

GENERAL EXCEPTION TIME REPORTING (updated 7/1/2025)

Increments to be used for reporting time.

Employee Subgroup :	Administrative	Administrative	Professional	Professional	Regular	Fixed Term					
	Graduate assistants, student employees, temp hourly staff, less than half-time medical faculty and fixed-term faculty, adjunct faculty	Office Assistant, Broadcast Hourly, Professional/ Administrative	Dispatchers, Police Officers, Sergeants	Service Maintenance	Administrative Non-Exempt	Administrative Salaried, Police Lieutenant	Broadcast Salary	Senior Officer	Faculty 10 Month**	Regular and Medical Faculty 12 Months	Post Doc Research, Fixed Term Faculty 12 Months

GA/SE/SN/T CL/BH/ DS/PD/S

Time Code: H/ML/TL/EF PH ST G SM PN PS/LT BS SO FF FY/ME TY/PR TF/TG Notes

CE	Closure Hrs. Earned	n/a	.25hr	.25hr	.25hr	.25hr	.25hr	n/a	.25hr	n/a	n/a	n/a	n/a
CH	Closure Hrs. Used	n/a	.25hr	.25hr	.25hr	.25hr	.25hr	n/a	.25hr	n/a	n/a	n/a	n/a
CT	Comp. Earned	n/a	.25hr	.25hr	.25hr	n/a	.25hr	n/a	n/a	n/a	n/a	n/a	n/a
CU	Comp. Used	n/a	.25hr	.25hr	.25hr	n/a	1/2 day	n/a	n/a	n/a	n/a	n/a	n/a
FL	Funeral Leave	n/a	1 hr	1 hr	1 hr	1 hr	1/2 day	1 hr	1 hr				
HE	Holiday Earned	n/a	.25hr	.25hr	n/a	.25hr	.25hr	1/2 day	.25hr	n/a	n/a	n/a	n/a
HS	Holiday Used	n/a	.25hr	.25hr	1 hr	.25hr	.25hr	1/2 day	.25hr	n/a	n/a	n/a	n/a
OT	Overtime	n/a	.25hr	.25hr	.25hr	.25hr	.25hr	n/a	n/a	n/a	n/a	n/a	n/a
PA	Paid Absence	n/a	.25hr*	.25hr*	.25hr	.25hr*	.25hr	1/2 day	1/2 day	1/2 day	n/a	n/a	n/a
PP	Personal Time	n/a	1 hr	1 hr	1 hr	1 hr	n/a	n/a	n/a	1/2 day	1/2 day	1 hr*	1 hr*
SP	Sick Pay	1 hr	.5hr	.5hr	.5hr	.25hr	1/2 day	1/2 day	.5hr	1/2 day	1/2 day	1 hr	1 hr
UP	Unpaid Absence	n/a	.25hr	.25hr	.25hr	.25hr	1/2 day	1/2 day	1/2 day	n/a*	n/a*	n/a*	n/a*
VP	Vacation Pay	n/a	1 hr	1/2 day	1 hr	1 hr	1/2 day	1/2 day	1/2 day	1/2 day	n/a	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.

Relationship to employee must be indicated in TimeClock Plus

*Union Leave, Family Illness Fund, Volunteer, Court Services

*for employees that qualify

*All unpaid situations regarding faculty must be discussed with FPS.