

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*.
- Emergency Response Discretionary:** Hours worked over 40 in a week, responding to *official emergency* declared by City Manager; *Exempt employees only*.