

Time types

Automatic time types flow through the system unless manually unapproved.

Manual time types require that the approver actively check them for reported time to be paid.

Automatic Approval Time Types	
CLOTH	Clothing Reimbursement (for certain departments and unions) (entered in \$)
CMPT	Comp Time Taken
FXOFF	Flex Schedule Day Off
HOL	Holiday
MIL	Mileage (UOS only)
PER	Personal Day
REG	Regular
SCK	Sick
TOE	Time at Own Expense (no pay)
VAC	Vacation

Manual Approval Time Types	
AMTRG	Non-Pensionable Additional Compensation (entered in \$)
BER	Bereavement
CALL	On Call – Beeper Pay
CMPE	Comp Time Earned
CMPPY	Comp Time Pay Out
DTL	Flat Detail Pay (Police Department only)
EXC	Excused Absence
FHP	Floating Holiday Pay
HWK	Holiday Worked (pays at 1.5 times the employee’s normal rate)
JUR	Jury Duty
MEAL	Meal Money (entered in \$)
PAL	Parental Leave
SHD	Shift Differential (One-Time) (entered in \$)
SNP	Short Notice Pay (pays at 1.5 times the employee’s normal rate)
System-Generated Time Types That Require Manual Approval	
OTS	Overtime at Straight Rate
OTP	Overtime Premium

Time Types for Work-Study Students That Require Manual Approval	
WS1	WS Community Svc (90%)
WS2	WS Community Svc (75%)
WSA	WS America Reads
WSN	WS Non-Profit
WSP	WS for Profit
WST	WS Harvard on Campus