

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 – Paying Codes

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)
All Biweekly Employees	Hourly	State Sick Time (HSK)
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)
Essential Staff and Regular hourly	Salary/Hrly	Holiday Pay (HOL)
Working Retiree (Bi-Weekly)	Hourly	Regular Earnings Hourly (REG)

Notes:

- Exception codes of ATS (additional time straight), XRG (extra regular hours), OTM (overtime, professional staff), and SOT (overtime student hourly) should not be directly entered. All time should be coded as RGS or REG and the system will then convert the extra exception time accordingly.
- Stipends (STP) are not considered earnings and should not be tracked on an hourly basis.
- Essential staff and regular hourly: Holiday (HOL) and Personal Observance (POD) must be entered directly in CU Time. Coordinate with your department payroll liaison to record actual leave hours/hours worked for each holiday.

Exception Time Earnings Codes – Non-Paying Codes

The following table lists non-paying codes that replace regular salary that you should use for exception time and shift work.

Earnings Code	Description	Earnings Code	Description
ADM	Administrative Leave	MLP	Paid Military Leave
CMP	Compensatory Time Taken	PPL	Paid Parental Leave
FLH	Floating Holiday	SCK	Sick Leave
FLV	Family Medical Leave	SCL	School-Administrative Leave
FNL	Funeral Leave	SDV	Staff Development
FSK	Family Sick Leave	SJD	Student Jury Duty
JRY	Jury Leave	VAC	Vacation Leave
STC	Steward Time-Classified Only	VOL	Volunteer-Administrative Leave
POD	Personal Observance-AMC Only		

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
2HW	Holiday Shift Pay - Salaried	3ST	3rd Shift Pay - Overtime
2OW	Holiday Shift Pay - Overtime	3SW	Weekend Shift Pay - Hourly
2SW	Holiday Shift Pay - Hourly	CBS	Call Back @ Straight
3HW	Weekend Shift Pay - Salaried	CBT	Call Back @ Overtime
3OW	Weekend Shift Pay - Overtime	SHF	2nd Shift Pay - Salaried
3SS	3rd Shift Pay - Salaried	SHH	2nd Shift Pay - Hourly
		SHT	2nd Shift Pay - 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.
HDK	State Sick Dock – Overuse of State Sick Time.

Accrual Adjustment Codes and 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.