



**Activity: Time Entry Codes – PLACE**

**Time Codes**

Hours worked	Not reported – system generates base pay automatically
Straight Time OT	200
Time and ½ OT	210
Differential	230

Hours above regularly scheduled time but less than 40 hours per week are to be reported under code 200

Hours worked above 40 per week are to be reported under code 210

**Leave Codes**

Vacation	300
Sick	310
Personal	320
Injury in Line of Duty	352
Worker's Comp	390/Reason Code 8305

Enter all absences based on the above code. If the employee does not have enough leave time to cover the leave, the system will calculate leave without pay (do not key **Leave Without Pay** unless specifically instructed to by the Leaves department)

**Job Classes**

Child Care Assistant	5145
Sr. Child Care Assistant	5146
Child Care Assistant Site Manager	5147
Child Care Site Manager	5150
Site Coordinator	5160
Summer Child Care Assistant	8402/Pay Type 163