

WTE GUIDELINES

NON –EXEMPT EMPLOYEES

Employee are hourly and include employee classes of C1, C2, C3, C5, C6, H1.

All employees must report in and out hours, including time in and out for lunch.

Holiday hours are not to be entered.

If it is a working holiday then hours under correct earn code for hours worked.

Example: if comp time earned then only hours under 190 for hours worked.

All forms must be sent to payroll for comp or overtime justification.

EXEMPT EMPLOYEES

Employees are salaried and this includes employee classes A1, A2, C4, F1, F2, F3.

Hours are entered for exemption time only.

Employees working full pay period still need to submit timesheet for approval.

Holiday hours are not to be entered.

Comp time on working holidays is to be entered under comp earn code.

Managers are entitled to comp time on working holidays and on events outside of normal work responsibilities with approval.