GENERAL EXCEPTION TIME REPORTING (updated 8/7/2024)

Increments to be used for reporting time.

Employee Subgroup:		Office Professionals, Broadcast Hourly, Professional/ Administrative Hourly CL/BH/	Supervisor Technical	Dispatchers, Police Officers, Sergeants	Graduate Assistants	Service Maintenance	Professional Administrative Non-Exempt	Professional Administrative Salaried, Police Lieutenant	Broadcast Salary	Senior Officer	Regular Faculty 10 Month**	Regular and Medical Faculty 12 Months	Post Doc Research, Fixed Term Faculty 12 Months	Fixed Term Faculty 9/10 Month, Fixed Term Faculty 1/2 Time or Greater**	Notes
Time Code:		**PH**	**ST**	**DS/PD/SG**	**GA**	**SM**	**PN**	**PS/LT**	**BS**	**SO**	**FF**	**FY/ME**	**TY/PR**	**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	1/2 day	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
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.