

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*
 13. **Crew Chief** – premium code entered as “1” on any day working as a Crew Chief. Entered as a separate time block, in addition to HOURS WORKED. *Eligible Water Dept. employees only*
 14. **Crew Chief Excavator** – premium code entered as “1” on any day working as a Crew Chief Excavator. Entered as a separate time block, in addition to HOURS WORKED. *Eligible Water Dept. employees only*
- Excavator** – for eligible Water Dept. employees only; premium code entered as “1” on any day working as an Excavator. Entered as a separate time block, in addition to HOURS WORKED. *Eligible Water Dept. employees only*.