

**SUNY UPSTATE MEDICAL UNIVERSITY
PAYROLL SERVICES**

**TIME SHEET CODES AND ROUNDING RULES
FOR SIMPLEX TIME CLOCK USERS**

TIME SHEET CODES

Code	Description	Code	Description
VA	For all Employees: Vacation	ST	Straight Pay (to be determined by Payroll Services)
PL	For CSEA, PEF and RF only: Personal Leave	XT	For Part-Time Non-exempt Only: Extra Time is earned for hours worked above obligation but less than 40 hrs in a work week. Recorded at the regular rate of pay.
HCE	For all Employees: Holiday Comp. Time Earned	OT	Overtime Pay (to be determined by Payroll Services)
HCU	For all Employees: Holiday Comp. Time Used	OC	For CSEA, PEF, RF, and UUP: OnCall Time (Must meet eligibility requirements)
HOBS	For all Employees: Holiday Observed - Employee will receive their regular pay for this day, but will not receive holiday pay or holiday comp time	RC	For all Employees: ReCall Hours Worked ... Please be sure to report <u>actual</u> hours worked while on recall -- Payroll will calculate the minimum of 4 hours. (Must meet eligibility requirements)
SR	For all Employees: Sick Leave Regular Used	MA	For CSEA and PEF only: Meal Allowance (Payroll will calculate)
SF	For all Employees: Sick Leave Family Used	TP	For CSEA and RF Employees: Tardy Penalty
CS	For CSEA, PEF, and RF -- Comp. Straight Time Earned (hours worked between 37.5 hr and 40 hours in a work week for 75 hour employees only (to be determined by Payroll Services)	LT	For all Employees: Lost Time
CU	For CSEA, PEF, RF, and UUP Non-Exempt Only: Comp. Time Used (either straight or OT rate)	P	For all Employees: Pass Day Pass Day is a day in which the employee is not scheduled to work a.k.a. day off
CF	For CSEA Only: Over 40 Comp (only for employees who elected to participate in program during annual registration)	Other- Please describe	Examples: jury duty, fire call, military leave, breast care screening, prostate screening, orientation, employee organization leave, worked through lunch, maternity leave, leave of absence, etc.

ROUNDING RULES

Late In Punch	Applies to start of shift and return from lunch	Between 1-5 minutes late, no charge of accruals. Supervisor may note TP as a comment. 6 minutes or later, TP automatically noted and accruals charged in ¼ hour increments to cover absence.
Early Out Punch	Applies to end of shift and beginning of lunch break	Punches are rounded back to the nearest quarter hour. If out punch is early by 1 minute or more, lost time will be charged in ¼ hour increments to cover absence.
Early In Punch	Applies to start of shift and return from lunch	Punches are rounded ahead to nearest quarter hour. If in punch is early by 1-14 minutes, employee will not receive additional pay. If in punch is early by 15 minutes or more, employee will be paid for additional time worked in ¼ hour increments.
Late Out Punch	Applies to end of shift and beginning of lunch break	Punches are rounded ahead to nearest quarter hour. If in punch is late by 1-14 minutes, employee will not receive additional pay. If in punch is late by 15 minutes or more, employee will be paid for additional time worked in ¼ hour increments.