

| <b>Earnings</b>                  | <b>Description</b>  |
|----------------------------------|---|
| <b>Administrative Leave</b>      | Glassboro/CMSRU: Administrative leave is 3 days of personal leave granted to certain employee under collective bargaining units. See: <a href="http://www.rowan.edu/hr/benefits/index.html">http://www.rowan.edu/hr/benefits/index.html</a>   |
| <b>Comp Time Used</b>            | Glassboro/CMSRU: If you are using some accumulated Comp time to take a day off, enter the amount of Comp time you are taking here.  |
| <b>Comp Time Worked 1.5 Rate</b> | Glassboro/CMSRU: If you work on a holiday or a day you are not regularly scheduled to work, enter your time here. Comp time for days other than the optional holidays must be preapproved with forms found on <a href="http://www.rowan.edu/payroll">www.rowan.edu/payroll</a> . The rate is determined by the comp time guidelines and employee class.<br>See: <a href="http://www.rowan.edu/hr/files/policies/Compensatory_Time.pdf">http://www.rowan.edu/hr/files/policies/Compensatory_Time.pdf</a> |
| <b>Comp Time Worked-1.0 rate</b> | Glassboro/CMSRU: If you work on a holiday or a day you are not regularly scheduled to work, enter your time here. Comp time for days other than the optional holidays must be preapproved with forms found on <a href="http://www.rowan.edu/payroll">www.rowan.edu/payroll</a> . The rate is determined by the comp time guidelines and employee class.<br>See: <a href="http://www.rowan.edu/hr/files/policies/Compensatory_Time.pdf">http://www.rowan.edu/hr/files/policies/Compensatory_Time.pdf</a> |
| <b>CONF/SEMINAR/PRECEP</b>       | Use this earning category if you are away at a conference.  |
| <b>Donated Leave Used</b>        | Enter leave time that has been donated to you by other employees. See <a href="http://www.rowan.edu/hr/benefits/leaves.html">http://www.rowan.edu/hr/benefits/leaves.html</a>   |
| <b>Emergency Closing</b>         | This will show as an earning code when needed such as when the Univeristy is closed for inclement weather.  |
| <b>Floating Holiday Pay</b>      | Flexible holiday that can be used at anytime.   |
| <b>Furlough Leave Time</b>       | Enter furlough leave time. See <a href="http://www.rowan.edu/hr/benefits/leaves.html">http://www.rowan.edu/hr/benefits/leaves.html</a>  |
| <b>Holiday Premium Pay</b>       | SOM Employees: If you work a holiday, and are eligible for Holiday Premium Pay, enter the hours you worked in Holiday Premium Pay.  |
| <b>Jury/Witness Leave</b>        | Enter leave time used for jury or witness duty.   |
| <b>Military</b>                  | Enter leave time used for military duty.  |
| <b>No Claim Comp</b>             | The no Claim Comp is for those NE employees who typically work 35 hours, but they can be asked to work up to 40 hours without compensation. They would record those extra 5 hours under No Claim  |
| <b>Overtime</b>                  | Comp time for days other than the optional holidays must be preapproved with forms found on <a href="http://www.rowan.edu/payroll">www.rowan.edu/payroll</a> . The rate is determined by the comp time guidelines and employee class.<br>See: <a href="http://www.rowan.edu/hr/files/policies/Compensatory_Time.pdf">http://www.rowan.edu/hr/files/policies/Compensatory_Time.pdf</a>   |

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|--------------------------------|--|
| <b>PT No Work Hours</b>        | Enter a "1" in this category for one day in the pay period if an employee did not work any hours in the 2 week pay period. (it doesn't matter which day). This will allow the timesheet to go through the web time entry process without an error.                           |
| <b>Regular Bi-Weekly Pay</b>   | Work time in and time out - Entered by Non-Exempt Employees  |
| <b>Sabbatical</b>              | The Departmental Time Keeper will submit faculty timesheets during their sabbatical time. For more information about sabbatical see: <a href="http://www.rowan.edu/provost/aft/">http://www.rowan.edu/provost/aft/</a>   |
| <b>Self Directed Furlough</b>  | See <a href="http://www.rowan.edu/hr/benefits/leaves.html">http://www.rowan.edu/hr/benefits/leaves.html</a>  |
| <b>Sick</b>                    | Enter sick time here.  |
| <b>Sick Pay-FMLA</b>           | Family Leave Act - Must be set up prior with Human Resources. See <a href="http://www.rowan.edu/hr/benefits/leaves.html">http://www.rowan.edu/hr/benefits/leaves.html</a>  |
| <b>Straight Overtime</b>       | Employees that are 70 or 75 full time hours ( WA, WB) need to enter all time between 35 or 37.5 up to 40 hour in STRAIGHT OVERTIME LINE.<br>All hours in weeks between 35 and 40 are considered straight over time ... and need to be slotted in that line                   |
| <b>Union Activity</b>          | Enter leave time used for jury or witness duty. The leave time is determined by the comp time guidelines and employee class.<br>See: <a href="http://www.rowan.edu/hr/files/policies/Compensatory_Time.pdf">http://www.rowan.edu/hr/files/policies/Compensatory_Time.pdf</a> |
| <b>Unpaid Leave of Absence</b> | See <a href="http://www.rowan.edu/hr/benefits/leaves.html">http://www.rowan.edu/hr/benefits/leaves.html</a>  |
| <b>Vacation</b>                | Enter vacation time here.  |
| <b>Vacation Pay-FMLA</b>       | Family Leave Act - Must be set up prior with Human Resources. See <a href="http://www.rowan.edu/hr/benefits/leaves.html">http://www.rowan.edu/hr/benefits/leaves.html</a>  |