

Time Tracking: Time Entry Code Definitions

TIME ENTRY CODE DEFINITIONS

Used for Time Worked

- 1. Hours Worked:** All hours worked by *non-exempt employees* for their regular 40-hour work week.
- 2. Hours Worked for Week-No Exceptions:** Hours worked by *exempt employees* for their 40-hour work week; can enter all 40 hours on one day.
- 3. Council Meeting:** Code “1” on each day for every City Council meeting attended; *City Council members only*.
- 4. Extra:** Hours worked (overtime) over 40 in a week; *Non-Exempt employees only*.
- 5. Compensation Time Earned:** Hours worked (overtime) over 40 in a week and earning time off (1.5, if eligible) in lieu of payment; *non-exempt employees only*.
- 6. Discretionary Time Earned:** Hours worked over 40 hours in a week and earning time off (straight time) in lieu of payment; *exempt employees only*.
- 7. City Business:** Performing city business away from usual worksite; *non-exempt employees only*.
- 8. Training:** Training hours worked offsite; *non-exempt employee only*.
- 9. Limited Duty:** Working but not on full duty, due to *worker’s compensation injury/event*.
- 10. Emergency Response:** Hours worked responding to *official emergency* declared by City Manager; *available to all employees*.
- 11. Emergency Response Extra:** Hours worked over 40 in a week, responding to *official emergency* declared by City Manager; *Non-Exempt employees only*.
- 12. Emergency Response Discretionary:** Hours worked over 40 in a week, responding to *official emergency* declared by City Manager; *Exempt employees only*.