

# Assigning Earn Codes for Union Employees

1. When your Union employee been has special working situations, as a time approver, you will need to ADD OR EDIT their hours:

## a. Maintenance Union Employees:

- i. On Call Pay - Union Maint (OCP) - *the time clock system will pay the employee's hourly rate, in the June 2016 – May 1, 2018 contract states to pay them for 2 hours. Add 2 hours of time with this earn code that do not conflict with other hours worked that day. Add these hours*
- ii. Call In Pay - Reg (CMR) Call In/ Call Back OT Mai (CIM) – *the employee should clock the time they were here, the time clock system will pay at least 2.67 hours of pay. Edit these hours*
- iii. Off-premise Paid Time (OPT) Add these hours
- iv. Unpaid School Conference Time (USC) Add these hours
- v. Snow Removal Pay (SNO) Add or Edit these hours
- vi. Call Back Snow Removal Pay (SN1) Add or Edit these hours

## b. Engineering Union Employees:

- i. On Call Pay - Union Eng (OCE) - *the time clock system will pay the a flat rate, per the June 2016 – May 1, 2018 contract. Add 1 hour of time with this earn code that does conflict with other hours worked that day, and this flat rate will be paid. Add these hours.*
- ii. Call In Pay-Reg Engr (CIR) - *the employee should clock the time they were here, the time clock system will pay at add at least 6 hours of pay. Edit these clocked hours.*
- iii. Call In/ Call Back -OT Engr (CIO) - *the employee should clock the time they were here, the time clock system will pay at add at least 4 hours of pay. Edit these clocked hours.*
- iv. Off-premise Paid Time (OPT) Add these hours.
- v. Unpaid School Conference Time (USC) Add these hours.
- vi. 6th Day Overtime (OT) Add or Edit these hours.
- vii. 7th Day Double time (DOT) Add or Edit these hours.

If the employee has clocked hours, you will need to EDIT the employee's Individual Hours record for the specific type of time earned. Double click on the segment and then

for the Earn Code, select the *Job Code* pulldown and choose the Earn code for the segment of time. Then select *SAVE*.

**Edit Segment** [?] [Feedback]

Segment Length: 8:30

Individual is clocked in  
 Time sheet entry  
 Edit actual time  
 Missed in punch  
 Missed out punch

Time in: 3/20/2017 05:00 AM  
Time out: 3/20/2017 01:30 PM  
Break type: << NONE >>  
Job Code: 13612 - Custodian - 1st Shift

Rate: 8000145 - On Call Pay - Union Maint (OCP)  
Note: 8000156 - Call In/ Call Back OT Mai(CIM)  
8000162 - Off-premise Paid Time (OPT)  
8000163 - Unpaid School Conf Time (USC)  
8000165 - Snow Removal OutsideShift(SNO)

[Custom] [Extra]

30u Tue 3/21/2017 05:00 AM Tue 3

4/13/2017