

Workday Time Entry Codes - Explanation of Use (Please refer to the [Employee Handbook](#) for full information about these policies.)

| Time Entry Code | Used by | Description |
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| Bereavement | Benefits-eligible full or part time employees | To report bereavement hours. |
| Emergency Call In | Benefits-eligible full or part time employees | To be used when you are called back to work with less than eight hours' notice due to emergency situations (e.g., storms, system or equipment failures, and life threatening situations); reported hours includes travel time to and from your home. If you use a time clock, your Manager will update your hours within Workday to reflect your travel time. |
| Family Care Absence - Sick | Benefit eligible full or part time employees | To report hours covered by the Maine Family Care Act. You may use up to 40 hours each calendar year to care for an ill spouse/partner, child or parent. Hours will be deducted from your available sick time bank. |
| Family Care Absence - Vacation | Benefit eligible full or part time employees | To report hours covered by the Maine Family Care Act. You may use up to 40 hours each calendar year to care for an ill spouse/partner, child or parent. Hours will be deducted from your available vacation time bank. |
| Family Care Absence - Unpaid | Benefit eligible full or part time employees | To report hours covered by the Maine Family Care Act. You may use up to 40 hours each calendar year to care for an ill spouse/partner, child or parent. If your sick and vacation balances are exhausted, you may take the time as unpaid. |
| FMLA - Intermittent | As directed by Human Resources | To report your hours if you are not working due to a Family Medical Leave situation. |
| Holiday | Benefits eligible full or part time employees | To report your hours when you are not working on the Holiday. |
| Holiday (Worked/Paid) | Benefits eligible full or part time employees | To report Holiday and Worked hours when you work on the Holiday and elect to be paid your regular pay plus the holiday hours. |
| Holiday (Worked/Saved) | Benefits eligible full or part time employees | To report Holiday hours when you work on the holiday and elects to add the holiday hours to your vacation bank. You will be paid your regular pay for hours worked. |

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| Holiday (Not Scheduled) Saved | Benefits eligible full or part time employees | To report Holiday hours when the holiday falls on a day that you are not scheduled to work. You are eligible to add 1/5 th of your regularly scheduled hours to your vacation bank (to use at another time). |
| Jury Duty | Benefits eligible full or part time employees | To report hours when called for jury duty or witness leave. You must submit a copy of your summons and proof of jury service (signed jury slip) to your manager. |
| Military Leave - Vacation | Benefits eligible full or part time employees | To report vacation time on military leave. You must present a copy of their military orders to your manager and Human Resources. |
| Military Leave Unpaid | Benefits eligible full or part time employees | To report unpaid time on military leave. You must present a copy of your military orders to your manager and Human Resources. |
| Hours Worked | Non-exempt Employees | To report regular and overtime hours. |
| Personal Emergency - Sick | Benefits eligible full or part time employees | To report personal emergency due to a family illness or other unscheduled emergencies. Personal Emergency - Sick draws from your sick time accruals. Sixteen hours (pro-rated for part-time employees) may be used per calendar year. |
| Personal Emergency - Vacation | Benefits eligible full or part time employees | To report personal emergency due to a family illness or other unscheduled emergencies. Personal Emergency - Vacation draws from your vacation time accruals. Sixteen hours (pro-rated for part-time employees) may be used a calendar year. |
| Sick | Benefits eligible full or part time employees | To report hours due to personal illness or medical/dental appointments. |
| Sick - Unpaid | Benefits eligible full or part time employees | To report time off due to a personal illness when your sick or vacation balances are exhausted. |
| Special Day Off | Benefits eligible full or part time employees | To report hours when the President declares a special College closure; this is used when you do not work the Special Day Off: pay will be commensurate with hours regularly scheduled on that day. |

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| Special Day Off (Worked/Saved) | Benefits eligible full or part time employees | To report hours when the President declares a Special Day Off AND you are required to work . You must use this pay type if you work; <u>you may not elect to be paid instead</u> . Hours (equal to the number of hours worked) will be added to your vacation bank (for use at a later date). |
| Vacation | Benefits eligible full or part time employees | To report vacation time. |
| Weather Emergency Essential | Benefits eligible full or part time and casual ESSENTIAL employees | To report hours worked when the College calls a weather emergency; hours will be paid 2 times your rate of pay for hours worked. |
| Weather Emergency Non Essential | Benefits eligible full or part time NON ESSENTIAL employees | To report non-worked hours when the College calls a weather emergency; hours will be paid in the same manner as if you worked. |
| Weather Emergency Non Essential Worked | Benefits eligible full or part time NON ESSENTIAL employees | To report worked hours when the College calls a weather emergency when you are not considered essential for the day; hours will be paid at your regular rate of pay. |
| Excused without Pay | Benefits eligible full or part time employees | To report unpaid hours after authorization from your manager to take time off without pay (electing to NOT use available vacation hours or if no vacation hours are available). |