occur if the employee's normal schedule is less than 40 hours or if paid leave is used.
Lunch Override	Use when employee worked during an unpaid meal break that was auto-deducted. Auto-deducting meal breaks should only be done for exceptional situations such as when an employee cannot reasonably access a timeclock to clock in and out for the meal break.
Event	Use for all hours worked at an Event. Paid at the overtime rate. Use for all hours worked during the hours of a partial-day suspension of operations. <i>Paid at the overtime rate.</i>  <i>Exception:</i> Event <u>cannot</u> be used on days when normal operations are suspended for a full day. Record time worked as <u>Regular</u> hours and they will be paid at the overtime rate per the Compensation During Suspensions of Normal Operations Policy.
Call Out	Use when an employee is off duty, called in to work and not already scheduled. <i>Paid at the overtime rate.</i>  <i>Exception:</i> Call Out cannot be used on days when normal operations are suspended. To ensure correct payment, record time worked during the hours of suspension as follows: For a full-day suspension, record time worked as <u>Regular</u> hours. For a partial day suspension, record time worked as <u>Event</u> hours.
Call Out Minimum	<i>System generated code</i> based on clock time for a Call Out to ensure the minimum of 4 hours of <i>overtime</i> is paid.

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Pay Code	Use
Comp Earned	<p>Use to convert any Regular hours (which include Holiday hours) <i>over 40 hours</i> in a pay week which will be paid at overtime rate to Comp Earned. Note: This cannot be done AFTER an employee has already been <u>paid</u> for the OT.</p> <p>Use to convert any hours worked that are paid at the overtime rate to Comp Earned: Call Out, Call Out Minimum, Event, Holiday worked, or other hours worked during a suspension of normal operations.</p> <p><u>The Timekeeper must ensure that when converting overtime hours to Comp Earned that doing so will not take the employee's current balance over 240 hours.</u> The system <b>first</b> adds Comp Earned so do not take into account any comp time used during that pay period when determining if the balance is over 240. Once the employee's accrual balance reaches 240 hours the system will <b>not</b> convert any additional overtime hours to Comp Earned and it will <b>not</b> automatically convert those hours to be paid as overtime and the employee will be underpaid. An amended timesheet would need to be submitted to pay the employee their overtime. processed</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• Hours worked at the Regular rate (<i>not during a suspension of operations</i>) are not eligible to be converted to Comp Earned.</li> <li>• Hours will show up as Comp Time Accrued on Timesheet Preview</li> <li>• In certain situations, when hours worked on a Holiday are converted to Comp Earned the system will delete the Holiday/Admin row on the timesheet or will give an error code. For assistance, email UA Bi-weekly Payroll personnel @ <a href="mailto:skilpatrick@ua.edu">skilpatrick@ua.edu</a>.</li> </ul>

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Pay Code	Use
Holiday Worked	<p><i>System generated</i> code on Timesheet Preview for number of hours worked <u>if the shift begins on a holiday</u> that is entered into the holiday calendar in eTime. <i>Paid at overtime rate.</i></p> <p><i>Note:</i> Hours worked on a Holiday show up on the Timesheet with the pay code of Regular but are paid at the overtime rate.</p>
On Call-Pay	Use for hours that meet the On-Call Pay guidelines. See Compensable Time policy.

## CLOCK PAY CODES FOR SCHEDULED HOURS NOT WORKED

Pay Code	Use
Admin Leave	<p>Use when placing an employee on Admin Leave for the purpose of internal investigation per instruction from Human Resources.</p> <p>Use during a suspension of normal operations <i>other than Holiday</i>.</p> <ul style="list-style-type: none"> <li>For a full-day suspension, the system will <u>auto-populate</u> Admin Leave hours based on the employee's normal work schedule and when the shift begins. If the employee works during a full-day suspension, record as Regular hours and they will be paid at time and one-half under the Compensable Time policy. NOTE: See Auto-Populated Pay Codes below for instructions.</li> <li>For a partial-day suspension, the Timekeeper/Approver must enter the number of hours of Admin Leave. If the employee works during the partial-day suspension, <i>see Event pay code for instructions</i>.</li> </ul>
Annual Leave	Use for requested and approved hours of accrued annual leave. Department heads and supervisors are responsible for scheduling and approving annual leave of their staff prior to actual absences.
Bereavement	Use to provide paid time off in accordance with UA's Bereavement Leave policy. Add relative i.e. Mother, Father-in-Law, etc. to the Comment section for reference purposes.

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Birthday	Use to provide paid time off for regularly scheduled work hours for one workday per year for a non-exempt employee's birthday. Employee should schedule this day off in advance with their supervisor. The day taken off does not have to be the employee's actual birthday.
Comp Taken	Use to provide paid time off at an employee's approved request or at a supervisor's directive.
FMLA	FMLA codes (FMLA-Annual, FMLA-Comp, FMLA-Parental Leave, FMLA-Sick and FMLA-Unpaid) will populate eTime within 24 hours after the employee or their supervisor notes the time off in <a href="#">AbsenceTracker</a> .
Holiday-Admin No Accrue (152)	<i>System generated</i> code if an employee works on a holiday that is a scheduled off day. Hours based on normal hours in an employee's shift. It is also used for any hours an employee works in excess of their normal shift under the Compensation During Suspensions of Normal Operations Policy.
Holiday – (one-day)	<p>Holiday hours will be <u>automatically populated</u> based on the number of hours the employee is regularly scheduled to work on the day the holiday falls. If the holiday falls on a normal day off, see Holiday Adjust.</p> <p>NOTE: See <i>Auto-Populated Pay Codes</i> below for instructions if the employee is not eligible for Holiday pay due to being in an unpaid status or on OJI.</p>
Holiday Adjust (one-day which is employee's off-day)	If a one-day holiday falls on an employee's normal scheduled <u>day off</u> , the Timekeeper/Approver will add the hours of their normal schedule for that day. <i>Holiday Adjust must be used on the day of the actual holiday.</i>
Holiday – (for holiday period) (150)	<p>Holiday hours during a holiday period (Thanksgiving, Winter and Spring break) will be <u>automatically populated</u> according to an employee's normal work schedule and based on when the shift begins. For part-time regular employees, hours given are based on the Hours Per Day field in Banner. The holiday hours may need to be changed based on the employee's schedule.</p> <p>NOTE: See <i>Auto-Populated Pay Codes</i> below for instructions if the employee is not eligible for Holiday pay due to being in an unpaid status or on OJI.</p>

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Pay Code	Use
Jury Duty	Use for paid time off from regularly scheduled hours to serve on jury duty. The employee should provide the supervisor with a copy of the summons as well as the release from jury duty for department files.
Military Used	Use for paid time off when an employee in the National Guard or Military Reserve misses regularly scheduled work hours for military service. Military orders should always be obtained to verify eligibility for this paid time.
Parental Leave	Use for approved parental leave which is not covered by FMLA and must be taken in a minimum of one-week increments.
Sick Leave	Use for paid time off in accordance with UA's Sick Leave policy. <ul style="list-style-type: none"> <li>• Personal (employee's) illness/injury</li> <li>• To attend to the serious illness/injury of relatives who reside in the immediate household</li> <li>• To attend to the serious illness/injury of the employee's parent (including current stepparents or legal guardians)</li> <li>• To obtain health-related professional services that cannot be scheduled after regular working hours</li> <li>• For the birth and care of the employee's child</li> <li>• For the placement of a child with the employee for adoption or foster care</li> <li>• For other qualifying circumstances while under an approved Family and Medical Leave (FML) except for approved military exigency qualifying leave</li> </ul>
Unpaid Leave	Use for unpaid leave other than FMLA or an Unpaid Suspension. Note the reason for unpaid leave in the Comment section which could include ADA, Military Leave, Pregnancy Act, Workers Comp or a supervisor approved <a href="#">Leave of Absence for Personal Reasons</a> .
Unpaid Suspension	Use for an unpaid suspension at the direction of the assigned <a href="#">HR Business Partner</a> .

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Workers Comp	<p>Use this for any hours an employee misses their regularly scheduled work hours due to an OJI using guidelines below:</p> <ul style="list-style-type: none"><li>• Work time lost on Day One of the OJI (day of injury/illness or first day reported) is paid for as Workers Comp.</li><li>• The next three calendar days are considered a waiting period and any lost work time during these three days should be coded as Sick, Annual, Comp or Unpaid Leave depending on what the employee chooses.</li><li>• For any OJI related absences after that the employee would be paid Workers Comp hours based on 66 2/3 of their regular shift (i.e. 5.5 hours for an 8 hours shift) and use their own leave time to cover the remaining hours or take the time as unpaid (<i>use Unpaid Leave code</i>).</li><li>• If the employee is off for 21 consecutive calendar days due to the OJI, then the Time Approver would need to amend the employee's timesheet to replace any Sick, Annual or Comp leave taken during the waiting period with Workman's Comp.</li></ul> <p>For Holiday and Admin hours automatically populated for an employee out on OJI, the Time Approver must change these hours to Workman's Comp. See <i>Auto-Populated Pay Codes</i> below for instructions.</p>
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**Auto-Populated Pay Codes:** The system will auto-populate Admin Leave (for full-day suspension of operations) and Holiday for employees out on OJI (*see Workers Comp pay code for instructions*) as well as those in an unpaid leave status but still active in eTime. If the employee is not eligible for Admin Leave or Holiday Pay based on policy delete the schedule on the Schedule tab for the specific date(s) and Save. The Holiday or Admin hours will be removed.

## **Paid Time Balances (Annual, Sick)**

Accruals for annual and sick leave are *projected* in eTime at the beginning of a pay period based on the employee class (full-time, part-time) and years of service. Accruals calculate daily when time has been worked or leave taken entered. Leave balances are updated every Wednesday night. Then, after each pay period the leave balances are updated with figures from Banner after the payroll processes. The balances in eTime are not accurate until then.

Additionally, twice a year payroll is run early due to holiday breaks. When payroll is run prior to the end of a pay period it causes a discrepancy in leave time balances between Banner and eTime which may result in an error message on leave hours taken. The timesheet for that pay period cannot be amended in the system so the paper form must be submitted to amend time.

## **Rounding in eTime**

The eTime system is based on 15-minute increments so the system will round time as follows:

- For hours worked that is an employee's scheduled shift, the system will round to the nearest quarter hour based on a 7-minute rule for the beginning and end times of the shift. For example, for a start time of 0800 a clock time of 0752 (8 minutes prior to shift) will round to 0745 and a clock time of 0753 (7 minutes prior to shift) will round to 0800.
- For time worked that is not the employee's scheduled shift, the system will calculate the total time clocked in and then round to the nearest quarter hour.

NOTE: Rounding is for payroll purposes and is not intended to be a "grace period" for punctuality.

**Meal Break Deduction:** It is recommended that employees clock out and in for meal breaks so the appropriate scheduled must be assigned. With auto-deduction of a meal break, the system will deduct the designated meal break time at the 6-hour mark in the shift.

**Leave Request Feature:** eTime can be used to for leave time to be requested and approved. Once approved, it will populate the leave hours to the employee's timesheet. This feature provides good documentation of requests made and their status.

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