

TimeClock Plus at Lehigh University: Nonexempt Staff General Purpose Time Codes

Code	Description	Purpose	Policy Reference
100	Regular Hours	To record hours worked per staff person's standard work schedule, the basis for the scheduled salary payments.	
109	Additional Hours	To record hours worked in addition to standard work schedule. These hours will contribute towards overtime pay.	
220	FMLA Leave	To record unpaid FMLA leave hours. FMLA leave supplemented with excused absence or vacation time should be reported using those time categories.	Office of Human Resources "Family and Medical Leave Policy for Staff"
470	Flex Worked Hr 1.0	To record hours in addition to standard work schedule that will be paid via "Flex Time Off 1.0" within the same pay cycle. The hours in this category plus Regular Hours should not exceed 40.	See full instructions for reporting Flex Hours in the TimeClock Plus Guides on the Payroll Office website
471	Flex Worked Hr 1.5	Use this category of Flex Worked hours to report hours worked in addition to standard work schedule that exceed 40 in that calendar work week. Compensation for these hours will be paid by "Flex Time Off 1.5" in a subsequent week within the same pay cycle.	See full instructions for reporting Flex Hours in the TimeClock Plus Guides on the Payroll Office website
475	Flex Time Off Hr 1.0	To record time off taken as compensation for "Flex Worked 1.0" hours.	See full instructions for reporting Flex Hours in the TimeClock Plus Guides on the Payroll Office website
476	Flex Time Off Hr 1.5	To record time off taken as compensation for "Flex Worked 1.5" hours. These hours should equal 1.5 times the hours reported in "Flex Worked 1.5".	See full instructions for reporting Flex Hours in the TimeClock Plus Guides on the Payroll Office website
500	Floating Personal Holiday	To report hours away from work for observation of religious or other special days.	See the notes that accompany the Office of Human Resources fiscal year Holiday Schedule
510	Vacation	To report hours away from work for vacation.	Office of Human Resources "Vacation Policy"
520	Excused Absence	To report hours away from work for sick or excused absences.	Office of Human Resources "Sick Leave or Excused Absence for Nonexempt Staff Policy"
540	Holiday	Hours away from work due to paid University holidays may be reported as Regular Hours or Holiday Hours. <i>If an employee is required to work on a University Holiday, contact the Payroll Office for further instruction.</i>	Office of Human Resources "Holidays Policy"
550	Bereavement	To report hours away from work for Funeral Leave.	Office of Human Resources "Funeral Leave Policy".
560	Jury Duty	To report hours away from work to serve on Jury Duty.	Office of Human Resources "Jury Duty Policy".
570	Military Duty	To report hours away from work for Military Leave.	Office of Human Resources "Military Leave Policy".
581	Absence No Pay-Vacation	To report vacation hours without pay.	Office of Human Resources "Vacation Policy"
582	Absence No Pay - Sick	To report excused absence without pay.	Office of Human Resources "Sick Leave or Excused Absence for Nonexempt Staff Policy"
599	University Closure	Hours away from work due to University Closure may be reported as Regular Hours or University Closure Hours. Essential Services Staff who work during University Closure should report those hours in this time category with a note of "ESS Worked". Essential Services Staff are granted straight-time compensatory time off for hours worked during curtailed operations. The compensatory time off must be scheduled and taken before the end of the fiscal year.	