



# INSTRUCTIONS FOR BI-WEEKLY AITENDANCE 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:Seconds	Tenths	Minutes:Seconds	Tenths
0-5:59	0.0	33-38:59	0.6
6-9	0.1	39-44:59	0.7
9:01-15	0.2	45-50:59	0.8
15:01-21	0.3	51-54	0.9
21:01-27	0.4	54:01-60	1.0
27:01-32:59	0.5		

For time entry questions, refer to the Contact Payroll tile on the Payroll website at payroll.umich.edu or email payroll@umich.edu.

## EXCEPTION CODES/DESCRIPTIONS\*

CAT	Cash Adjustment
CBP	Call Back Pay
DBT	Double Time
ECA	Emergency Reduct Absence
ECO	Emergency Reduct OverAppt 1.0
ECT	Emergency Reduct Overtime 1.5
ECW	Emergency Reduct Worked
EDU	Educational Time
EMW	Emergent Work
ESA	Afternoon Shift 1.0
ESB	Afternoon Shift 1.5
ESF	Extended Sick Full Pav
ESH	Extended Sick Half Pav

ETW	Excused Time - Without Pav
FLB	Float Bonus
FRL	Funeral Time
HOL	Holiday
HOM	Holiday on Off Dav - Add'l Pav
HOV	Holiday on Off Dav - Add'l VAC
HSB	Holiday Substitution
HWR	Holiday Worked 1.0
HWT	Holiday Worked 1.5
JRD	Jurv Dutv
MIL	Military Service
NSA	Night Shift 1.0
NSB	Night Shift 1.5
NSD	Night Shift 2.0
OCB	On Call Back
OLP	1/2 Time Overlap
ONC	On Call Hours
OTB	One Time Bank
OTP	Overtime 1.5
OTR	OverAppt Regular 1.0
PTB	Paid Time Off Sell Back
PTS	Paid Time Off Scheduled
PTU	Paid Time Off Unscheduled
SEA	Season Day
SEW	Season Time Worked/Vac
SCK	Sick, Preventative
SCL	Sick, Illness/Injury
SKF	Familv Care
SPC	Special Schedule AFSCME
SPO	Special Schedule OT AFSCME
UET	Unexcused Time
UBS	Union Business
UNV	University Business
VAC	Vacation
WDT	Weekend Day Shift Prem 1.5
WET	Weekend Aftnoon Shft Prem 1.5
WNT	Weekend Night Shift Prem 1.5
WSD	Weekend Day Shift Prem 1.0
WSE	Weekend Aftnoon Shift Prem 1.0
WSN	Weekend Night Shift Prem 1.0

\* This is a subset of time reporting codes. For a complete list, please refer to the Time Reporting Codes and Earnings Codes by Workgroups spreadsheet under Forms and Tables on the Payroll Office website at payroll.umich.edu