

Empowering a Community of Excellence

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Related Materials

- Appointment Processing Information (HR/Pay Calendar)
humanresources.ku.edu/hrpay-calendar
- Holidays and Leave
humanresources.ku.edu/leaves-and-holidays
- Time and Leave Reporting
humanresources.ku.edu/time-reporting-methods
- HR/Pay Information
humanresources.ku.edu/hrpay

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Due Dates

Adhering to the deadlines listed in the Appointment HR/Pay monthly calendars (located at humanresources.ku.edu/hrpay-calendar) is critical to the correct calculation of the employee's paycheck. The payroll period calendars (fiscal, annual) are on the Payroll web site (www.payroll.ku.edu). This training document will refer to general deadlines – the Appointment HR/Pay calendar will have the exact deadlines. Variances are due to accelerated pay schedules set by the State of Kansas and are generally due to holidays.

Users of Time & Labor and Absence Management

Employee Classification	Type	Time & Labor	Absence Mgmt.
University Support Staff	Hourly	Yes	Yes
University Support Staff	Salaried	Possibly but only for ACA	Yes
Unclassified Professional Staff	Hourly	Yes	Yes
Unclassified Professional Staff	Salaried	Possibly but only for ACA	Yes
Academic Staff	Salaried	Possibly but only for ACA	Yes
Faculty	Salaried	Possibly but only for ACA	Yes
Student & Temporaries	Hourly	Yes	No
Student & Temporaries	Salaried	Possibly but only for ACA	Yes (Only LWOP)

Terminology

Term	Description
AM	Absence Management – A module in PeopleSoft where leave is earned reported and tracked. Leave taken, entitlements, and balances are stored in AM.
Absence	Leave request (vacation, sick, compensatory time usage, etc.)
Balance	Absence Adjustments + Entitlements – Takes = Absence Balance
Entitlement	Accrual – Earned Leave
ESS	Employee Self Service
MSS	Manager Self Service
T&L or T/L	Time and Labor – A module in PeopleSoft where time or hours worked are reported by a time collection method, processed and stored.
Takes	Absence usage
TCD	Time Collection Device – a physical device outside PeopleSoft used to clock-in/out via proximity cards or biometrics.

Term	Description
Time Admin	Process, which uses time submitted to create payable time, which is to be approved by supervisors. Until this process runs on newly entered time, supervisors cannot view or approve the employees' payable time.
Time Collection Method	Ways to report hours worked or absence via Time Collection Device, timesheet, or web clock.
Time Reviewer	Departmental, Area or Business Service Center Staff Member with job responsibilities to assist with the completion of worked time and absence approvals.
TRC	Time Reporting Code – a code used to determine the type of hours worked or leave taken (e.g., REG, CME, SCK, etc.) used for time and absence reporting.
Web Clock	Page inside the delivered HR/Pay system under Self Service, which is used to clock in /out.
Workflow	System process that routes approval or notifications via electronic system determined by fields or roles and may use email for notifications.
Worklist	A page in the PeopleSoft system of items awaiting action – a to do list or items sent via workflow. Action items such as approve timesheet or absence are located here. This page does not always update, therefore we recommend direct navigation for approvals.
Workweek	The university workweek is Sunday through Saturday night.

Time Reporting

1. No time and leave reporting is to be kept outside the HR/Pay system. Adjustments by the supervisor or employee are to be reported in the system on the actual day.
2. Reporting time worked or leave taken in an incorrect payroll period or knowingly reporting inaccurate time worked or not reporting leave used is a falsification of federal and state auditable records and represents misconduct. These actions create inaccurate reporting at the state and federal levels as well.
3. Each employee should enter and report his/her own time.
4. Unpaid meal breaks for overtime eligible/non-exempt (hourly) employees are required if a scheduled work day is 6 hours or more in duration and cannot be added to the beginning or end of a work day. A minimum meal break of 30 minutes is required half-way through the overtime eligible/non-exempt employee's work day. For a full-time overtime eligible/non-exempt employee, a meal break would generally occur after working 4 hours. Meal breaks may be provided for overtime eligible/non-exempt employees working less than 6 hours, but they are not required.

Time Collection

1. Only hourly employees (overtime eligible/non-exempt) will use one of the time collection methods available to report hours worked for pay.
2. Employees who are eligible for “Premium Pay” (Shift Differential, Call-in/Call-Back, and Standby) will be required to use one of the “Clock” methods to report hours worked for pay.
3. Student Hourly and Temporary Employees are required to use one of the “Clock” methods.
4. Salaried Employees who are not benefits eligible may be required to report hours worked only for tracking hours for the Affordable Care Act (ACA) but these hours are not used in the calculation of pay. See additional information on ACA:
www.humanresources.ku.edu/benefits_pay/benefits_info/health_insurance_programs/Affordable_Care_Act.aspx

Clock Devices and Process

1. Employee Self Service (ESS) Web Clock (all clock method employees are assigned the web clock)
 - a. A mobile version exists for all non-windows based devices.
2. Campus Operations Employees may also use a Time Collection Device (TCD) device attached to the wall
3. Clock/Punch times are inserted in the Punch Timesheet
4. Employees cannot modify their punch timesheet. Supervisors or Time Reviewers may modify if necessary.
 - a. Additional Materials: [How to Modify Punch Timesheet](#)
5. Time Administration process will round the punches to .25-hour increments.
 - a. Rounding Chart: humanresources.ku.edu/time-rounding-chart
6. The State of Kansas requires that we report time worked and leave taken in .25-hour increments.

Web Clock

The screenshot displays the 'Web Clock' interface. At the top, it says 'Web Clock' and 'Enter Punch'. Below this, there are fields for 'Lastname,Firstname' and 'Employee ID: 1234567', and 'Job Title: Student Hourly' and 'Empl Record: 0'. A section titled 'Enter Punch' contains instructions: 'Enter Punch Type, relevant time and task information. Save with Enter Punch button.' This section includes a dropdown for '*Punch Type:', a 'Time Zone:' dropdown set to 'CST' with a search icon and 'Central Time (US)', and a 'Time Reporting Elements' section. The 'Time Reporting Elements' section includes 'Day: Thursday', a 'Billable' checkbox, 'Taskgroup: PSNONCATSK' with a search icon and 'Commitment Accounting', 'Time Reporting Code:' dropdown, and a 'Comments:' text area. There are two 'Enter Punch' buttons, one in the 'Enter Punch' section and one at the bottom right.

Time Collection Device (TCD)

- Campus Operations uses a Proximity Card to access.



TCDs are only for use by Campus Operations Employees

Elapsed Timesheet (also called the “regular” timesheet)

1. Employee inputs daily total hours worked per TRC in the Employee Self Service (ESS) Elapsed Timesheet
2. It is recommended that timesheets be completed at the end of each workweek.
 - a. Additional Materials: [How to Enter Hours Worked into the Elapsed Timesheet](#)
3. Employees should report their own hours on the timesheet. Supervisors or Time Reviewers may modify if the employee is unable to do so.
4. Changes may be made after the timesheet has been approved; the new data will be reprocessed with the next Time Administration (Time Admin) process.
5. Employees are to report time worked in .25-hour increments as required by the State.

Timesheet

Lastname,Firstname Employee ID: 1234567
 Job Title: Empl Record: 0

Instructions

*View By: Week Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
 Date: 12/04/2011 Scheduled Hours: 12.00

From Sunday 12/04/2011 to Saturday 12/10/2011

Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Fri 12/9	Sat 12/10	Total Hours	Time Reporting Code	Taskgroup		
									PSNONCAT	+	-
									PSNONCAT	+	-
									PSNONCAT	+	-

Submit

Timesheet Availability Elapsed and Punch

1. Timesheets remain open after the payroll period closes in order to make corrections to previously processed periods.
2. It is required to report hours on the actual day they were worked regardless of schedule or limits.
3. If hours need to be reported in the past and the timesheet is not available, please contact hrpay@ku.edu (this should be very rare).

4. Timesheets are also available in the future but it is not a good business practice to report hours worked before the date occurs; entry is validation/acceptance the time has been worked.

Monitor Exceptions

1. If Time Admin cannot create payable time for approval, it will create an exception, which can be viewed by Supervisors and Time Reviewers. [Manager Self Service>Time Management>Approve Time and Exceptions>Exceptions](#)

Time Reporting Codes (TRC)

1. TRCs are used to designate the type of work performed and map to payroll earnings codes such as REG for regular, SF1, SF9 for Shift, Call Back, and Standby. The Time Admin process uses the TRC, applies system rules, and creates payable time for approval. The rules will calculate compensatory time, overtime, shift, and minimum call back and then converts the hours and TRCs to Payable time.
2. If an employee works over (including holiday credit) the Fair Labor Standards Act limit of 40 hours per week, Time Admin process will create the compensatory time. It is KU policy to earn compensatory time. If the department or employee request (after securing budgetary and HR approval) to pay out the compensatory time after the payroll period in which it is earned, the employee should submit a [Compensatory Time Payout](#) Absence Request.

Additional Materials: humanresources.ku.edu/hrpay-resources

1. [How to Enter Compensatory Time Payouts](#)
2. [How to Report Worked Time on the Holiday](#)
3. [Inclement Weather Time Reporting Guidelines](#)
4. General Questions and Answers Regarding Time and Labor and Absence Management
5. [How to Report ACA \(Affordable Care Act\) Hours when required for Salaried \(Exempt\) Employees – Employee & Supervisor Roles](#)
6. [Reporting Leave without Pay for Regular Hourly \(overtime eligible/non-exempt\) Employees](#)
7. [Manager Self Service – General Guidelines for Time & Absence](#)
8. [Student Employee Eligibility Requirement and Appointment Limits](#)

Student Hours Limitations

1. Students may work in more than one student position and student pay group at any given time as long as the maximum hours allowed are not exceeded for any given week.
2. Per university policy and in accordance with I.R.S. regulations, the University has a limit on working hours and enrollment requirements for student employees. The limit is a cumulative total of all hours worked by the student per week, regardless of departments or state agency. The student and the department employing the student share in the responsibility for scheduling and monitoring time worked. Additional materials: [Student Employee Eligibility Requirement and Appointment Limits](#)
3. University process prohibits student employees from working more than a total of 40 hours a week at any time. If the worked time exceeds 40 hours, the Time Admin process will pay the hours over 40 at his/her overtime rate.

Absence Management

All leave eligible employees are to report leave taken by submitting an Absence Request through Absence Management. In addition, salaried temporary and regular employees will use Absence Management to request leave without pay.

1. Absences are to be reported on the actual day they were taken.
2. Absence Take Rules
 - a. The State of Kansas requires that time worked and leave taken are reported in .25-hour increments for hourly employees.
 - b. [Discretionary Day](#) is only to be used in one full workday.
 - c. Exempt (salaried) employees are generally required to take leave in ½ or full day increments, and leave without pay in full day increments; the most common exception to this is if the absence is under [FMLA \(Family Medical Leave Act\)](#) and must be approved by Human Resources (Employee Relations).
 - i. Exempt Employee leave example:
Example: An overtime ineligible/exempt employee works 30 standard hours a week, six (6) hours a day; if he/she is on vacation for one full day – he/she will request 6 hours of leave; if he/she were on vacation for ½ a day –request three (3) hours of leave. If this same employee took less than three (3) hours off on a workday, no absence request is submitted as this is less than ½ day. If this same employee were gone five (5) hours, he/she would request (3) hours of leave as this was equal or more than ½ day but not a full day.
3. All employees are expected to report leave taken including salaried employees.
4. The policy for pay reductions of a salaried employee is located at: policy.ku.edu/human-resources/exempt-salary-reductions.

Entitlements (Accruals)

1. Sick leave accruals for overtime ineligible/exempt eligible faculty and staff are based on appointment FTE (full time equivalency) / Standard Hours and paid status.
2. Vacation accruals for overtime ineligible/exempt fiscal year faculty and staff are based on appointment FTE/Standard Hours and paid status. Academic year appointments are not eligible to earn vacation leave per the Kansas Board of Regents policy.
3. Sick and Vacation for overtime eligible/non-exempt (hourly) staff are based on the hours in paid status.
4. Leave entitlements are not accrued until the payroll period has ended. An employee cannot use leave before it is earned.
5. Exempt (salaried) employees do not receive compensatory time or overtime pay for working over 40 hours.
6. Sick leave accrual charts are located at: humanresources.ku.edu/sick-leave
7. Vacation leave accrual charts are located at: humanresources.ku.edu/vacation-leave
8. Compensatory and holiday compensatory time are not available to use until the following payroll period after it is earned.
9. The employee should call their supervisor at the beginning of the work day when using sick leave or notify their department in advance of planned medical leave and report the hours used.

Earnings and Leave Codes and Time Reporting Codes (TRC)

Following is a descriptive summary of the codes used for reporting time worked, leave used and other payment earnings codes.

1. Time Reporting Codes (TRC) may rollup to the Regular Earnings Code.
2. All time worked and leave is processed in .25-hour increments per the State of Kansas.
3. Discretionary Day can only be used for “a” workday and cannot be split regardless if overtime ineligible/exempt or overtime eligible/non-exempt.

4. For overtime ineligible/exempt employees all vacation, sick, holiday compensatory time taken and shared leave are recorded in half or full day increments. All other overtime ineligible/exempt absences are to be requested in .25-hour increments.
5. Exempt employees can only record leave without pay in full day increments.
6. Employees covered under a Memorandum of Agreement (MOA) may have additional guidelines. See www.humanresources.ku.edu/policies_procedures/category_details/index.aspx?category=44 for MOA documents.

Administrative Leave

1. Usage is only authorized by the Director of HR and will generally be keyed by HR/Pay Staff based on documentation.
2. Leave with pay for emergency or other situations that create dangerous or unsafe work conditions or for other circumstances that necessitate the closing of an office or building, authorized by HR only.
3. When reported on a overtime eligible/non-exempt employee hours add to gross and does not count towards the FLSA limit. Paid hours count toward leave accruals.

Earnings Code: ADM-overtime eligible/non-exempt TRC: ADMHR
 ADE-exempt ADMEX
 ADC-exempt-contract ADC

Call Back Pay

1. Regular, overtime eligible/non-exempt university support and unclassified professional staff may be eligible.
2. Designation is in advance based on job duties and responsibilities. Contact [HR](#) for designations.
3. Minimum time is compensated when a designated employee is called to work outside their work schedule based on policy or if applicable, a Memorandum of Agreement.
4. Actual work and minimum time adds to gross but only the actual time worked counts towards the FLSA limit; minimum times does not count towards FLSA. Actual work time counts toward leave accruals.

Earnings Code: CBP-report actual time called back in
 CBN-used to bring reported time up to the minimum hours if not met by CBP code
 TRC: CBP1, CBP2, CBP3, CB4 etc. to report actual time called back in
 CBN-Minimum hours are generated by Time Admin rule and processing

Compensatory (Comp) Time and Overtime Pay

1. Compensatory Time and Overtime pay are only allowed for overtime eligible/non-exempt employees.
2. The 40 hours FLSA (Fair Labor Standards Act) threshold totals the regular hours physically worked and KUL includes Holiday Credit (HDC).
3. If a student employee or other temporary employee exceeds the 40 hours per week, he/she must be paid overtime. Approval should be granted by the HR Director in advance. Student employees do not earn comp time.

4. If an employee exceeds the 40 hours in a workweek and has leave usage, they may be paid the additional hours as regular hours instead of earning compensatory time or overtime pay for all or part of the hours total over 40.
5. Compensatory time may be at a rate of hour for hour or 1.5 hour for each hour worked. Comp time earned at 1.5 is the most used of the codes and is calculated by system rules; the hour for hour is used to compensate designated emergency/essential hourly employees who worked during inclement weather by uses of a TRC (CM1).
6. Approval to work over the regularly scheduled hours is to be approved in advance by the supervisor. If the additional work hours were not approved in advance, the department must still compensate the employee.
7. Only employees in regular overtime eligible/non-exempt positions are eligible for regular compensatory time.
8. If an employee has a compensatory time balance greater than 90 hours, any hours over 90 will be paid by the system rules during the on cycle payroll calculation process when the overage is earned. For very special circumstances, a department may request approval from the Director of HR to establish a compensatory time balance cap that differs from the 90 hours. HR/Pay will code these individuals to allow this higher compensatory balance. Departments with employees covered under a Memorandum of Agreement must adhere to the provisions of the agreement and no exceptions can be made.
9. Compensatory time is paid upon termination from the university and when transferring to another KU department or when changing to overtime ineligible/exempt (salaried) FLSA status.
10. Additional information regarding Overtime eligible/non-exempt Staff Guidelines for Working Extra Hours: www.humanresources.ku.edu/files/documents/NE_extrahours.pdf.
11. Compensatory Time is calculated by the Time Admin process. To payout the compensatory time, an employee should submit an [Absence Request for Payout of Compensatory Time](#).
12. Overtime counts toward gross, actual work time and use of compensatory time counts towards the FLSA limit. Actual time worked and use of compensatory time does count towards leave accruals.

Earnings and TRC Codes (same unless otherwise noted):

CM1-compensatory time earned at the rate of hour for hour (emergency/essential designated employees).

CME-compensatory time earned at the rate of 1.5 hours for each hour worked over the FLSA threshold, system rules will convert time to the 1.5 hours when adding to the leave accruals balance for regular employees.

CTP- (TRC: CMTPO) used to code the payout of compensatory time, generally used when the employee is changing departments, moving from overtime eligible/non-exempt to exempt, or upon termination for nonstudent employees.

CMT- (TRC: CMTHR) used to report the usage of compensatory time for non-student employees

K-13–used to pay overtime earned for overtime eligible/non-exempt student employee (TRC: SHROT).

OTP–used to pay overtime earned for overtime eligible/non-exempt temporary staff (non-student)

Disaster Service Leave

1. Usage is authorized by the Director of HR for employees who are certified as Red Cross disaster relief service. State of Kansas regulations 1-9-24.

Holiday

1. The Legislature designates the State paid holidays each year. A listing of holidays is located at www.humanresources.ku.edu/benefits_pay/leaves_holidays/holiday_listing.aspx.
2. See Discretionary Day.
3. Academic year faculty/academic staff, temporary employees (includes students) are not eligible for holiday pay or holiday compensation.
4. An employee is to be in pay status the workday before and after a holiday in order to receive holiday credit unless an exception is approved by the Director of HR.
5. For employees that are part-time, or irregular work schedules or rotating work schedules, please see the Guide to the Eligibility for and Reporting of Holidays located at www.humanresources.ku.edu/files/documents/Holiday_report_guide.pdf for information.
6. See the How to Report time Worked on the Holiday hrpay.ku.edu/documents/How_to_Report_Time_Worked_on_the_Holiday.pdf.
7. When reported on an overtime eligible/non-exempt employee holiday credit hours and use of compensatory time adds to gross and does count towards the FLSA limit. Hours paid counts toward leave accruals.

Earnings and TRC Codes (same unless otherwise noted)

HCC–holiday comp time hour for hour

HCP-holiday comp time 1.5 for hour worked

HCT (TRC: HCTHR) -usage of holiday compensation for overtime eligible/non-exempt

HCE (TRC: HCTEX) -usage of holiday compensation for exempts in ½ or full day increments

HDC (TRC: HOLHR) –holiday credit 1.0 –overtime eligible/non-exempt

HDE (TRC: HOLEX) –holiday credit 1.0 – exempt

HDP–holiday pay 1.5 – overtime eligible/non-exempt and exempt

HTP (TRC: HCTPO) –holiday comp time payout

HTK –holiday comp time payout- no KPERs deduction

HXC- (TRC HCTCT) – usage of holiday compensation for overtime ineligible/exempt contract

HDC/HHR (TRC: HDC/HOLHR) Holiday Credit

UNPHC – Holiday Comp Unpaid (no earnings code)

Hours Worked

1. Recording only actual hours spent working.
2. Earnings and TRC Codes (same unless otherwise noted)
3. When an hourly employee is in pay status for over 40 hours but has not reached the FLSA limit (40 hours total = physically worked hours + earned holiday credit hours), the employee will be paid the hours up to the FLSA limit at their normal hourly rate. The university workweek is Sunday through Saturday night.
4. An employee is not eligible for the 1.5 Compensatory accrual until the FLSA (Fair Labor Standards Act) threshold has been reached in the workweek. If the employee has sick, vacation or other leave usage during the week in which they work additional hours, they may not be eligible for compensatory time for the extra work hours.

5. Payment of additional hours will create a paycheck that exceeds 40 hours of pay for a workweek.
6. See the Overtime eligible/non-exempt Staff Guidelines for Working Extra Hours for additional information at www.humanresources.ku.edu/files/documents/NE_extrahours.pdf.
7. When reported on an overtime eligible/non-exempt employee hours add to gross and does count towards the FLSA limit. Hours paid counts toward leave accruals.
8. SCHED is the TRC that defaults hours for overtime ineligible/exempt employees but is not used in the calculation of pay.

Earnings Code: REG for overtime eligible/non-exempt staff nonstudent employees
 SP1 for overtime eligible/non-exempt student hourly
 CRG for employees paid with contract frequency

TRC: REG
 SHREG

Inclement Weather

Information is located at:

humanresources.ku.edu/sites/humanresources.ku.edu/files/docs/Inclementweather_timereport.pdf

Jury/Witness Service

1. Employees appointed to regular positions shall be granted leave with pay for required jury duty or for a required appearance before, and at the direction of, the Civil Service Board, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court.
2. Please see the policy located at documents.ku.edu/policies/Human_Resources/JuryWitnessService.htm for details.
3. When reported on a overtime eligible/non-exempt employee, hours add to gross and does not count towards the FLSA limit. Hours paid counts toward leave accruals.

Earnings Code: JRY-Overtime eligible/Non-exempt
 JRE- Overtime ineligible/Exempt

TRC: JRYHR
 JRYEX

Medical and Leave without Pay

Family Medical Leave Act (FMLA)

1. Leave due to a medical condition of a regular eligible employee who is personally or has a family member experiencing a serious, extreme or life threatening illness or injury covered under the Federal [Family Medical Leave Act \(FMLA\)](#). HR (864-4946 hrdept@ku.edu) must be contacted immediately to determine if the employee is covered by this federal law and for prior approval of this leave designation.
2. The FMLA leave designation is not based on the employee's leave balances or lack thereof. This is only for benefits eligible employees who meet the requirements found at www.humanresources.ku.edu/policies_procedures/category_details/index.aspx?category=43. FMLA does not provide additional paid leave.

Non-Medical and Voluntary Leave Without Pay Program

1. The department may approve non-medical leave of less than 30 days unless the regular employee wants to participate in the [Voluntary Leave Without Pay](#) program. Reporting may be handled through the Absence Management or Time and Labor modules.
2. The [Voluntary Leave Without Pay](#) program requires advanced approval. The duration of the leave without pay must be greater than two (2) consecutive payroll periods. This leave program assists with keeping the regular employee's benefits covered. Information regarding this voluntary leave program is found at www.humanresources.ku.edu/benefits_pay/leaves_holidays/voluntary_leave.aspx.
3. Any other leave without pay for more than 30 days must be approved in advance by [HR for university support staff](#) and through regular administrative channels for unclassified professional staff employees. The Provost/Vice Provost offices must approve leave without pay for faculty and academic staff for over 30 days. An employee should be encouraged to contact [HR Benefits](#) directly regarding the impact to their benefits during the leave. A final approval letter or payroll transaction form is used to place the employee on leave without pay in the HR/Pay system in Job Data.
4. For reporting a leave of absence for a Graduate Student Employee (GTA, GRA, GA, RGA), the leave must have the prior approval of the appropriate administrative office(s) and the Graduate School and may negatively affect the eligibility for [GTA/GRA insurance](#). Reporting is handled through the Absence Management module.
5. In addition, a leave of absence for a Graduate Teaching Assistant (GTA) must adhere to the guidelines as set in the Memorandum of Agreement located at www.humanresources.ku.edu/files/documents/gta_moa.pdf.
6. If on Contract Payment compensation, the contract compensation amount must be reduced for leave without pay.
7. Leave without pay hours do not add to gross and do not count towards the FLSA limit and do not count towards leave accruals.

Earnings Code: LWP-exempt employees TRC: LWPEX
LWP-exempt employees (FMLA) LWPFM

Leave Without Pay Reporting for Regular Overtime eligible/non-exempt (Hourly) Employees

8. Leave without pay for overtime eligible/non-exempt (hourly) regular employees is handled in the Timesheet and not in Absence Management. This time does not subtract from pay as it does for exemptions but it is required to be recorded for compliance with the Affordable Care Act (ACA). Temporary hourly employees do not report leave without pay. If the regular overtime eligible/non-exempt employee uses a clock method to report time, the supervisor or time reviewer will need to enter the leave without pay.
9. Leave without pay hours do not add to gross and do not count towards the FLSA limit and do not count towards leave accruals.
10. Exempt (salaried) employees may only report leave without pay in full day increments per the State of Kansas. The exception to this full day reporting is only when the absence is covered under the Family Medical Leave Act.

11. The policy for pay reductions of a salaried employee is located at: policy.ku.edu/human-resources/exempt-salary-reductions.

Additional Information is located at:

hrpay.ku.edu/documents/ACA/How_to_report_Non_Exempt_LWOP_Hours.pdf.

Earnings Code: LWN –overtime eligible/non-exempt TRC: LWPN
LWN-overtime eligible/non-exempt (FMLA) LWPNF

Military Leave

1. Used to record the State of Kansas allocation of days per year for active duty or attendance at reserve and National Guard annual training. This is not to be used for monthly drills.
2. Additional information is located at documents.ku.edu/policies/Human_Resources/MilitaryLeave.htm
3. When reported on an overtime eligible/non-exempt employee hours add to gross and do not count towards the FLSA limit. Hours paid counts toward leave accruals.

Earnings Code: MIL-overtime eligible/non-exempt TRC: MILEX
MIE- overtime ineligible/exempt MILHR
MLC-overtime ineligible/exempt contract MLC

Sick Leave

1. Regular university support and unclassified professional staff, faculty and academic staff accrue sick leave according to the [chart](http://www.humanresources.ku.edu/benefits_pay/leaves_holidays/sick_chart.aspx) located at www.humanresources.ku.edu/benefits_pay/leaves_holidays/sick_chart.aspx.
2. Sick leave does not have a maximum limitation. Sick leave may be used for personal or family illness. The family sick leave is not earned or recorded separately but rather is deducted from the employee's accrued sick leave balance. Family sick leave is reported under the same TRC code as personal use of sick leave but will have a different reason code. Additional information is located at documents.ku.edu/policies/Human_Resources/SickLeave.htm
3. Medical documentation may be requested by the department or HR for frequent or continual use of sick leave. Generally, after three (3) consecutive days of absence the departmental contact should notify HR to determine if the absence falls under the [Family Medical Leave Act \(FMLA\)](#).
4. Upon retirement, a portion of the sick leave is paid out based on the years of service and the remaining balance according to the [chart](http://www.humanresources.ku.edu/benefits_pay/leaves_holidays/sick_chart.aspx) located at: www.humanresources.ku.edu/benefits_pay/leaves_holidays/sick_chart.aspx.
5. Sick leave is forfeited upon a non-retirement termination, but may be reinstated if the employee returns within one year to a regular position at a State of Kansas agency. Upon a retirement eligible termination, all balances unpaid are forfeited.
6. When reported on a overtime eligible/non-exempt employee paid hours add to gross and does not count towards the FLSA limit. Hours paid counts toward leave accruals.

Earnings Code: SCK-overtime eligible/non-exempt TRC: SCKHR
SCE-overtime ineligible/exempt in ½ or full day increments SCKEX
SCC-overtime ineligible/exempt contract in ½ or full day increments SCCL

Shared Leave

1. The Shared Leave Program allows eligible university support staff, unclassified professional staff, fiscal year faculty, and academic staff to donate sick and/or vacation leave or eligible academic year faculty/academic staff to donate sick leave to another qualified faculty/staff member, who is personally or has a family member experiencing a serious, extreme or life threatening illness or injury covered under the Federal [Family Medical Leave Act \(FMLA\)](#)
2. Employees who need additional leave for a serious, extreme or life threatening illness or injury, personally or for a family member, must apply and be approved in advance.
3. Additional details www.humanresources.ku.edu/benefits_pay/leaves_holidays/shared_leave.aspx
4. Departmental staff are provided documentation for donation and allocation of shared leave.
5. Employee usage of the allocated shared leave hours is handled by HR; departmental staff will not enter the hours for shared leave. Hours donated are also transferred by HR (HR/Pay). Departmental time reviewers or supervisors will not do any entry for the shared leave part of the reporting but should be sure the employee reports time worked.
6. When reported on a overtime eligible/non-exempt employee paid hours add to gross and does not count towards the FLSA limit. Hours paid counts toward leave accruals.

Earnings Code: SHL-entered by HR/Pay for overtime eligible/non-exempt TRC: SHLHR
 SHE-entered by HR/Pay for overtime ineligible/exempt SHLEX
 SHL-entered by HR/Pay for overtime ineligible/exempt contract SHC

Shift Differential

1. Overtime eligible/non-exempt regular university support and unclassified professional staff, whose regular designated work schedule begins before 6 a.m. or ends after 6 p.m., are eligible for an additional rate or percentage per hour. (K.A.R. 1-5-28) or other times as specified for those covered under the [1290 PE Memorandum of Agreement](#).
2. Employee will use a time collection method to record time worked.
3. The shift designation is not transferable to those temporarily covering a shift-designated schedule for vacations or other leave. It is only for employees whose regular schedule is designated.
4. Shift differential is not paid when the designated employee is not working. Shift is not paid for days off.
5. Coding is maintained on the *Position Data, Description* Page under the Job Information Section field "Regular Shift". Changes are requested by the submission of a PAF (Personnel Action Form) or updated position description. Other changes may be made upon HR review of a position. The Time and Labor workgroup will also be changed.
6. The rate or percentage may be set by the State of Kansas or by the Director of HR or by a Memorandum of Agreement.
7. The Time Admin rules will generate the shift TRC and hours based on the HR/Pay data and the clock times on the timesheet.

8. When reported on an overtime eligible/non-exempt employee hours add to gross and do not count towards the FLSA limit.

Earnings Code and TRC: SF1, SF3, SF9 - overtime eligible/non-exempt if designated.

Stand-by Compensation

1. Overtime eligible/non-exempt regular university support and unclassified professional staff whose position duties and responsibilities require availability outside their work hours due to an emergency. (K.A.R. 1-5-26)
2. Stand-by assignments shall be limited to work situations where a probability of an emergency recall of an overtime eligible/non-exempt employee exists.
3. HR makes the determination of eligibility or as specified for those covered under the [1290 PE Memorandum of Agreement](#).
4. It is at the discretion of HR whether the ability to contact the employee qualifies as eligibility for stand-by compensation.
5. An employee on stand-by is compensated at a minimum, the state rate of \$1 per hour for each hour the employee serves on stand-by. Some university departments pay \$2 per hour as approved or requested by HR or as indicated in the [1290 PE Memorandum of Agreement](#).
6. Employees on stand-by, who are called in to work, shall be compensated for the actual hours worked at the appropriate rate of pay and are not paid stand-by compensation for the hours actually worked unless covered by the [1290 PE Memorandum of Agreement](#).
7. Stand-by compensation does not count toward the FLSA threshold limit.
8. If an employee is restricted to a particular location (building not city) as designated by the employer or to the employer's premises in order to remain personally available, this time is considered hours worked and the employee is compensated at his/her regular rate instead of stand-by compensation.
9. If an employee on stand-by is not available when called and does not present reasonable justification for failure to report when called, he/she shall lose compensation for that stand-by period and may be subject to disciplinary action.
10. The Time Admin rules process will generate the Standby based on the HR/Pay Timesheet and Workgroup data and either the clock times or quantity hours on the timesheet.
11. When reported on an overtime eligible/non-exempt employee hours add to gross and does not count towards the FLSA limit.

Earnings Code and TRC: ST1, ST2 -overtime eligible/non-exempt if designated

Vacation Leave

1. Regular university support (USS) and unclassified professional (UPS) staff and fiscal year (FY) faculty and academic staff accrue vacation according to the [chart](#) located at www.humanresources.ku.edu/benefits_pay/leaves_holidays/vacation.aspx; Additional information about the use of vacation leave is located at documents.ku.edu/policies/Human_Resources/VacationLeave.htm. Academic year faculty/academic staff do not earn vacation leave.

2. USS, UPS and FY faculty/academic staff vacation hours are not allowed to exceed a maximum balance of 304 hours.
3. USS, UPS and FY faculty and academic staff are eligible to earn a maximum of 8 hours of vacation per payroll period and maximum of 176 hours per fiscal year.
4. USS, UPS and FY faculty do not earn vacation leave whenever their balance is at the maximum (304) or they have earned their maximum accruals (176). Employees appointed for the full fiscal year will likely not earn leave the last 4 periods of the fiscal year due to meeting the maximum accruals.
5. Academic year (AY) faculty/academic staff and temporary employees (includes students) do not earn or accrue vacation leave.
6. Upon termination, eligible employees will be paid for their unused vacation hours up to the maximum payouts allowed. The vacation leave payout will be paid on a separate payroll check.
7. See the vacation leave charts for maximum payout located at www.humanresources.ku.edu/benefits_pay/leaves_holidays/vacation_chart.aspx
8. All balances remaining after the payout are forfeited.
9. If the employee is retirement eligible, the vacation leave payout is charged to a central state fund. If the employee is not retirement eligible, the payout is charged to a central university fund. An employer fringe is assessed on all paychecks to finance both central payout funds. The university policy is located at documents.ku.edu/policies/comptroller/Comptroller-Payroll-Vacation_Leave_Payout_Policy.htm.
10. When reported on an overtime eligible/non-exempt employee paid hours add to gross and does not count towards the FLSA limit. Hours paid counts toward leave accruals.

Earnings Code: VAC-overtime eligible/non-exempt	TRC: VACTN
VAE- overtime ineligible/exempt in ½ or full day increments	VACTE
VXC overtime ineligible/exempt contract in ½ or full day increments	VACCT
VLN vacation payout non-retirement	VACPO
VLP vacation payout-retirement	VLPPPO
Vacation unpaid	UNPVC

Voting

1. Voting polls are usually open before 8:00 a.m. and after 5:00 p.m. to allow voting before or after the normal workday. The University allows up to a maximum of 2 hours of paid time in situations where travel time may affect an employee’s ability to cast his/her vote.
2. Staff should request time off in advance from their supervisors if travel time to the polls is required.
3. Regular overtime eligible/non-exempt employees only.
4. Policy is located at: humanresources.ku.edu/voting

5. When reported on an overtime eligible/non-exempt employee, paid hours add to gross and do not count towards the FLSA limit. Hours paid counts toward leave accruals.

Earnings Code: REG overtime eligible/non-exempt

TRC: VTN

Workers' Compensation

1. Information may be found at: humanresources.ku.edu/workers-compensation

2. Hours only, no pay, does add to accruals

3. Only entered by HR/Pay based on information approved by the state.

Earnings Code:

WCE – overtime ineligible/exempt

WCH – overtime eligible/non-exempt

WCC – overtime ineligible/exempt contract