

**BANNER WEB TIME ENTRY LEAVE AND EARNINGS TYPES
FOR CLASSIFIED EMPLOYEES**

EARNINGS OR LEAVE TYPE	EXPLANATION	Who should use Leave and Earnings Types?
Additional hours worked - Leave	This leave type is used to record compensatory leave earned and overtime leave earned.	Classified Non Exempt Employees – set up for leave
Additional hours worked – Pay	This earnings type is used to record additional straight time and overtime hours worked	Classified Non Exempt Employees - set up for Pay
Admin Civil and Work Related Leave	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non Exempt Employees
Annual Leave Taken	This leave type is used to record paid vacation and other personal leave hours taken	Classified Exempt and Non Exempt Employees
School Assistance and Volunteer Service Leave listed as Community Service Leave	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non Exempt Employees
Compensatory Leave Earned	This earnings type is used to record additional hours worked	Classified Exempt Employees ONLY- This leave expires one year after the date it is earned
Compensatory Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Compensatory Leave is earned	Classified Exempt and Non Exempt Employees
Holiday Leave Earned	This leave type should be used when an employee's regular scheduled day off falls on a University Holiday – (Not Common for most employees)	Classified Non Exempt Employees ONLY
Holiday Pay	This earnings type is used to record University paid holidays published by Human Resources	Classified Non Exempt Employees ONLY

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FOR CLASSIFIED EMPLOYEES (continued)

EARNINGS OR LEAVE TYPE	EXPLANATION	Who should use Leave and Earnings Types?
Military Leave Taken	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non Exempt Employees
Overtime Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Overtime Leave is earned	Classified Non Exempt Employees ONLY
Personal Family Leave Taken	This leave type is used to record paid absences due to personal and family reasons	Classified Exempt and Non Exempt Employees in the VSDP Program only
Pre-Disciplinary Leave Taken	Please Contact Human Resources for guidance before using the leave code	Classified Exempt and Non Exempt Employees
Recognition Leave Taken	This leave type is used to record paid absences from work for any purpose and can only be used after Recognition Leave is granted by your supervisor	Classified Exempt and Non Exempt Employees – This leave expires 12 months after it is awarded if not used
Regular Pay	This earnings type should be used to record regular hours worked	Classified Non Exempt Employees, Hourly Employees and Student Workers
Sick Family Leave Taken	This leave type is used to record paid absences from work for the purpose of caring for family members	Classified Exempt and Non Exempt Employees in the Accrued Sick Leave Program ONLY
Sick Leave General	This leave type is used to record paid leave from work for personal health related reasons	Classified Exempt and Non Exempt Employees
University Official Closing	This leave type is used to record University Closings due to inclement weather or emergencies	Classified Non Exempt Employees ONLY