

	Code	Title	Description
	ETW	Excused Time Without Pay	Used for recording approved time that should not be paid.
	FML	FMLA Tracking	Used to track hours that qualify under FMLA and should be used in conjunction with sick/PTO and no-pay codes. This time reporting code doesn't impact an employees pay or show up on their paycheck.
	FRL	Funeral	Record hours for funeral time for eligible family members per SPG 201.03
	HOL	Holiday	Records time away due to a paid university designated holiday. Per SPG 201.26
	JRD	Jury Duty	Records time away for jury duty. Per SPG 201.29
	OTP	Overtime Premium	Non-exempt staff members will be paid overtime compensation at one and one-half times the staff member's regular rate of pay for all hours worked in excess of 40 hours in a calendar week. Per SPG 201.38
	OTR	Overtime Reg	Used by non-exempt employees to record hours worked in excess of base appointment to bring total hours to 8 in a day or 40 in a week. Also used by some exempt employees to record hours worked in excess of base appointment.
	REG	Regular	Payment for employee's appointment based on the Compensation Rate field in JOB DATA
	SEA	Season Day	Records time away for season days per SPG 201.26-1
	VAC	Vacation	Records time away for vacation
			SICK TIME CODES:
	SCK	Sick, Preventive	Records hours for sick time due to scheduled appointments
	SCL	Sick, Illness/Injury	Records hours for sick time due to illness/injury
	SKF	Family Care	Sick time used for family care
	ESF	Extended Sick Full Pay	Provides wage protection for qualified employees who are unable to work for an extended period of time. Paid at a full-time rate. Refer to SPG 201.11
	ESH	Extended Sick Half Pay	Provides wage protection for qualified employees who are unable to work for an extended period of time. Paid at half-time rate. Used after ESF (and ESP for UMHC PTO employees) has been exhausted. Refer to SPG 201.11
	ESW	Extended Sick Half-Work Hours	To be used in place of REG when hours worked and ESH are reported on the same day.
	MRL	Maternity Leave	Per SPG 201.30-6
	PRL	Parental Leave	Per SPG 201.30-6