

INSTRUCTIONS FOR BI-WEEKLY ATTENDANCE REPORT

For a new hire, transfer or when a preprinted form is not available, use a blank form and print the Paydate, Pay Period from and to date, Employee ID, Employee Record Number, Employee Name, Department ID, Department Name, Short Code(s) and effort for each short code.

1. "Hours Worked" column - Enter actual hours worked per your work schedule. Do not enter overtime here.
2. Shift Hours - Enter the number of shift hours in the "Exception Time" area with the proper time reporting code (see codes below).
3. "Exception Time" area - Exception time includes Paid Time Off, Holiday, Overtime and absence without pay among others. Exception time reporting codes and descriptions appear below.
4. Scheduled Days Off - On days when you are not scheduled to work, leave those days blank except for recording holiday pay per SPG 201.26.
5. The time Report must be signed by the Department's authorized signer, the phone number entered, and returned to the Payroll Office.

Enter fractional hours in decimal form on a tenth of an hour basis.

CONVERSION CHART- Minutes to Tenth of an hour basis

Minutes	Tenths	Minutes	Tenths
1-6	.1	31-36	.6
7-12	.2	37-42	.7
13-18	.3	43-48	.8
19-24	.4	49-54	.9
25-30	.5	55-60	1.0

For questions on Pay Input or Timekeeping/Attendance, refer to "Payroll Department" listing in the Staff Directory for the appropriate phone number.

EXCEPTION CODES/DESCRIPTIONS

BVA	Borrowed Vacation
CBP	Call Back Pay
CAT	Cash Adjustment
DBT	Double Time (IUOE Only)
EDU	Educational Time
ECA	Emergency Closing Absent
ECW	Emergency Closing Worked
ECT	Emergency Closing Worked - OT
ETW	Excused Time - Without Pay
ESF	Extended Sick - Full Pay
ESH	Extended Sick - Half Pay
FLB	Float Bonus
FRL	Funeral Time
HOL	Holiday

HOM	Holiday on Off Day - Add'l Pay
HOV	Holiday on Off Day - Add'l VAC
HWT	Hours Worked on Holiday 1.5 times hrly rate
JRD	Jury Duty
MIL	Military
ONC	On Call Hours
OCB	On Call Back
OTB	One Time Sick Bank
OTP	Overtime - At 1.5 hourly rate
OTR	Overtime - at regular hourly rate
PTB	Paid Time Off Buy Out
PTS	Paid Time Off Scheduled
PTU	Paid Time Off Unscheduled
SEA	Season Time Off
SEW	Season Time Worked
ESA	Shift Premium - Evening
ESB	Shift Premium - Evening OT
NSA	Shift Premium - Night
NSB	Shift Premium - Night OT
ABG	Shift Rotation Premium - ST
ABH	Shift Rotation Premium - OT
SCK	Sick - Preventative (Appts)
SCL	Sick - Illness, Injury
SKF	Sick - Family Care
SPC	Special Schedule (AFSCME)
SPO	Special Schedule - OT (AFSCME)
UNB	Unanticipated needs Bonus \$5
UET	Unexcused Time - Without Pay
UBS	Union Business
UNV	University Business
VAC	Vacation
ABA	Weekend Premium @ \$2.00
ABB	Weekend Premium @ \$3.00
ABC	Weekend Premium @ \$5.00
ABD	Weekend Premium @ \$2.00 - OT
ABE	Weekend Premium @ \$3.00 - OT
ABF	Weekend Premium @ \$5.00 - OT
HSB	Holiday Substitution
OLP	Overlap 1/2 Time
UNC	Unanticipated Needs Bonus \$10
EMW	Emergent Work - Cash Adj