

Transactions Available for Time Entry

Transaction	Transaction (Description)	Explanation/When to Use
	<b>REGULAR HOURS</b>	
1000	REGULAR	Regular time for employees. Any employee with a schedule will have these hours auto-generated.
1009	REGULAR WEEKEND SHIFT	Hours worked on Sat /Sun by IOUE - all regular hours paid at time and 1 half
1010	REGULAR DURING LAYOFF	unpaid LOA.
1020	ADDITIONAL HOURS FOR T.A.,R.A. IN LIEU of T.A.	Hours paid at employee's CUPE rate for T.A. and R.A. in lieu of T.A. Hours paid at employee's CUPE rate. Vacation pay and Statutory Holiday pay are included in the rate.
	<b>OTHER PAID HOURS - REPLACING REGULAR</b>	
1147	COURT DUTY	Security staff required to attend court
1148	COURT DUTY 1.5	Security staff required to attend court beyond regular hours.
2500	BEREAVEMENT LEAVE	Hours paid for Bereavement leave.
2505	JURY DUTY	Hours paid for Jury Duty.
2510	PROFESSIONAL ACT PD	Hours paid for professional activities.
2511	COMMITTEE WORK	Hours paid for work on committees within the University.
2512	UNION DUTY PAID	Hours paid while on Union Duty.
2515	PRE-RETIREMENT	Hours generated for a employee on pre-retirement status.
2520	TRAINING PAID	Hours paid for employee training
2530	LATE ARRIVAL PAID	Hours paid to account for employees arriving late.
2540	PERSONAL DAY	Paid Personal Leave Day
2545	MANAGEMENT COMP DAY	Compensation Days provide paid time away from work - specific to TMG employees; Effective January 1, 2006
	<b>OTHER UNPAID HOURS -REPLACING REGULAR</b>	
2541	PERSONAL DAY - UNPAID	Used when an employee is not eligible to be paid for a personal day.
2635	UNION DUTY - UNPAID	Union Duty activity unpaid.
2640	LATE ARRIVAL - UNPAID	Hours not paid for employees arriving late.
2645	LEAVE EARLY - UNPAID	This represents the hours not paid for employees leaving early.
2615	SUSPENSION - UNPAID	Hours not paid for employees suspended without pay.
2620	UNJUSTIFIED ABS - UNPD	Hours not paid for employees AWOL.
	<b>OVERTIME</b>	
1030	REQUEST FOR HRS WORKED	Used to determine if overtime is applicable. For Hospitality used in lieu of 1000 - to ensure that o/t is paid after 80 hours bi-weekly. For ESA employees used in lieu of 1000 - to ensure o/t is paid after 44 hours weekly.
1100	OVERTIME @ 1.0	Overtime paid at 1.0 System calculates based on rules. To pay overtime for previous pay period use this code.
1105	OVERTIME @ 1.5	Overtime paid at 1.5 System calculates based on rules. To pay overtime for previous period use this code.
1110	OVERTIME @ 2.0	Overtime paid at 2.0. System calculates based on rules. To pay overtime for previous period use this code.

Transactions Available for Time Entry

<b>BANKING TIME</b>		
1035	REQUEST BANK OVERTIME	To bank overtime hours worked.
1036	BANK FLEX TIME	To bank hours worked in lieu of being paid for them.
1037	BANK SNOW DAY TIME	Employee reported for work when the University was closed. Time to be taken at a later date - paid at regular rate.
<b>PAYING OUT FROM BANKS</b>		
1150	OVERTIME 1.0X BANK	Overtime paid at 1.0 from the Overtime Bank.
1155	OVERTIME 1.5X BANK	Overtime paid at 1.5 from the Overtime Bank.
1160	OVERTIME 2X BANK	Overtime paid at 2.0 from the Overtime Bank.
1270	LIEU DAY OT BANK	Day off paid from Overtime Bank
1280	LIEU TIME PD-FLEX BANK	Time off paid from Flex Bank
1285	LIEU TIME PD-SNOW BANK	Time off paid from Snow Day Bank
<b>CALL OUT</b>		
1140	REPORT FOR WORK-WORKED	Reporting for work by either showing up for work & sent home or request to return on the same day.
1141	REPRT FOR WRK-NOT WRKD	These are hours NOT worked by either showing up for work & sent home or request to return on the same day.
1142	CALL IN @ 1.5	Hours paid for call in at 1.5. (Includes both productive and non-productive hours)
1143	CALL IN @ 2.0	Hours paid for call in at 2.0. (This includes productive and non-productive hours)
1145	ON CALL / STANDBY	These are hours paid for being on call or on standby.
<b>VACATION</b>		
1400	REQUEST FOR VACATION	To generate a pay out from the employees vacation bank when the employee takes time off.
1425	VACATION CURRENT-PAYOUT	Vacation payout from current year's bank when time is not taken.
1426	VACATION PAYOUT - NO HOURS	To pay out balance of vacation pay for Hospitality employees
1430	VACATION PREVIOUS-PAYOUT	Vacation payout from previous year's bank when time is not taken.
1436	ESA PAID VACATION	Vacation pay percentage - <b>no time entry required</b> - system generated
<b>STAT HOLIDAYS</b>		
1115	STAT WORKED @1.5	Statutory holiday worked and paid at time and a half (1.5 x)
1116	STAT WORKED @ 2.0	Statutory holiday worked and paid at double time (2.0 x)
1200	STATUTORY HOLIDAY	Statutory Holiday for Auto Generated employees.
1201	STAT ALTERNATE DAY	Used when an employee floats his stat day entitlement to another day.
1205	STAT HOLIDAY (ESA)	Statutory Holiday that is auto-generated for employees paid according to Employment Standards Act (ESA). <b>Note:</b> Grad Studies payroll will generate a schedule for the statutory holiday, which will result in employees who are eligible receiving this payment.
1210	STAT HOLIDAY UNPAID	Statutory Holiday unpaid.

Transactions Available for Time Entry

<b>ILLNESS AND INJURY</b>		
<b>SICK TIME</b>		
2000	REQUEST FOR SICK TIME	To generate hours for sickness. System verifies eligibility.
2002	REQUEST FOR MEDICAL APPT	To enter hours for medical appointments. System determines if medical hours available and at what %.
2020	SICK PAY - DISCRETION	To pay employees who do not qualify for sick pay through the salary continuance plan.
<b>WSIB</b>		
2200	REQ WORK ACCIDENT-WSIB	Request code used to record time associated with a work accident.
2205	WSIB - 1ST DAY PAID	Number of hours paid for first day of a work accident absence.
2225	WORK ACC (WSIB) UNPD	Number of hours not paid during the period of absence. Employee compensated by WSIB.
2235	ACCOMODATION - WSIB	Time earned but not worked following a WSIB Salary Continuation. This amount is not recovered by WSIB.
<b>PROGRESSIVE RETURN TO WORK</b>		
1500	PROGRESSIVE RTW - SC	Used to pay an employee who is gradually returning to work from a Salary Continuance sick leave
1501	PROGRESSIVE RTW - LTD	Used to pay an employee who is gradually returning to work from a LTD leave
1502	PROGRESSIVE RTW - WSIB	Used to pay an employee who is gradually returning to work from a WSIB leave
1503	PROGRS RTW - UNPD SL	Used to pay an employee who is gradually returning to work from an unpaid sick leave
<b>PAID LEAVES</b>		
2320	PATERNITY LEAVE PAID	Hours paid for Paternity leave. Length varies as per collective agreement or emploment policy.
2550	RESEARCH LEAVE - PAID	Paid Research Leave for Faculty, Clinical Faculty
2560	DEFERRED SALARY LEAVE	Deferred Salary Leave for CAW and TMG
<b>UNPAID LEAVES</b>		
<b>MATERNITY/PATERNITY LEAVES</b>		
2300	REQ MATERNITY LEAVE	To generate hours for MLOA. The system will verify eligibility rules.
2310	REQ PARENTAL/ADOPT LV	To generate hours for Parental/Adoption Leave. The system will verify eligibility rules.
<b>LAY OFF</b>		
2600	LAY OFF	Hours not paid for employees Laid Off.
<b>STRIKE/LOCK-OUT</b>		
2625	LOCK OUT - UNPAID	Hours not paid for employees Locked Out.
2630	STRIKE - UNPAID	Hours not paid for employees on Strike.
<b>OTHER LEAVES</b>		
2604	SESSIONAL LEAVE - UNPD	Hours not paid for sessional employee types during their sessional leave period.
2605	EDUC/DEVELOP LV - UNPD	Hours not paid for employees on an Educational or Developmental Leave.
2606	COMPASSIONATE LV-UNPD	Hours not paid for employees on Educational Leave.
2607	EMERGENCY LEAVE - UNPD	Hours not paid when employee is on an Emergency Leave - ESA maximum of 10 days

Transactions Available for Time Entry

2608	RESEARCH LEAVE - UNPD	Hours not paid when employee is on an unpaid Research Leave
2610	PERSONAL LEAVE - UNPD	Hours not paid for employees on a Personal Leave.
2650	PRIORITY PLACEMNT-UNPD	Hours not paid for employees on Priority Placement.
	<b>SHIFT PAY</b>	
<b>SHIFT CODE</b>		
1	Day	Not applicable
2	Evening	Evening shift paid out as 1300
3	Night	Night shift paid out as 1305
4	Weekend Day	Weekend day shift paid out as 1310
5	Weekend Evening	Weekend afternoon shift paid out as 1311
6	Weekend Night	Weekend night shift paid out as 1312
7	Reactor Operator Shift	Paid as 1313
<b>TRANSACTION CODE</b>	<b>PREMIUMS</b>	<b>Paid via a Premium Request form sent to Payroll</b>
1146	LOG ON/PHONE CONSULT	Premium for providing logon or phone consultation from home.
1315	PAGER ALLOWANCE	Premium for using a pager.
1317	EQUIPMENT PREMIUM	Premium for operating the swing stage or in the carrier basket of ladder truck
1318	SKILL PREMIUM	Premium for spray painters, paper hangers, operating a chain saw
1319	TRAINING PREMIUM	Premium paid as a Trainer in Hospitality Services
1330	SENIOR LEAD HAND	Premium paid to the employee for being a Senior Lead Hand in Hospitality Services.
1331	LEAD HAND	Premium paid to the employee for being a Lead Hand (Hospitality Services, Operation & Mtce., Operating Engineers)
1334	TOOL ALLOWANCE	Premium paid to the employee for Tool Allowance.
1335	MEAL ALLOWANCE	Premium for Meal Allowance.
1375	RESPONSIBILITY PREM	Premium acting adjustment
6402	MEAL ALLOWANCE TAXABLE BENEFIT	Taxable Benefit for Meal Allowance.
	<b>Codes apply to Temp/Casual and Grad Studies</b>	