

## TimeClock Plus at Lehigh University: Nonexempt Staff Special Purpose Time Codes

Code	Description	Purpose	Policy Reference
410	Holiday Differential Police/PH  Enter hours of designated Police/Powerhouse holiday when those hours were not worked.	For Police and Powerhouse personnel who <u>do not</u> work on a holiday. Hours reported in this category are paid at straight time in addition to the employee's salary for that pay period.  These hours are not for time worked and are not included in the calculation of hours worked to determine eligibility for overtime pay or the blended hourly rate calculation.	Office of Human Resources "Holiday Pay for University Police and Powerhouse Personnel Policy".
419	Afternoon on Holiday  Report all hours worked in a holiday shift that begins on or after 2:00 pm and before 9:00 p.m.	Report hours worked in an afternoon shift on a holiday here for payment of the hourly shift differential.  In addition report all hours worked on a holiday using either Time Code 465 (Police/Powerhouse) or 460 (all other nonexempt staff).	Office of Human Resources "Holidays Policy"
420	Afternoon Shift  Report all hours worked in a shift that begins on or after 2:00 pm and before 9:00 p.m.	For staff in selected departments that receive shift differential. Hours worked in Afternoon Shift receive a \$.50 per hour increment in pay.  Do not report afternoon shift hours on a holiday in this time category, those hours should be reported using Time Code 419.	Office of Human Resources "Shift Differential Policy".
424	Night on Holiday  Report all hours worked in a holiday shift that begins on or after 9:00 pm and before 4:00 a.m.	Report hours worked in an evening shift on a holiday here for payment of the hourly shift differential.  In addition report all hours worked on a holiday using either Time Code 465 (Police/Powerhouse) or 460 (all other nonexempt staff).	Office of Human Resources "Holidays Policy"
425	Night Shift  Report all hours worked in a shift that begins on or after 9:00 pm and before 4:00 a.m.	For staff in selected departments that receive shift differential. Hours worked in Night Shift receive a \$.75 per hour increment in pay.  Do not report afternoon shift hours on a holiday in this time category, those hours should be reported using Time Code 419.	Office of Human Resources "Shift Differential Policy".
450	On Call Pay (not called out)  Enter one hour of time in this category for each day on call but <u>not</u> called out.	For staff in selected departments that are eligible for On Call Pay. Report hours that employee is scheduled to be available to return to campus or respond to a problem via remote access if called by a representative of the University.  Eligible staff receive pay equal to one hour of pay at straight time for each day on call but <u>not</u> called out.  On-call pay is not pay for time worked and is not included in the calculation of hours worked to determine eligibility for overtime pay but is considered in determining the employee's effective hourly rate of pay when overtime is earned.	Office of Human Resources "On Call Pay Policy".

Nonexempt Staff Special Purpose Time Codes continued:			
Code	Description	Purpose	Policy Reference
460	<p>Call Out Premium 1.5</p> <p>If required to work on a holiday, enter the total hours worked.</p> <p>If hours are worked due to an unscheduled call out on any other day, enter minimum hours per Office of Human Resources "Compensation for Call-Outs for Nonexempt Staff Policy".</p>	<p>Unscheduled hours worked by eligible employees after returning home from a regularly scheduled work day, or hours worked by eligible employees on a day he or she is not scheduled to report for work (including Holidays).</p> <p>This time is paid at an hourly rate of 1.5 the employee's regular rate of pay and is not included the hours accumulated for additional overtime pay or the blended overtime rate calculation.</p>	Office of Human Resources "Holidays Policy" and "Compensation for Call-Outs for Nonexempt Staff Policy"
465	<p>Holiday Worked Police/PH 2.0</p> <p>Enter hours worked on designated holidays for Police and Powerhouse Staff</p>	<p>Police and Powerhouse staff receive two times their regular pay in addition to their normal salary for hours worked on a designated holiday for University Police and Powerhouse personnel.</p> <p>This time is paid at an hourly rate of 2.0 times the employee's regular rate of pay and is not included the hours accumulated for additional overtime pay or the blended overtime rate calculation.</p>	Office of Human Resources "Holiday Pay for University Police and Powerhouse Personnel Policy"
598	Scheduled Time Off	Available to selected nonexempt staff who have been approved for specialized and variable deferred pay situations. Report hours in previously approved work reduction periods that have been incorporated into the employee's annual salary and percent effort. Time is not worked and therefore does not contribute towards the calculation of overtime.	Refer to employee offer letter from Office of Human Resources
599	<p>University Closure</p> <p>If hours worked by Essential Services Staff during University Closure, report those hours with a note of "ESS Worked".</p>	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.	Office of Human Resources "Absence Due to Adverse Weather Conditions Policy"