Human Capital Management: Job Aid

My Leave - Selecting Earnings Codes & CU Time Earnings Codes

This document describes selecting earnings codes in My Leave. Additional information about using My Leave can be found on the HCM Community Resources Page: https://www.cu.edu/hcm-community/master-resources-page.

Note: If you are unsure of your FLSA status, exempt (not eligible for overtime or compensatory time) or non-exempt (overtime or compensatory time eligible), contact your department payroll liaison or the Employee Services customer service line at 303-860-4200. Your FLSA status also appears on the top of your timesheet.

When reporting hours worked in My Leave use the correct earnings code from the tables below. This will assist in getting paid correctly and on time.

- **Exempt employees:** Report exception time **only**. Examples of exception time include vacation, sick, funeral leave and jury leave; a full list is available in this document.

- **Non-exempt employees:** Report all hours in the month worked and any exception time; a full list is available in this document. If you do not report all hours, you could be docked pay and leave accruals, if eligible.

  If you are eligible for overtime or compensatory time, code your hours as **regular hours worked only**. My Leave calculates your overtime or compensatory time; this will be reflected on your timesheet.

Common Regular Earnings Codes for Hours Worked

Job Description	Employee Type	Regular Hours Earnings Codes
Faculty Recreation Instructors (Bi-Weekly)	Hourly	Regular Earnings Salary (RGS)
Student Faculty (Bi-Weekly)	Salaried Only	Student Salary (STS) Earnings not hours
Stipends (Bi-Weekly)	Salaried Only	Stipend (STP) Cannot be used for hours.
Student Workers (Bi-Weekly)	Hourly	Student hourly (STH)
Temporary - OT Eligible (Bi-Weekly)	Hourly	Regular Earnings Hourly (REG)
Classified Exempt (Monthly)	Salary	Regular Earnings Salary (RGS)
Classified OT Eligible (Monthly)	Salary	Regular Earnings Salary (RGS)
PreDoc & Stipends (Monthly)	Salary	Stipend (STP) Should not track hours in My Leave
Student Faculty (Monthly)	Salary	Student Salary (STS)
University Staff OT Eligible (Monthly)	Salary	Regular Earnings Salary (RGS)
University Staff Exempt - N/L (Monthly)	Salary	Regular Earnings Salary (RGS)
University Staff Exempt (Monthly)	Salary	Regular Earnings Salary (RGS)
Retiree (Hourly)	Hourly	Regular Earnings Hourly (REG)
Retiree (Daily Rate)	Daily	Retiree Daily Rate Pay (RDR)

Note: Stipends (STP) are not considered earnings, and should not be tracked on an hourly basis.

The following page lists earnings codes you should use for exception time and shift work.

Exception Time Earnings Codes

Earnings Code	Description	Earnings Code	Description
ADM	Administrative Leave	MLP	Paid Military Leave
ATS	Additional Time at Straight Time	PPL	Paid Parental Leave
CMP	Compensatory Time Taken	SCK	Sick Leave
FLH	Floating Holiday	SCL	School-Administrative Leave
FLV	Family Medical Leave	SDV	Staff Development
FNL	Funeral Leave	SJD	Student Jury Duty
FSK	Family Sick Leave	VAC	Vacation Leave
HOL	Holiday	VOL	Volunteer-Administrative Leave
JRY	Jury Leave	XRG	Additional Regular Hours – Used to report additional regular hours worked by salaried employees who are less than full time.

Shift Work Earnings Codes

If you work hours outside of the standard business hours, and your department uses shift codes, your department payroll administrator should instruct you on which shift codes to use. If you have questions about shift work, contact your department payroll liaison.

Earnings Code	Description	Earnings Code	Description
1HW	1st Shft-Hol/Wknd HlthCare Svs	3OW	3rdSHF OT Hol/Weekend HlthCare
1OW	1stSHF OT Hol/Weekend HlthCare	3SN	3rd Shift Nurses w/Overtime
1SW	1st Shf Hrly Hol/Wknd HlthCare	3SO	3rd Shift Hourly-HlthCare Svs
2HW	2nd Shft Hol/Wknd-HlthCare Svs	3SP	3rd Shift - Nurses
2OT	2ndSHF OT Weekday HlthCare Svs	3SS	3rd Shift Salaried
2OW	2ndSHF OT Hol/Weekend HlthCare	3ST	3rd Shift Overtime
2SH	2nd Shf Hrly Weekday-HlthCare	3SW	3rd ShfHrly Hol/Wknd-Hlth Care
2SP	2nd Shift Weekday-HlthCare Svs	CBS	Call Back @ Straight
2SW	2nd Shf Hrly Hol/Wknd HlthCare	CBT	Call Back @ Overtime
3HH	3rd Shift Hrly Wkday-HlthCare	SHF	Shift - Salaried
3HW	3rd Shft Hol/Wknd-HlthCare Svs	SHH	Shift Hourly
3OT	3rdSHF OT Weekday HlthCare Svs	SHT	Shift @ Overtime

The following page lists earnings codes you should use for docking pay and adjusting accruals.

Docking Pay Codes

Important: All dock codes should be entered as a negative to reduce an employee's pay. If a positive dock is recorded this will add to an employees pay.

Earnings Code	Description
DK1	Should be entered as hours and will dock a person's pay. This code is used for leave without pay and is also input in to CU Time directly. This code is available in My Leave and CU Time. DK1 Dock current month for hours of leave-without- pay taken during the current month. DK1 should be entered as a negative value.
DK2	Should be entered as hours and will dock a person's pay. This code is used for leave without pay and is input into CU Time directly. DK2 Dock prior month for hours of leave-without-pay taken the preceding month not reported in the current month. DK2 should be entered as a negative value.
VDK	Vacation Dock – Overuse of vacation leave which results in a dock from current pay. This entry should be entered as negative hours and will reduce current month pay and reduce current month vacation/sick leave.
SDK	Sick Dock - Overuse of sick leave which results in a dock from current pay. This entry should be entered as negative hours and will reduce current month pay and reduce current month vacation/sick leave accrual.
FSD	Family Sick Dock – Overuse of Family Sick leave. This entry should be entered as negative hours and will reduce current month pay and reduce current month vacation/sick leave accrual.

Accrual Adjustment Codes for Vacation and Sick Payout

Earnings Code	Description
VAA	Vacation direct adjustment of hours entered in CU Time. Entered as a positive or a negative depending on whether you want to add to the vacation balance or subtract from the vacation balance.
SCA	Sick direct adjustment of hours entered in CU Time. Entered as a positive or a negative depending on whether you want to add to the sick balance or subtract from the sick balance.
VCT	Vacation at Separation. Maximum vacation leave paid at retirement or separation. Taxed at the federal and state supplemental rate. VCT should always be entered as hours to reduce the employee's vacation balance.
SKS	Sick Leave at Retirement. Maximum sick leave paid at retirement only. Taxed at the federal and state supplemental rate. SKS should always be entered as hours to reduce the employee's vacation balance.