



HUMAN RESOURCES/PAYROLL (HR/PAY) TIME AND LEAVE TRAINING MANUAL

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Related Materials

[Payroll Biweekly Newsletter - www.payroll.ku.edu/newsletters.aspx](http://www.payroll.ku.edu/newsletters.aspx)

[Payroll Monthly Calendar - www.payroll.ku.edu/calendar/current_month_payroll_deadlines.aspx](http://www.payroll.ku.edu/calendar/current_month_payroll_deadlines.aspx)

[HR/Pay Information - www.hreo.ku.edu/policies_procedures/category_details/20](http://www.hreo.ku.edu/policies_procedures/category_details/20)

[Leaves and Holidays - www.hreo.ku.edu/policies_procedures/category_details/7](http://www.hreo.ku.edu/policies_procedures/category_details/7)

[Earnings Codes \(Time/Leave Reporting Codes\) - www.hreo.ku.edu/files/documents/earnscodes.xls](http://www.hreo.ku.edu/files/documents/earnscodes.xls)

[Time and Leave Recording/Reporting - www.hreo.ku.edu/policies_procedures/category_details/32](http://www.hreo.ku.edu/policies_procedures/category_details/32)

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DEADLINES

1. Adhering to the deadlines listed in the Payroll newsletter and monthly calendars is critical to the correct calculation of the employee's paycheck. The newsletter and calendars (monthly, fiscal, annual) are posted on the Payroll web site (www.payroll.ku.edu). This training document will refer to general deadlines – the newsletter and calendar will have the exact deadlines. Variances may be caused by the accelerated pay schedules set by the State of Kansas and are generally due to holidays.
2. Departments generally have until noon on the Wednesday following the end of the pay period to enter time and leave data into HRSA, make changes if necessary, and "OK to Process" for all employees who have an existing timesheet in HRSA.
3. The Payroll Office prefers to have at least some of the employee's time and leave entered by the first calc so that system edits can catch any issues, such as funding, before the final calc. Timekeepers are encouraged to enter time and leave as soon as possible so that warning or edit reports can be addressed timely.
4. Timekeepers are not allowed to enter their own data. Since some departments do not have a backup or in situations in which the timekeeper(s) is(are) not available to enter their department's time and leave, the Payroll Office will provide back up entry services. Timesheets must be sent to the Payroll Office generally by Monday 9:00 a.m. following the end of the payroll period. Faxing of the timesheets to Payroll is allowed 864-0369, but the department is still responsible for keeping the original documentation. Timesheets will be audited for signatures before the entry is made.
5. No changes are allowed to the time and leave entry panels after the final on-cycle pre-calculation process. This process generally is run Wednesday at noon following the close of the payroll period. Any change made in the system between the noon pre-calculation and the final calculation may jeopardize the university's payroll. If a correction needs to be made after this timeframe, contact the [Payroll Office](mailto:payroll@ku.edu) (payroll@ku.edu or 864-5966) immediately so that one of the Payroll Specialist may determine the best way to handle the change. In some cases Payroll may remove the employee from the regular on-cycle calculation and place the employee on an off cycle calculation run.

DOCUMENTATION/AUTHORIZATION

1. No employee is allowed to authorize his or her own timesheet.
 - a. Timesheets for nonexempt employees (paid hourly) are required to be signed by the employee and his/her supervisor.
 - b. Exempt leave (salaried) reporting may be done by a timesheet with the employee and supervisor's signature or may be done by the employee emailing the supervisor and timekeeper. The supervisor will need to respond to both the employee and timekeeper if the leave is incorrect. The email is kept as the time report. If a time report/sheet is sent to the Payroll office for entry, it must have both the employee and supervisor's signatures.
2. All time reporting documentation (nonexempt and exempt) must be kept on file in the department for five (5) years in order to remain in compliance with the Fair Labor Standards Act (FLSA). Departmental documentation must include daily reporting of hours worked for nonexempts and leave taken for all nonexempts and exempts with the appropriate signatures.

3. It is the sole responsibility of each departmental timekeeper to maintain accurate and detailed time and leave records, including leave balances, for each employee in their department. Hours worked must be tracked by the actual day the hour occurred for nonexempts. Leave must be reported on the actual day taken for all employees. It is also the department's responsibility to collect, report and to enter time and leave on-line or submit paper timesheets to Payroll when applicable. No time and leave reporting is to be kept outside the HR/Pay system or adjusted by the department on future payroll periods.
4. Reporting time worked or leave taken in an incorrect payroll period or knowingly reporting inaccurate time worked or not reporting leave used is a falsification of federal and state auditable records and represents misconduct. These actions will also create inaccurate reporting that is required at the state and federal levels. [Fraud and Theft Prevention Policy \(https://documents.ku.edu/policies/Chancellor/FraudandTheft.htm\)](https://documents.ku.edu/policies/Chancellor/FraudandTheft.htm)
5. An HR/Pay system process (job) generates time and leave panels and timesheets biweekly. This job is generally run the first Thursday of the biweekly pay period, making the timesheets and panels available for timekeepers on Friday morning. The timesheets will contain information for all employees who are in active status during the payroll period. Additional timesheets are not automatically created for late paperwork.
6. All time worked and leave used must be reported using the appropriate earnings code on the HRSA time entry panels for on-line users or timesheets for paper users. If a correction needs to be made after the fact, please submit a revised timesheet if additional pay is owed. If leave time taken was reported in error, an e-mail explanation to the Payroll Services e-mail account (payroll@ku.edu) is required.
7. All employees are expected to report leave taken including salaried administrators, further documentation on this topic is available at www.hreo.ku.edu/files/documents/Leave_Reporting_Admin.pdf.

PAY GROUPS

Student Pay Groups (Temporary Positions Only)

STN:

Nonexempt (Hourly)

10 Day Pay Cycle

Job Code: 0S9900 Student Hourly

SRX:

Exempt (Salaried)

10 Day Prorated Pay Cycle

Job Codes: 0S3200 Graduate Research Assistant (GRA)

0S2300 Student Interns (limited specific use)

STX:

Exempt (Salaried)

14 Day Prorated Pay Cycle

Job Codes: 0S1000 Graduate Teaching Assistant (GTA)

0S3000 Student Assistants (limited specific use)

Staff and Fiscal Year Faculty Pay Groups (Temporary or Regular Positions)

CUN:

Nonexempt (Hourly)
10 Day Pay Cycle

CUX:

Exempt (Salaried)
10 Day Prorated Pay Cycle

Academic Year Salaried Employees (Temporary or Regular Positions)

LFC:

Exempt (Salaried)
14 Day Prorated Pay Cycle

Student Positions - STN, SRX, and STX Pay Groups

1. Per university process in accordance with I.R.S. regulations, student employees are limited to work no more than a total of 30 hours per week when the academic year is in session unless restricted by visa limitations to fewer hours. The limit is a cumulative total of all hours worked by the student per week, regardless of departments. Each department employing a student shares in the responsibility for monitoring these hours as well as the student employee.
2. University policy prohibits student employees from working more than a total of 40 hours a week at any time. If this does happen, the timekeeper is required to contact the employee and any other affected offices to ensure this does not happen again. The timekeeper should also contact the [Payroll Office](#) immediately. All hours over 40 will be paid to the student employee at their overtime rate.
3. Students may work in more than one student position and student pay group at any given time as long as the maximum hours allowed to work for any given week are not exceeded.
4. Student positions are temporary positions and are not eligible for holidays or accruals.

Student Hourly Positions (Nonexempt) (STN Pay Group)

1. Entry is required for hours worked and must be recorded in the time entry panel. The “OK to Process” box must be checked and the entry must be saved.
 - a. Hours may be entered on each actual day worked or the hours may be summed by weekly total and entered on each Friday (see b).
 - b. Daily time reporting must be entered if there is a funding change (either pool number or account code number or percentage distribution) during the payroll period.
 - c. Regardless of the entry method, timekeepers are required to have documentation of hours worked per day kept in the department regardless of the entry method.
2. If a student hourly employee does not work at all during the payroll period in a particular position, do not enter hours and do not check the “OK to Process” box.
3. If the time reporting is not entered by the deadline, please forward the timesheet to the Payroll office so that the employee may be paid on a supplemental payroll (off-cycle). A department is not authorized to adjust future payroll periods for past time and leave reporting. This is considered a falsification of time and leave records.

Student Salaried Employees (Exempt) (SRX & STX Pay Groups)

1. No entry is required for hours worked as the student is paid on a salaried basis and hours worked are not to be tracked or recorded. The system automatically checks the “OK to Process” box when it creates the time sheet.
2. When a late Payroll Form for a salaried employee is submitted, the Payroll Office will place the employee on the next supplemental payroll (off cycle) if there is a notation in the comments section the employee is to be paid. Timekeepers may also submit an exempt timesheet with the Payroll Form if desired. In either case, the department is responsible for having the appropriate time reporting documentation on file.

Staff & Faculty Positions (CUN, CUX & LFC Pay Groups)

Staff (Nonexempt) (CUN Pay Group)

1. The department is responsible for documenting all hours worked and leave taken (if eligible) for each nonexempt employee with signatures from both the employee and supervisor on either the HR/Pay system generated timesheet or an acceptable departmental form.
2. Nonexempt employees are paid on an hourly basis. Hours must be recorded in quarter hour increments and be entered on the system panel on the actual day in which they occurred. (See the section on Minutes Conversion for Time Reporting.) There are two types of hourly employees for this pay group: Type H –Hourly and Type E- Exception Hourly.
 - a. Type H-Hourly: Requires manual entry for hours worked, leave used and checking the “OK to Process” approval box and saving the panel. If the employee did not work or have paid leave usage to report, nothing is entered in the time and leave panels and the “OK to Process” box is not checked.
 - b. Type E -Exception Hourly: A HR/Pay system job that creates the timesheets and time and leave panels also loads the Standard Days from the *Position Data, Information* Panel and checks on the “OK to Process” box. The timekeeper will only need to take action if the employee did not work his or her normal schedule. This “exception” reporting is done by modifying the defaulted time and leave panels and saving the panel. If an exception hourly employee is not to be paid, the timekeeper must uncheck the “OK to Process” box.
3. Sick and vacation earnings are based on paid status so leave earnings are not accrued until the payroll period has ended. An employee cannot use leave before it is earned.
4. Leave accrual charts are located at www.hreo.ku.edu/policies_procedures/category_details/7.
5. Reminder: Save each panel after entering data or making changes.

Fiscal Year Salaried Staff and Faculty (Exempt) (CUX Pay Group) and Academic Year Faculty and Staff (Exempt) (LFC Pay Group)

1. The department is responsible for documenting only leave hours taken for each exempt employee. Hours worked are not to be tracked or recorded for exempt employees.
2. Employees should report leave or no leave taken by returning a timesheet/report signed by the employee and supervisor or email from the employee to the timekeeper and supervisor. HR/EO recommends that the department ask exempt employees each payroll period if they have any leave time to report.

3. Exempt employees are salaried, necessitating data entry only for leave taken and not hours worked. The job that creates the time and leave entry panels will check the “OK to Process” box.
4. For eligible exempt employees all vacation leave, sick leave, holiday compensatory time taken and shared leave are recorded in half or full day increments. Discretionary day and leave without pay are recorded in full day increments. All other exempt leave codes are reported in quarter hour increments. The hours reported for a full or half day are based on the daily hours the employee is to work. The policy for pay reductions of a salaried employee is located at documents.ku.edu/policies/hreo/ExemptSalaryReductions.htm.
 - a. Example: An eligible exempt employee works 30 standard hours a week, six (6) hours a day; if he/she is on vacation for one full day – enter VAE of 6; if he/she were on vacation for ½ a day – enter VAE of 3. If this employee is gone less than three (3) hours there would be no reporting of leave taken. If this same employee were gone five (5) hours, report only three (3) hours.
5. Sick leave accruals for fiscal and academic year faculty and staff are based on appointment FTE (full time equivalency)/Standard Hours and paid status. Vacation accruals for fiscal year faculty and staff are based on appointment FTE/Standard Hours and paid status. Academic year appointments are not eligible to earn vacation leave per the Kansas Board of Regents policy.
6. Leave earnings are not accrued until the payroll period has ended. An employee cannot use leave before it is earned. Leave accrual charts are located at www.hreo.ku.edu/policies_procedures/category_details/7.
7. Exempt employees do not receive any compensatory time or overtime pay. Fiscal year employees may be eligible for holiday compensation time. Holiday compensatory time earned in the first week may be used in the second week of the pay period. See the Holiday reporting guide for more details on holiday compensation www.hreo.ku.edu/files/documents/Holiday_report_guide.pdf.
8. All employees are expected to report leave taken including salaried administrators, further documentation on this topic is available at www.hreo.ku.edu/files/documents/Leave_Reporting_Admin.pdf.
9. Reminder: Save each panel after entering data or making changes.

TIME REPORTING

On-Line Timesheets

1. The system generated time and leave document (timesheet) is a biweekly form available to departments for capturing time and leave reporting. An HR/Pay system process (job) generates time and leave panels and timesheets biweekly. This job is generally run the first Thursday of the biweekly pay period, making the timesheets and panels available for timekeepers on Friday morning. The timesheets will contain information for all employees who are in active status during the payroll period. Additional timesheets are not automatically created for late paperwork.
2. There are two types of timesheets: Nonexempt (hourly) and Exempt (salary). Timesheets are printed by the department number on the position. A separate page is printed for each nonexempt employee and an overall listing is printed for exempt employees. Timesheets for employees coded as exception hourly will print with the standard days that are indicated from their position.

3. The timesheet will list information from the personal, job, position, and budget and encumbrance panels as of the time the batch job was processed. In addition leave balances are printed as of the beginning of the payroll period indicated on the timesheet. Any discrepancies with leave accrual balances should be immediately brought to the attention of the [Payroll Office](#). (Late payroll forms may result in incorrect information being printed on these forms.)
1. If a full two-week work calendar is not showing on the entry panel, please verify that the employee is not active on the days that are not displaying (missing days before employee begins or after termination/leave date). Contact [Payroll Services](#) or (864-5966) immediately if further investigation is needed.
4. If a department chooses to create their own timesheets, the nonexempt timesheets should contain the days of the week, signature lines for both the employee and supervisor, and the following certification statement: All time listed on this report reflects actual work and/or leave time, and is true and correct to the best of my knowledge.

Manual Timesheets

1. When a payroll form does not arrive in the Payroll Office prior to the established deadlines, the employee affected by the late paperwork may not have an on-line timesheet or time entry panel created by the biweekly system process. For nonexempt employees a manual timesheet must be prepared by the department and submitted to the Payroll Office to initiate a supplemental payment (off-cycle). If the timesheet is attached to the payroll form, it will expedite the processing. "Blank manual" timesheets are available at www.payroll.ku.edu/employer_forms/employer_forms.aspx.
2. Timesheets submitted to the Payroll Office must have the following information on them:
 - a. Department Name and Number,
 - b. Employee Name and ID,
 - c. Position Number,
 - d. Pay Period Dates (one sheet is needed for each payroll period),
 - e. Appropriate Signatures,
 - f. Nonexempt timesheets must include the hours worked or leave taken on each day,
 - g. Exempt timesheets must indicate any leave used or leave without pay hours if applicable, and
 - h. Certification statement: All time listed on this report reflects actual work and/or leave time, and is true and correct to the best of my knowledge.
3. Timesheets or supplemental pay for an employee cannot be processed until all of the employee's appointment data and required supporting documents are completed and received by the Payroll Office.
4. Payment to an employee whose payroll form and/or timesheet is submitted late will be made at the earliest date possible, but this date may be after the regular on-cycle paychecks arrive. Timekeepers should inform the employee that their paycheck might be delayed.

Printing of Timesheets

[\(Detailed instructions are located in the Reports Manual\)](#)

Go, Time and Leave, Report, Nonexempt Timesheet Print, Add or Update Display **OR**
Go, Time and Leave, Report, Exempt Timesheet Print, Add or Update Display

Run Control ID: Assign value to be used (initials etc., but no spaces in between).

OK: Click on with the mouse or use the enter key.

Business Unit: Defaults in UKANS.

Pay Period End Date: Enter the current pay period end date or select from the drop down box.

From Department/To Department: Enter in the true “HR department(s)” (the department number assigned to the position, not the cost center/organization#). For many departments the “From Department” and the “To Department” are the same.

Run: Click on the stop light symbol next to the disk symbol (save button).

Run Location: Select Client.

Output Destination: Select Printer.

OK: Click on with the mouse or use the enter key.

- Nonexempt timesheets will print out one page for each position to which an active nonexempt employee is assigned.
- Exempt timesheets will print multiple active persons on a page.

On-Line Time Entry



Go, Time and Leave, Use, Employee, Time Entry Daily

Department: Enter in the department number to get a listing of all available timesheets,
OR

EmplID: Enter in the employee’s ID.

Pay Period End Date: Enter in the pay period end date for the hours being reported. Only the current payroll period being processed will be available for entry.

OK: Click on with the mouse or use the enter key.

2. Time and leave hours need to have earnings codes associated with them for the correct reporting and calculation of pay. Earnings codes are for designating the type of hours worked, leave hours taken (as well as leave without pay), shift payments and call back etc. Always refer to the [Earnings Code Listing](#) when deciding which of the earnings codes should be used. The system list box will display all possible codes; the timekeeper will need to be sure he/she has selected the correct value. Contact [Payroll Services](#) if questions.
3. There are 2 options to view earnings codes from the panel:
 - a. Click on the arrow in the earnings code drop down box (this may take a while) to display a list of values or
 - b. Since most codes start with the letter of the earnings, a simple way to find an earnings code is to enter the first letter and then select the shift and F4 keys. This will narrow the search to the letter value entered.
4. F7 key or the icon on the tool bar  inserts a new row for using multiple earnings codes. F8 or the icon  will delete a row or use the toolbar options. ([See Navigation manual for toolbar and hotkeys.](#))
5. If a full two-week work calendar is not showing on the entry panel, please verify that the employee is not active on the days that are not displaying (missing days before employee begins or after termination/leave date). Contact [Payroll Services](#) or (864-5966) immediately if further investigation is needed.

Minutes Conversion for Time Reporting

Entry for hours worked and leave used for nonexempts must always be made in quarter hour increments. For eligible exempt employees all vacation leave, sick leave, holiday compensatory time taken and shared leave are recorded in half or full day increments. Discretionary day and leave without pay are recorded in full day increments. All other exempt leave codes are reported in quarter hour increments. The chart below is to be used for conversion of minutes to quarter hour. Rounding is done at each check in and out period and not by the total time per day or week.

Minutes Worked	Hours Recorded
0 to 7.....	0.00
8 to 22.....	0.25
23 to 37.....	0.50
38 to 52.....	0.75
53 to 67.....	1.00

e.g. In 7:59 out 12:05 is 4 hours and 6 minutes, which rounds or is reported as 4 hours
In 1:30 out 5:38 is 4 hours and 8 minutes, which rounds or is reported as 4.25 hours
Total for the day is 8.25 hours

e.g. In 7:59 out 12:05 is 4 hours and 6 minutes which rounds or is reported as 4 hours
In 1:30 out 5:35 is 4 hours and 5 minutes, which rounds or is reported as 4 hours
Total for the day is 8 hours

Time Entry Report

[\(Detailed instructions are located in the Reports Manual\)](#)

Go, Time and Leave, Report, Time Entry Report, Add (for first time users) or Update/Display

Run Control ID: Assign value to be used (initials etc., but no spaces in between) or use the “Search” button to choose a value already listed.

OK: Click on with the mouse or use the enter key.

Pay Period End Date: Enter in the pay period end date for the hours being reported. Only the current payroll period being processed will be available for entry.

From Department/To Department: Enter in the true “HR department(s)” (the department number assigned to the position, not the cost center/organization#). For many departments the “From Department” and the “To Department” are the same.

RUN: Click on the stop light symbol next to the disk symbol (save button).

LEAVE ACCURALS

Go, Compensate Employees, Administer Base Benefits, Use, Leave Accruals

Guidelines

1. The timekeeper and the employee are responsible for verification of leave accruals and balances.
2. Regular and holiday compensatory time earned in the first week may be used in the second week of the pay period. Other leaves are not earned until the payroll period has ended.
3. Sick and vacation earnings are based on the appointment and hours reported for time worked and leave taken.
4. Employees are not authorized to use leave before it is earned.
5. Leave accrual charts are located at www.hreo.ku.edu/policies_procedures/category_details/7.
6. No employee is to be advanced leave time nor are any time or leave records to be kept outside the HR/Pay system.
7. All employees should report leave taken. Leave types such as vacation, discretionary time, and compensatory time earned are to be requested and approved in advance and reported. The employee should call in at the beginning of the work day when using sick leave or notify their department in advance of planned medical leave and report the hours used.
8. Any discrepancies with leave accrual balances should be immediately brought to the attention of the [Payroll Office](#).

Accruals Report

[\(Detailed instructions are located in the Reports Manual\)](#)

Go, Time and Leave, Report, Accruals by Emplid, Accruals by Dept, Accruals by Emplid-PPE Range, Accruals by Dept –PPE Range Add (first time user) or Update Display.

Accruals by Emplid or Accruals by Dept – may only be run on the last payroll period confirmed.

Accruals by Emplid-PPE Range or Accruals by Dept-PPE Range – may be run for a range of payroll period end dates (but not before 1/1/2003) and have the option to order by supervisor.

EARNINGS AND LEAVE CODING

Following is a descriptive summary of the codes used for reporting time worked, leave used and other payment earnings codes. Additional details may be found on the [Time and Leave Reporting Codes and Earnings Codes](#) located at www.hreo.ku.edu/files/documents/earnscodes.xls. All nonexempt time worked and leave reported is in quarter hour increment, For eligible exempt employees all vacation leave, sick leave, holiday compensatory time taken and shared leave are recorded in half or full day increments. Discretionary day and leave without pay are recorded in full day increments. All other exempt leave codes are reported in quarter hour increments. Employees covered under a Memorandum of Agreement (MOA) may have additional guidelines. See www.hreo.ku.edu/policies_procedures/category_details/44 for MOA documents.

Additional Hours – Nonexempt

1. When an hourly employee is in pay status for over 40 hours but has not reached the FLSA limit (40 hours total = physically worked hours + earned holiday credit hours), the employee may be paid the hours up to the FLSA limit at their normal hourly rate. The university workweek is Sunday through Saturday night.
2. An employee is not eligible for compensatory or overtime pay until the FLSA limit has been reached. This may happen if an employee has sick, vacation or other leave usage during the week in which they may work “additional” hours outside their work schedule.

3. Payment of additional hours will create a paycheck that exceeds 40 hours of pay for a workweek.
4. See the Nonexempt Staff Guidelines for Working Extra Hours for additional information at www.hreo.ku.edu/files/documents/NE_extrahours.pdf.

Earnings Code: AHR for nonexempt employees

Administrative Leave

1. Usage is only authorized by the Director of HR/EO.
2. Leave with pay for an emergency or other situation that creates dangerous or unsafe work conditions or for other circumstances that necessitate the closing of an office or building and which is authorized by HR/EO.

Earnings Code: ADM-nonexempt employees
ADE-exempt employees

Call Back Pay

1. Regular nonexempt university support and unclassified professional staff.
2. Designated in advance based on job duties and responsibilities. Contact [HR/EO](#) for designations.
3. Minimum time is compensated for the time a designated employee is called to work outside their work schedule.

Earnings Code: CBP–report actual time called back in
CBN–used to bring reported time up to the minimum hours if not met by CBP code

Compensatory (Comp) Time and Overtime Pay

1. Only allowed for nonexempt employees.
2. The 40 hours consist of the regular hours physically worked and when Holiday Credit (HDC) is earned for eligible employees. The university workweek is Sunday through Saturday night.
3. Student hourly employees – If the student exceeds the 40 hours per week, they must be paid overtime. Approval should be granted by the HR/EO Director in advance. Student employees may not earn comp time. See Student Pay groups for more details.
4. If an employee exceeds the 40 hours in a workweek and has leave usage, they may be paid additional hours (AHR) instead of earning compensatory time or overtime pay for all or part of the hours total over 40.
5. Compensatory time may be at a rate of hour for hour or 1.5 hour for each hour worked. Comp time at 1.5 the hours worked is the most used of the codes; the hour for hour will be used to compensate designated emergency/essential hourly employees who worked during inclement weather.
6. Approval to work over the regularly scheduled hours is to be approved in advance by the supervisor. If the additional work hours were not approved in advance, the department must still compensate the employee.
7. Only employees in regular nonexempt positions are eligible for regular compensatory time.
8. If an employee has a compensatory time balance greater than 90 hours, any hours over 90 will be paid by the Payroll Office during the on cycle payroll calculation process. The overage is paid on the on cycle payroll calculation following the payroll period in which the overage was accumulated. For very special

circumstances a department may request approval from the Director of HR/EO to establish a departmental compensatory time balance cap that differs from the 90 hours. If approved, the department takes the liability for the monitoring and payment of the differing balance. Departments with employees covered under a Memorandum of Agreement must adhere to the provisions of the agreement and no exceptions can be made.

9. Compensatory time (regular and holiday) earned in the first week may be used in the second week of the pay period.
10. Compensatory time is paid upon termination from the university and when transferring to another KU department or change to exempt (salaried) FLSA status.
11. See the Nonexempt Staff Guidelines for Working Extra Hours for additional information at www.hreo.ku.edu/files/documents/NE_extrahours.pdf. See the Holiday reporting guide for more details on holiday compensation www.hreo.ku.edu/files/documents/Holiday_report_guide.pdf.

Earnings Code: CM1-compensatory time earned at the rate of hour for hour for non student employees
CME-compensatory time earned at the rate of 1.5 hours for each hour worked, report actual time worked in quarter hour increments, system will convert to the 1.5 hours when adding to the leave accruals balance for non student employees
CTP-used to code the payout of compensatory time, generally used when the employee is changing departments, moving from nonexempt to exempt, or upon termination for non student employees
CMT-used to report the usage of compensatory time for non student employees
K-13-used to pay overtime earned for nonexempt student employee
OTP-used to pay overtime earned for nonexempt non-student

Disaster Leave

1. Usage is authorized by the Director of HR/EO. For employees who are also certified as Red Cross disaster relief service. State of Kansas regulations 1-9-24.
2. Documentation will be required in advance of leave usage. Limit of 20 working days in the 12-month period that starts the first day the leave was used.
3. Additional information http://www.hreo.ku.edu/policies_procedures/leaves_holidays/disaster.

Earnings Code: DIS-nonexempt employees
DSE-exempt employees

Discretionary Holiday

1. Benefits eligible university support and unclassified professional staff and fiscal year faculty and academic staff are granted one day each calendar year, if approved by the legislature, to be used at their discretion as a personal holiday. The policy is located at documents.ku.edu/policies/hreo/DiscretionaryDay.htm.
2. The hours of the discretionary day for which an employee is eligible during a calendar year are based on his/her current FTE/standard hours at the time he/she takes the discretionary holiday.

3. A new benefits eligible regular employee is eligible after six (6) months of service for this holiday. Timekeepers may contact the [Payroll Office](#) if adjustments are needed to add the accrual or adjust the hours for those whose “day” is not 8 hours.
4. The Discretionary Day must all be used in one day. It may not be split across multiple days.
5. The Discretionary Day must be used on or before the last day of the final calendar year payroll period or it is forfeited. If a balance remains upon separation the balance is forfeited. The balance is not paid out.
6. The employee portal will display the words “Discretionary Day” when the employee has not used this accrual. It does not display an hour value. If the employee has used their discretionary day, the words will not be displayed.

Earnings Code: DDY-nonexempts for full day only
 DDE-exempts for full day only

Donation Leave

Donation of blood to a KU sponsored blood drive will be considered work time as approved by a supervisor and does not necessitate a request for donor leave nor reporting under the donor leave policy. This time will not count against the 1 ½ hours allowed every 4 months under the Donor Leave Policy.

The Donor Leave Policy is located at documents.ku.edu/policies/hreo/donorleave.htm.

Earnings Code: DON-nonexempts
 DNE-exempts

Holiday

1. The Legislature designates the State paid holidays each year. See this web site for a listing of holidays: www.hreo.ku.edu/benefits_pay/leaves_holidays/holiday_listing.
2. Academic year faculty/academic staff and students are not eligible for holiday pay or holiday compensation.
3. An employee must be in a pay status the workday before and after a holiday in order to receive holiday credit unless an exception is approved by the Director of HR/EO. Employees that are part-time, or irregular work schedules or rotating work schedules, please see the Guide to the Eligibility for and Reporting of Holidays located at www.hreo.ku.edu/files/documents/Holiday_report_guide.pdf for more information.

Earnings Code: Earning and Compensation codes are dependent upon the situation. See the Guide to the Eligibility for and Reporting of Holidays. www.hreo.ku.edu/files/documents/Holiday_report_guide.pdf.

- HCC–holiday comp time hour for hour
- HCP-holiday comp time 1.5 for hour worked
- HCT-usage of holiday compensation for nonexempt
- HCE-usage of holiday compensation for exempts in ½ or full day increments
- HDC–holiday credit 1.0 –nonexempt
- HDE–holiday credit 1.0 – exempt
- HDP–holiday pay 1.5 – nonexempt and exempt
- HTP–holiday comp time payout

Hours Worked

Recording actual physical hours worked.

Earnings Code: REG–nonexempt non student employee
SP1–nonexempt student employee

Jury/Witness Service

1. Employees appointed to regular positions shall be granted leave with pay for required jury duty or for a required appearance before, and at the direction of, the Civil Service Board, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court.
2. Please see the policy located at documents.ku.edu/policies/hreo/JuryWitnessService.htm

Earnings Code: JRY-Nonexempt
JRE-Exempt

Leave Without Pay

Family Medical Leave Act (FMLA)

1. Leave due to a medical condition of a regular eligible employee who is personally or has a family member experiencing a serious, extreme or life threatening illness or injury covered under the Federal [Family Medical Leave Act \(FMLA\)](#). HR/EO (864-4946 hrdept@ku.edu) must be contacted immediately to determine if the employee is covered by this federal law and for prior approval of this leave designation.
2. This leave designation is not based on the employee's leave balances or lack thereof. This is only for benefits eligible employees who meet the requirements found at documents.ku.edu/policies/hreo/FMLA.htm.

Non-Medical and Voluntary Leave Without Pay Program

1. Non-medical leave of less than 30 days may be approved by the department unless the regular employee wants to participate in the [Voluntary Leave Without Pay](#) program. Reporting is handled through the time and leave panels.
2. The [Voluntary Leave Without Pay](#) program requires advanced approval and the duration of the leave without pay must be greater than two (2) consecutive payroll periods. This leave program assists with keeping the regular employee's benefits covered. Information regarding this voluntary leave program is found at www.hreo.ku.edu/policies_procedures/leaves_holidays/voluntary_leave. Reporting is handled through the time and leave entry panel.
3. Any other leave without pay for more than 30 days must be approved in advance by [HR/EO for university support staff](#) and through regular administrative channels for unclassified professional staff employees. The Provost/Vice Provost offices must approve leave without pay for faculty and academic staff for over 30 days. An employee should be encouraged to contact [HR/EO Benefits](#) directly regarding the impact to their benefits during the leave. A final approval letter or payroll form is used for Payroll to place the employee on leave without pay in the Job Data panel. The timesheet and time and leave entry panels will not show the days the employee is on leave.
4. For reporting of a leave of absence for a Graduate Research Assistant (GRA) please refer to the GRA Intent to Appoint Process Overview: <http://www.hreo.ku.edu/files/documents/GRAintentprocess.pdf>. This leave must have the prior approval of the appropriate administrative office(s) and may negatively affect the eligibility for [GTA/GRA insurance](#). Reporting is handled through the time and leave panels.

5. A leave of absence for a Graduate Teaching Assistant (GTA) must be approved by the Provost Office and adhere to the guidelines as set in the Memorandum of Agreement covering GTAs located at www.hreo.ku.edu/files/documents/gta_moa.pdf. This leave may negatively affect the eligibility for [GTA/GRA insurance](#). Reporting is handled through the time and leave panels.

Earnings Code: LWP-exempt employees (leave without pay deducts from the gross pay)

No entry is made for nonexempt employees, remove all defaulted hours if exception hourly (Do not enter LWP on nonexempt employees as it will deduct from the time worked or leave taken hours.)

Military Leave

1. Used to record the State of Kansas allocation of days per year for active duty or attendance at reserve and National Guard annual training. This is not to be used for monthly drills.
2. Additional information is located at <https://documents.ku.edu/policies/hreo/MilitaryLeave.htm>.

Earnings Code: MIL-nonexempt employees
MIE-exempt employees

Relief from Duty

1. Paid time pending the investigation of a possible disciplinary action.
2. Approved only by the Director of HR/EO.

Earnings Code: RFD-nonexempt employees
RFE-exempt employees

Sick Leave

1. Regular university support and unclassified professional staff, faculty and academic staff accrue sick leave according to the [chart](#) located at www.hreo.ku.edu/policies_procedures/leaves_holidays/sick_chart.
2. Sick leave does not have a maximum limitation. Sick leave may be used for personal or family illness. The family sick leave is not earned or recorded separately but rather is deducted from the employee's accrued sick leave balance. Family sick leave is reported under the same earnings code as personal use of sick leave. Additional information is located at www.hreo.ku.edu/benefits_pay/leaves_holidays/sick.
3. Medical documentation may be requested by the department or HR/EO for frequent or continual use of sick leave. Generally, after 3 consecutive days of absence the departmental timekeeper should contact HR/EO to determine if the absence falls under the [FMLA \(Family Medical Leave Act\)](#).
4. Upon retirement, a portion of the sick leave is paid out based on the years of service and the remaining balance according to the [chart](#) located at www.hreo.ku.edu/policies_procedures/leaves_holidays/sick_chart.
5. Sick leave is forfeited upon a non-retirement termination, but may be reinstated if the employee returns within one year to a regular position. Upon a retirement eligible termination, all balances unpaid are forfeited.

Earnings Code: SCK-nonexempt employees
SCE-exempt employees in ½ or full day increments

Shared Leave

1. The Shared Leave Program allows eligible university support and unclassified professional staff, fiscal year faculty and academic staff to donate sick and/or vacation leave and eligible academic year faculty and academic staff to donate sick leave to another qualified faculty/staff member who is personally or has a family member experiencing a serious, extreme or life threatening illness or injury covered under the Federal [Family Medical Leave Act \(FMLA\)](#).
2. Employees needing additional leave for a serious, extreme or life threatening illness or injury personally or for a family member must apply and be approved in advance.

3. Additional details www.hreo.ku.edu/benefits_pay/leaves_holidays/shared_leave.
4. Departmental staff are provided documentation for donation and allocation of shared leave.
5. Employee usage of the allocated shared leave hours is handled by HR/EO and the Payroll Office; departmental staff will not enter the hours for shared leave. Hours donated are also transferred by HR/EO and Payroll. Departmental staff will not do any panel entry for these transaction.

Earnings Code: SHL-entered by Payroll for nonexempt employees
SHE-entered by Payroll for exempt employees

Shift Differential

1. Nonexempt regular university support and unclassified professional staff, whose regular designated work schedule begins before 6 a.m. or ends after 6 p.m., are eligible for an additional rate or % per hour. (K.A.R. 1-5-28).
2. The shift designation is not transferable to those temporarily covering a shift designated schedule for vacations or other leave. It is only for those whose regular schedule is designated.
3. Shift differential is not paid when the designated employee is not physically working. i.e. not paid for days off.
4. Coding is maintained on the *Position Data, Information* Panel under Regular Shift. This may be changed by the department by submission of a payroll form. Other changes may be made upon HR/EO review of a position description.
5. The rate or % may be set by the State of Kansas or by the Director of HR/EO.
6. Timekeepers may need to correct defaulted shift coding in the time and leave panels based on eligibility.

Earnings Code: SF1-nonexempt if designated.

Stand-by Compensation

1. Nonexempt regular university support and unclassified professional staff whose position duties and responsibilities require availability outside their work hours due to an emergency. (K.A.R. 1-5-26)
2. Stand-by assignments shall be limited to work situations where a probability of emergency recall of a nonexempt employee or employees exist.
3. HR/EO makes the determination of eligibility and the compensation rate in consultation with the department. It is at the discretion of HR/EO whether the ability to contact the employee by pager qualifies as eligibility for stand-by compensation.
4. An employee on stand-by is compensated at a minimum, the state rate of \$1 per hour for each hour the employee serves on stand-by. Some university departments pay \$2 per hour as approved by HR/EO.
5. Employees on stand-by who are called in to work shall be compensated for the actual hours worked at the appropriate rate of pay and are not paid stand-by compensation for the hours actually worked.
6. Stand-by compensation does not count toward the FLSA limit – overtime calculation.

7. If an employee is restricted to a particular location (building not city) as designated by the employer or to the employer's premises in order to remain personally available this time is considered hours worked and the employee is compensated at his/her regular rate instead of stand-by compensation.
8. If an employee on stand-by is not available when called and does not present reasonable justification for failure to report when called, he/she shall lose compensation for that stand-by period and may be subject to disciplinary action.

Earnings Code: ST1-nonexempt if designated

Vacation Leave

1. Regular university support and unclassified professional staff and fiscal year (FY) faculty and academic staff accrue vacation according to the [chart](http://www.hreo.ku.edu/policies_procedures/leaves_holidays/vacation_chart) located at www.hreo.ku.edu/policies_procedures/leaves_holidays/vacation_chart. Additional information about the use of vacation leave is located at www.hreo.ku.edu/benefits_pay/leaves_holidays/vacation. Academic year faculty/academic staff do not earn vacation leave.
2. USS employees are reduced to the maximum vacation leave allowed on the final payroll period of the fiscal year. Up to 40 hours over the maximum vacation, is transferred to sick leave and all other overage vacation hours are lost. The reduction of hours is shown in the adjustment column on the leave accrual reports and for the employee on the Kyou portal.
3. UPS and FY faculty/academic staff vacation hours above the maximum allowed (304 hours) are reduced each payroll period. The reduction of hours is shown in the adjustment column on the leave accrual reports and for the employee on the portal.
4. UPS and FY faculty and academic staff are only eligible to earn a maximum of 2 vacation days per month and 22 days per fiscal year. UPS and FY faculty do not earn vacation leave whenever there is a third check in a month. Employees appointed for the full fiscal year will likely not earn leave the last 2 or 3 payroll periods of the fiscal year as they have met the maximum eligible accrual. For payroll periods in which the employee is not eligible to earn vacation leave, the system will show the accrual (earned column) and then a process is run to adjust the hours back out (adjustment column).
5. Academic year (AY) faculty/academic staff, students and temporary employees do not earn or accrue vacation leave.
6. Upon termination, eligible employees will be paid for their unused vacation hours up to the maximum allowed. See the vacation leave charts for maximums located at www.hreo.ku.edu/policies_procedures/leaves_holidays/vacation_chart. All balances remaining after the payout are forfeited. The vacation leave payout will be paid on a separate off cycle payroll check (separate check from their final paycheck.). If the employee is retirement eligible, the vacation leave payout is charged to a central state fund. If the employee is not retirement eligible, the payout is charged to a central university fund. An employer fringe is assessed on all paychecks to finance both central payout funds. The university policy is located at documents.ku.edu/policies/comptroller/Comptroller-Payroll-Vacation_Leave_Payout_Policy.htm.

Earnings Code: VAC-nonexempt employees
VAE-exempt employees in ½ or full day increments

PAY CHECK PANEL

Go, Compensate Employees, Maintain Payroll Data, Inquire, KU Paycheck Data, Paycheck Earnings

Pay Period End Date:	<input type="text"/>	OK
Off Cycle ?:	<input type="checkbox"/>	Cancel
Pay Group:	<input type="text"/>	Search
Company:	<input type="text"/>	Detail
Page #:	<input type="text"/>	
Line #:	<input type="text"/>	

Paycheck Number:	<input type="text"/>
EmplID:	<input type="text"/>
Name:	<input type="text"/>

End Date	Off Cycle	Group	Co	Page	Line #	Form ID	Che
2008-11-15	N	CUX	KUL	12	2	ADVICE	765
2008-11-01	N	CUX	KUL	12	2	ADVICE	765
2008-10-18	N	CUX	KUL	12	2	ADVICE	767
2008-10-04	N	CUX	KUL	12	2	ADVICE	766
2008-09-20	N	CUX	KUL	12	2	ADVICE	765
2008-09-06	N	CUX	KUL	12	2	ADVICE	765
2008-08-23	N	CUX	KUL	12	2	ADVICE	764
2008-08-09	N	CUX	KUL	12	2	ADVICE	763
2008-07-26	N	CUX	KUL	12	2	ADVICE	763
2008-07-12	N	CUX	KUL	12	2	ADVICE	762
2008-06-28	N	CUX	KUL	12	2	ADVICE	761
2008-06-14	N	CUX	KUL	13	2	ADVICE	761
2008-05-31	N	CUX	KUL	13	2	ADVICE	760