

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

Increments to be used for reporting time.

Employee Subgroup :		Graduate assistants, student employees, temp hourly staff, less than half-time medical faculty and fixed-term faculty, adjunct faculty	Administrative Office Assistant, Broadcast Hourly, Professional/Administrative Hourly	Supervisor Technical	Dispatchers, Police Officers, Sergeants	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**	
		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	n/a	
CH	Closure Hrs. Used	n/a	.25hr	.25hr	.25hr	.25hr	.25hr	n/a	.25hr	n/a	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	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	n/a	
FL	Funeral Leave	n/a	1 hr	1 hr	1 hr	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	n/a	.25hr	.25hr	n/a	.25hr	.25hr	1/2 day	.25hr	n/a	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	n/a	
OT	Overtime	n/a	.25hr	.25hr	.25hr	.25hr	.25hr	n/a	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	n/a	*Union Leave, Family Illness Fund, Volunteer, Court Services
PP	Personal Time	n/a	1 hr	1 hr	1 hr	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	1 hr	.5hr	.5hr	.5hr	.25hr	1/2 day	1/2 day	.5hr	1/2 day	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	1/2 day	n/a*	n/a*	n/a*	n/a*	*All unpaid situations regarding faculty must be discussed with FPS.
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	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.