

# TIMECLOCKPLUS AT LEHIGH UNIVERSITY

## Examples of How to Use Special Purpose Time Codes in TimeClockPlus

*Please consult Human Resources Policies for a complete explanation of eligibility and use of these Time Codes*

### DAY, AFTERNOON AND NIGHT SHIFTS

A. If you are working a DAY SHIFT:

- enter all hours worked in Time Code 100 Regular Hours

B. If you are working an AFTERNOON SHIFT and it is NOT A HOLIDAY:

- enter all hours worked in Time Code 420 Afternoon Shift

C. If you are working an AFTERNOON SHIFT and it IS A HOLIDAY:

- enter all hours worked in Time Code 419 Afternoon on Holiday
- enter all hours worked in Time Code 460 Call Out Premium 1.5

D. If you are working a NIGHT SHIFT and it is NOT A HOLIDAY:

- enter all hours worked in Time Code 425 Night Shift

E. If you are working a NIGHT SHIFT and it IS A HOLIDAY:

- enter all hours worked in Time Code 424 Night Shift on Holiday
- enter all hours worked in Time Code 460 Call out Premium 1.5

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### ON CALL and CALL OUTS

F. If you are ON CALL and you ARE NOT CALLED IN to work:

- Enter one hour of time in Time Code 450 On Call Pay

G. If you are CALLED IN TO WORK and it IS DAY SHIFT:

- Enter the greater of policy minimum hours\* or actual hours worked in Time Code 460 Call Out Premium 1.5
  - \*Policy minimum hours:
    - Call-outs using remote access at any time of day: 1 hour
    - Day Shift Call-outs: 2 hours
    - Holiday Day Shift Call-Outs: 4 hours

H. If you are CALLED IN TO WORK and it IS AFTERNOON SHIFT:

- Enter the greater of policy minimum hours\* or actual hours worked in Time Code 460 Call Out Premium 1.5
  - \*Policy minimum hours:
    - Call-outs using remote access at any time of day: 1 hour
    - Afternoon Shift Call-outs: 2 hours
    - Holiday Afternoon Shift Call-Outs: 4 hours

#### **AND**

- Enter the greater of policy minimum hours\* or actual hours worked in Time Code 420 Afternoon Shift

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I. If you are CALLED IN TO WORK and it IS NIGHT SHIFT:

- Enter the greater of policy minimum hours\* or actual hours worked in Time Code 460 Call Out Premium 1.5
  - \*Policy minimum hours:
    - Call-outs using remote access at any time of day: 1 hour
    - Night Shift Call-outs prior to midnight: 2 hours
    - Night Shift Call-outs after midnight: 3 hours
    - Holiday Afternoon Shift Call-Outs: 4 hours

**AND**

- Enter the greater of policy minimum hours\* or actual hours worked in Time Code 425 Night Shift