GENERAL EXCEPTION TIME REPORTING (updated 7/1/2023)

Increments to be used for re⊃ be used for reporting time.

Employee Subgroup :		Office Professionals, Broadcast Hourly, Professional/ Administrative Hourly CL/BH/ PH	Supervisor Technical ST	Dispatchers, Police Officers, Sergeants DS/PD/SG	Graduate Assistants GA	Service Maintenance SM	Professional Administrative Non-Exempt PN	Professional Administrative Salaried PS	Broadcast Salary BS	Senior Officer SO	Regular Faculty 10 Month** FF	Regular and Medical Faculty 12 Months FY/ME	Post Doc Research, Fixed Term Faculty 12 Months TY/PR	Fixed Term Faculty 9/10 Month, Fixed Term Faculty 1/2 Time or Greater** TF/TG	Notes
CE	Closure Hrs. Earned	.25hr	.25hr	.25hr	n/a	.25hr	.25hr	n/a	.25hr	n/a	n/a	n/a	n/a	n/a	
CH	Closure Hrs. Used	.25hr	.25hr	.25hr	n/a	.25hr	.25hr	n/a	.25hr	n/a	n/a	n/a	n/a	n/a	
CT	Comp. Earned	.25hr	.25hr	.25hr	n/a	n/a	.25hr	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
CU	Comp. Used	.25hr	.25hr	.25hr	n/a	n/a	1/2 day	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
FL	Funeral Leave	1 hr	1 hr	1 hr	n/a	1 hr	1/2 day	1/2 day	1/2 day	n/a	1/2 day	1/2 day	1 hr	1 hr	Relationship to employee must be indicated in TimeClock Plus
HE	Holiday Earned	.25hr	.25hr	n/a	n/a	.25hr	.25hr	1/2 day	.25hr	n/a	n/a	n/a	n/a	n/a	
HS	Holiday Used	.25hr	.25hr	1 hr	n/a	.25hr	.25hr	1/2 day	.25hr	n/a	n/a	n/a	n/a	n/a	
OT	Overtime	.25hr	.25hr	.25hr	n/a	.25hr	.25hr	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
PA	Paid Absence	.25hr*	.25hr*	.25hr	n/a	.25hr*	.25hr	1/2 day	1/2 day	1/2 day*	n/a	n/a	n/a	n/a	*Union Leave, Family Illness Fund, Volunteer, Court Services *SO: also for Funeral Leave
PP	Personal Time	1 hr	1 hr	1 hr	n/a	1 hr	n/a	n/a	n/a	n/a	1/2 day	1/2 day	1 hr*	1 hr*	*for employees that qualify
SP	Sick Pay	.5hr	.5hr	.5hr	1 hr	.25hr	1/2 day	1/2 day	.5hr	1/2 day	1/2 day	1/2 day	1 hr	1 hr	
UP	Unpaid Absence	.25hr	.25hr	.25hr	n/a	.25hr	1/2 day	1/2 day	1/2 day	1/2 day	n/a*	n/a*	n/a*	n/a*	*All unpaid situations regarding faculty must be discussed with FPS.
VP	Vacation Pay	1 hr	1/2 day	1 hr PD - 1/2 day	n/a	1 hr	1/2 day	1/2 day	1/2 day	1/2 day	n/a	1/2 day	1/2 day	n/a	

NOTE: FMLA (Time code - LS) must be tracked with exception time. For example, an employee will record 8 hrs SP (or other leave code) AND 8 hrs LS for one day.

**Leave time is only reported during the academic year.