

## Staff Timesheet Entry – Detail Guide

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**Staff**

- Paid Leave:
  - Monthly salaried employees are eligible for paid leave: Work at least 20 hours per week for a period of at least 4 ½ continuous months and not employed as student (job code = "S").
- Overtime Compensatory Time off
  - Fair Labor Standard Act (FLSA) status: executive, administrative and professional positions are exempt from (not eligible for) overtime.
  - Monthly Exempt: exempt from overtime and only report absences.
  - Monthly Non-exempt: report both work hours and absences and receive compensatory time off if work over 40 hours/week

**Paid Leave**

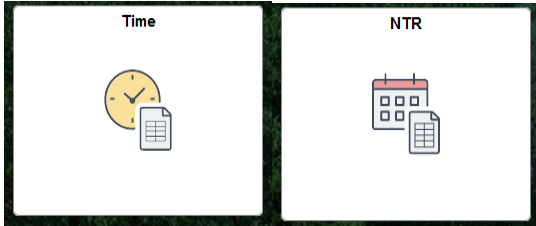
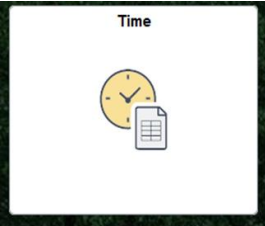
- Vacation
- Sick
  - Sickness, injury or pregnancy of employee or immediate family members
  - Parent-teacher conference (limits apply)
  - Sick leave pool, sick leave donation or family leave pool – refer to [UTD Paid Time Off – Sick Leave](#)
- Miscellaneous leave – refer to [UTD Paid Time Off – Other Paid Leave](#)

**Unpaid Leave**

Family Medical Leave Act (FMLA)

- Employee who has a total of at least 12 months of state service, and has worked at least 1,250 hours during the 12-month period
- Eligible for up to 12 weeks of unpaid family leave per year for certain family reasons
- Employee must use all available paid leave first before FMLA unpaid leave

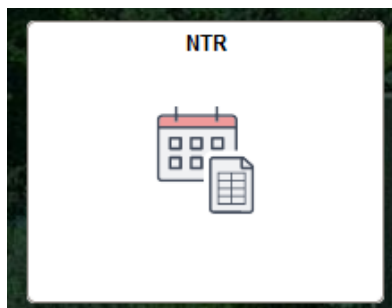
**Am I exempt from overtime?**

Exempt: Not eligible for overtime	Non-exempt: Eligible for overtime
<ul style="list-style-type: none"> <li>• Report absences on Time tile</li> <li>• If no leave in the month—click NTR tile (Nothing to Report) at the end of month</li> </ul>	<ul style="list-style-type: none"> <li>• Report work and absence hours on Time tile</li> <li>• Earn compensatory time off if work overtime</li> </ul>
 <p>The screenshot shows two side-by-side tiles. The left tile is labeled 'Time' and contains an icon of a clock and a document. The right tile is labeled 'NTR' and contains an icon of a calendar and a document.</p>	 <p>The screenshot shows a single tile labeled 'Time' containing an icon of a clock and a document.</p>

- Fair Labor Standard Act (FLSA) status: executive, administrative and professional positions are exempt from (not eligible for) overtime
- Check your FLSA status on [UTD Classified Pay Plan and Salary Guide website](#)

**Exempt Employees: Not eligible for overtime**

**NTR Tile: No Time to Report**



- At the end of month, **if there are no absences to be reported**, click the NTR tile on Gemini for Departments
- Select the month from drop-down, and click Submit at the end of month
- If you have absences in the month, you don't need to submit NTR

**NTR**

Empl ID [REDACTED]  
Empl Record [REDACTED]

---

Timesheet

By clicking the green "Submit" button, you are certifying that no leave (Sick, Vacation, Jury Duty, Bereavement, etc) was taken during the month shown:

February 2024 ▾

**SUBMIT**

**Report Absences:**



- If you need report an absence, click Time tile under Gemini for Departments
- Click Enter Time to report absence and miscellaneous leave
- There is no need to report holiday
- Review absence balances

**Time**

- Enter Time**: 03/01/24 - 03/31/24, Reported 2.00
- Cancel Absences**: Icon of a folder with a red 'X' over it.
- Absence Balances**: 135 Vacation Balance, 109 Sick Balance, As Of 2024-02-29
- Absence Request History**: Icon of a calendar with red 'X's on several days.

**Enter Time**

\*Job Title: Time & Labor Business Analyst

**A** [Calendar icon] [Left arrow] [Right arrow] February 13, 2023 - February 19, 2023

**B** \*View By: Weekly

Scheduled: 40.00 | Reported: 0.00

**D** [Request Absence]

*Time Reporting Code / Time Details	Row Totals	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun
		0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

**C** [Time Reporting Code dropdown]

**Leave and Compensatory Time Balances**

Compensatory Time Off Plan	Plan Type	End Balance
1		

- A. Use arrows to navigate forward and backward, or the calendar icon to select a week
- B. Change “View By” to Weekly or Period (Monthly)
- C. Time Reporting codes for [miscellaneous leave](#) are in the drop-down list
- D. Select “Request Absence” to report [sick leave](#) or [vacation](#)

### Report Sick Leave / Vacation Details

**Request Absence**

Time & Labor Business Analyst

\*Start Date: 03/06/2024 [Calendar icon]

End Date: 03/06/2024 [Calendar icon] +1 Day

\*Absence Name: Sick [Apply Absence]

[Submit]

# Staff Timesheet Entry – Detail Guide

- Click Request Absence button on timesheet to report sick or vacation
- Enter Start Date and End Date, and select Absence Name
- Partial days: click Apply Absence to select the entire 8 hours or partial day for less than 8 hours then click Submit.
- Half day check box: select to apply 4 hours
- Leave comments for approval if needed

The screenshot shows the 'Request Absence' form for a 'Time & Labor Business Analyst'. The form includes fields for Start Date (03/06/2024), End Date (03/06/2024), Absence Name (Sick), and a balance of 109.00 hours. The 'Partial Days' dropdown menu is highlighted with an orange border and currently shows 'None'. Other fields include Duration (8.00 Hours) and a Comments section.

This screenshot shows the same 'Request Absence' form, but with a modal dialog box open for 'Partial Days'. The dialog has a 'Done' button and contains the following options: 'Partial Days' set to 'Start Day Only', 'Start Date' as 02/12/2024, 'Start Day is Half Day' checked 'No', and 'Duration' set to 2 hours. The background form is dimmed, showing a balance of 124.00 hours.

**Review or Cancel Absences**

- Review sick request history from Absence Request History tile
- Cancel sick request from Cancel Absences tile

**Time**

**Enter Time**  
03/01/24 - 03/31/24  
Reported 2.00

**Cancel Absences**

**Absence Balances**  
135 109  
Vacation Balance Sick Balance  
As Of 2024-02-29

**Absence Request History**

From 03/07/2023 Through 03/06/2025 Refresh

**Absence Request History**

1-10 of 17 View All

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	Cancel
Sick	Approved	03/08/2024	03/08/2024	2 Hours	Employee Timesheet	Edit	Cancel
Sick	Approved	02/28/2024	02/28/2024	2 Hours	Employee Timesheet	Edit	Cancel
Sick	Approved	02/26/2024	02/26/2024	8 Hours	Employee Timesheet	Edit	Cancel

**Report Miscellaneous Leave**

February 13, 2023 - February 19, 2023 \*\*View By Weekly

Scheduled 40.00 | Reported 4.00

View Legend Save for Later **B** Submit Request Absence

\*Time Reporting Code / Time Details

Row Totals	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun
4 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

**A** BRV - Bereavement Leave 4.00 + - 4.00

**Leave and Compensatory Time Balances**

	Compensatory Time Off Plan	Plan Type	End Balance
1			

- Select TRC (time reporting code) from the drop-down menu, then enter the number of hours and any comments, if needed.
- Click Submit

*Common Time Reporting Codes (TRC) for Leaves of Absence*

Leave TRC	Description	
AES	Admin Leave Exemplary Service	Paid administrative leave to award for exemplary service
BRV	Bereavement Leave	Attend a funeral for a covered family member or coworker
FOS	Foster Parent Leave	Paid leave for foster parent meetings
JUR	Jury/Witness Duty, Subpoena	When called to serve on a jury panel or have been subpoenaed as a witness
LWP	Admin Leave With Pay	Paid leave to record administrative leave
MIL	Military Leave	Paid leave for covered absences due to military service
NTG	National Guard Leave	Paid leave for covered absences due to National Guard service
SDF	Sick Leave Donation Take-FMLA	Receive direct donation of sick leave for FMLA and use as paid leave
SDR	Sick Leave Donation Take- REG	Receive direct donation of sick leave and use as paid leave
VHC	Veteran's Healthcare	Veteran medical or mental health leave
VOT	Voting Leave	When an employee cannot vote outside of work schedule

Unpaid Leave	Description	
DOC	Dock Pay/ Reduce Salary	Unpaid leave used to reduce salary/dock pay
LOP	Admin Leave Without Pay	Unpaid leave to record administrative leave
PAR	Parental Leave	Unpaid leave used when a parent employee does not qualify for FMLA

Payroll Assigned Leave	Description	
HOL	Paid Holiday Hours	Hours will be assigned based on FTE
EMG	Emergency Leave	Campus closure

- Holidays: Payroll will upload on your timesheet. Full-time employees will receive 8 hours of holiday pay, and part-time employees will receive a proportionate number of hours based on their FTE
- Campus Closure: Payroll will upload emergency leave due to weather conditions on your timesheet for campus closures
- Check [UTDBP3054: Leaves of Absence](#) for details of eligibility requirements.

**Switch Timesheet**

- If you have multiple jobs, click Select Another Job to switch to another timesheet

**Enter Time**

Time & Labor Business Analyst  
**Select Another Job**

< > December 17, 2023 - December 23, 2023 \*View By Weekly

Scheduled 40.00 | Reported 0.00 Hours

View Legend Save for Later Submit Request Absence

*Time Reporting Code / Time Details	Row Totals	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat
		0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0

Leave and Compensatory Time Balances

	Compensatory Time Off Plan	Plan Type	End Balance
1			

**Check Time Status**

**Enter Time**

\*Job Title Time & Labor Business Analyst

< > February 13, 2023 - February 19, 2023 \*View By Weekly

Scheduled 40.00 | Reported 4.00

View Legend Save for Later Submit Request Absence

*Time Reporting Code / Time Details	Row Totals	17 Fri	18 Sat	19 Sun
		0 of 8	0 of 0	0 of 0

BRV - Bereavement Leave 4.00 + -

Leave and Compensatory Time Balances

	Compensatory Time Off Plan	End Balance
1		

**Legend**

- Time Details
- Saved
- Approved
- Pending Approvals
- Denied
- Pushed Back
- Exception
- Absence
- Reported
- Reported Under Schedule
- Reported Over Schedule
- OFF Day

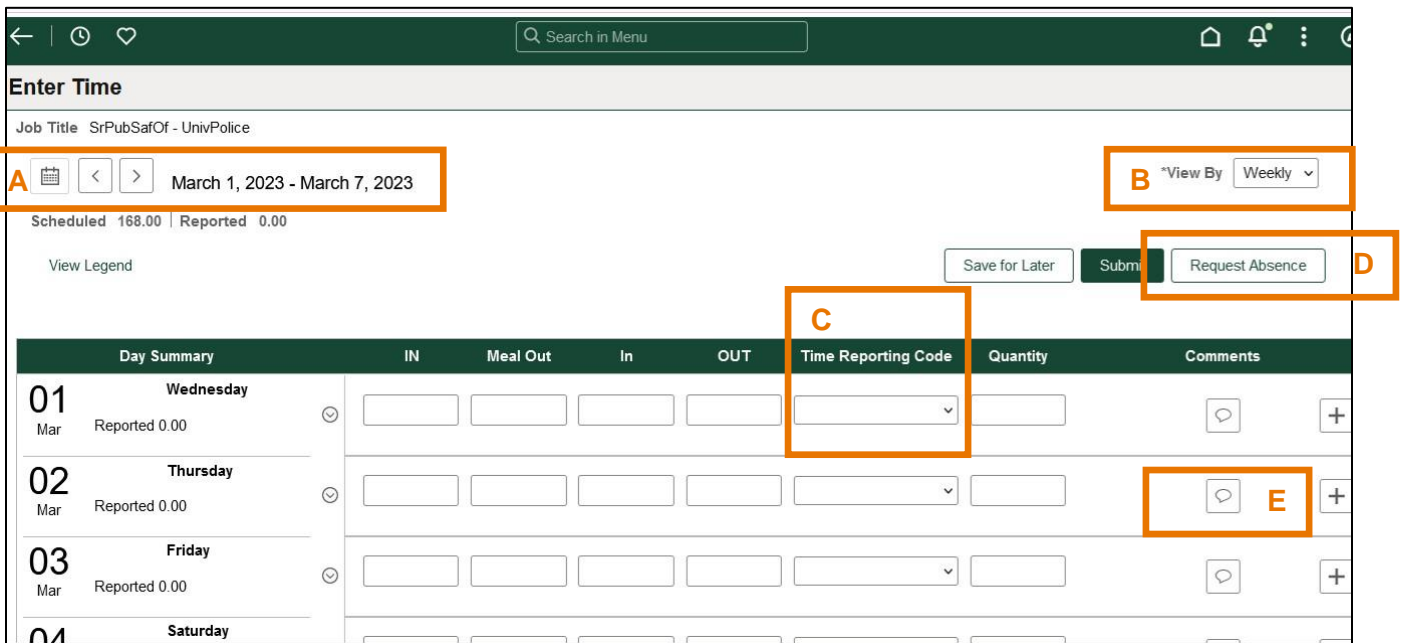
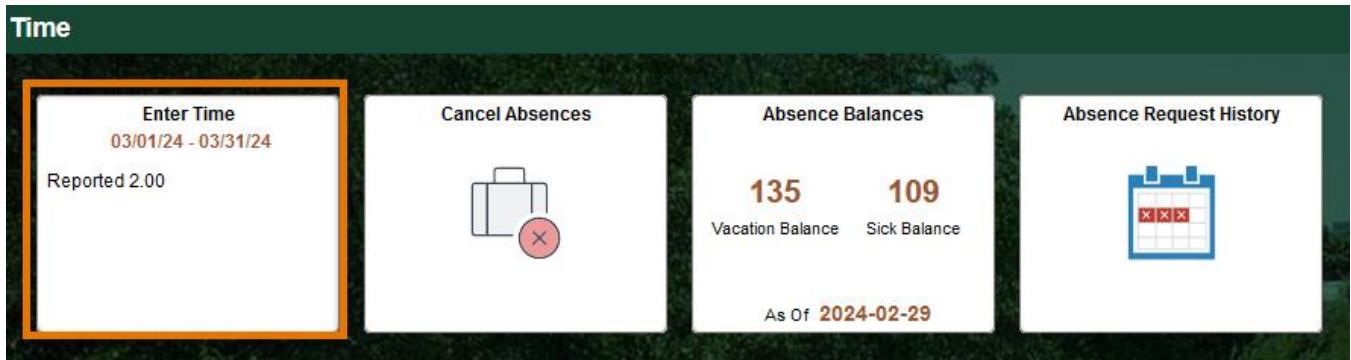
View Legend will show the status of time submitted. Make sure your time has been submitted (reported) and approved before the deadline.



**Non-exempt Employees: Eligible for overtime**






**Report Time and Absences**

- Gemini for Departments > Time > Enter Time
- Enter and save your timesheet daily to record accurate work hours and absences
- Please submit time weekly to your manager for approval
- Deadline: 1st of the month for prior month



- A. Use arrows to navigate forward and backward, or the calendar icon to select a week.
- B. Change "View By" to Weekly or Period (Monthly)
- C. Select Time Reporting Codes (TRC) from drop-down list
- D. Use "Request Absence" to report sick leave or vacation
- E. Leave Comments

**Enter Work Hours and Miscellaneous Leave**

IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity	Date		
8:00AM	12:00PM	1:00PM	5:00PM	8.00	REG - Regular Salaried Hours Worked		7/9		+
					BRV - Bereavement Leave	4.00	7/10		+
8:00AM			12:00PM	4.00	REG - Regular Salaried Hours Worked		7/10		+
10:00PM				8.00	REG - Regular Salaried Hours Worked		7/11		+
			6:00AM		REG - Regular Salaried Hours Worked		7/12		+

- A. The first line indicates a regular schedule with a meal
- B. The two lines shows a half day of work with leave; use the “+” sign to add another record for the same day
- C. The two lines show a night shift: clock in at 10:00 pm and clock out the next day.

*Punch Type and Elapsed Type Time Entries*

- Punch type: regular salaried hours worked (REG) requires **IN** and **OUT** (for example, 8:10AM),
- Elapsed type: leave and compensatory time off related hours requires **Quantity** (for example, 4 hours)

*Common Time Reporting Codes (TRC) for Hours Worked*

Work TRC	Description	Type
REG	Regular Salaried Hours Worked	Punch
HWK	Holiday Worked	Elapsed
HLW	Holiday Hours Worked- Police Dept	Elapsed
PHW	Police Holiday Hours Worked on Weekend	Elapsed

*Common Time Reporting Codes (TRC) for Leaves of Absence*

Leave TRC	Description	
AES	Admin Leave Exemplary Service	Paid administrative leave to award for exemplary service
BRV	Bereavement Leave	Attend a funeral for a covered family member or coworker
FOS	Foster Parent Leave	Paid leave for foster parent meetings
JUR	Jury/Witness Duty, Subpoena	When called to serve on a jury panel or have been subpoenaed as a witness
LWP	Admin Leave With Pay	Paid leave to record administrative leave
MIL	Military Leave	Paid leave for covered absences due to military service
NTG	National Guard Leave	Paid leave for covered absences due to National Guard service
SDF	Sick Lve Donation Take- FMLA	Receive direct donation of sick leave for FMLA and use as paid leave

**Staff Timesheet Entry –  
Detail Guide**

Leave TRC	Description	
SDR	Sick Lve Donation Take- REG	Receive direct donation of sick leave and use as paid leave
VHC	Veteran's Healthcare	Veteran medical or mental health leave
VOT	Voting Leave	When an employee cannot vote outside of work schedule

Unpaid Leave	Description	
DOC	Dock Pay/ Reduce Salary	Unpaid leave used to reduce salary/dock pay
LOP	Admin Leave Without Pay	Unpaid leave to record administrative leave
PAR	Parental Leave	Unpaid leave used when a parent employee does not qualify for FMLA

Payroll Assigned Leave	Description	
HOL	Paid Holiday Hours	Hours will be assigned based on FTE
EMG	Emergency Leave	Campus closure

- **Holiday:** Payroll will upload on your timesheet. Full-time employees will receive 8 hours of holiday pay, and part-time employees will receive a proportionate number of hours based on their FTE.

FTE	Holiday Hours	FTE	Holiday Hours
50% - 52%	4.00	75% - 78%	6.00
53% - 56%	4.25	79% - 81%	6.25
57% - 59%	4.50	82% - 84%	6.50
60% - 62%	4.75	85% - 87%	6.75
63% - 65%	5.00	88% - 90%	7.00
66% - 68%	5.25	91% - 93%	7.25
69% - 71%	5.50	94% - 96%	7.50
72% - 74%	5.75	97% - 99%	7.75

*Common Time Reporting Codes (TRC) for Comp Time*

Comp TRC	Description
HCT	Hol/Clo Comp Taken
SCT	Straight Comp Taken
PCT	Premium Comp Taken
PCP	Premium Comp Paid
OSC	Part-time Employee Over Standard Comp Taken
PHT	Police Holiday Comp Taken
HST	Police Dept HOL/STR Comp Taken
HSP	Police Dept HOL/STR Comp Paid

Enter Sick Leave / Vacation

The screenshot shows the 'Enter Time' interface for a user with Job Title 'SrPubSafOf - UnivPolice'. The date range is 'March 1, 2023 - March 7, 2023'. The 'View By' is set to 'Weekly'. The 'Scheduled' time is 168.00 and 'Reported' is 0.00. There are buttons for 'View Legend', 'Save for Later', 'Submit', and 'Request Absence'. The 'Request Absence' button is highlighted with an orange box. Below the buttons is a table with columns: Day Summary, IN, Meal Out, In, OUT, Time Reporting Code, Quantity, and Comments. The table shows rows for Wednesday (01), Thursday (02), Friday (03), and Saturday (04), each with a 'Reported 0.00' status and empty input fields for time reporting.

- Click Request Absence button on timesheet to report sick leave
- Partial days: click Apply Absence to select the entire 8 hours or partial day for less than 8 hours then click Submit.
- Half day check box: select to apply 4 hours
- Leave comments for approval if needed

The screenshot shows the 'Request Absence' dialog box. The user is identified as 'Time & Labor Business Analyst'. The 'Start Date' is 03/06/2024 and the 'End Date' is 03/06/2024. The 'Absence Name' is set to 'Sick'. There are buttons for 'Apply Absence' and 'Submit'. Both the 'Apply Absence' and 'Submit' buttons are highlighted with orange boxes.

**Request Absence**

Time & Labor Business Analyst

\*Start Date: 03/06/2024

End Date: 03/06/2024 +1 Day

\*Absence Name: Sick

Balance: 109.00 Hours\*\*

**Partial Days: None**

Duration: 8.00 Hours

Comments

Submit

**Request Absence**

Time & Labor Business Analyst

\*Start Date: 02/12/2024

\*Absence Name: Sick

Balance: 124.00 Hours

Partial Days: None

Duration: 8.00 Hours

Comments

Submit

**Partial Days**

Done

Partial Days: Start Day Only

Start Date: 02/12/2024

Start Day is Half Day: No

Duration: 2 Hours

## Review or Cancel Absences

**Time**

**Enter Time**  
03/01/24 - 03/31/24  
Reported 2.00

**Cancel Absences**

**Absence Balances**  
135 Vacation Balance  
109 Sick Balance  
As Of 2024-02-29

**Absence Request History**

From  Through

**Absence Request History**

1-10 of 17 | View All

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	Cancel
Sick	Approved	03/08/2024	03/08/2024	2 Hours	Employee Timesheet	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
Sick	Approved	02/28/2024	02/28/2024	2 Hours	Employee Timesheet	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>
Sick	Approved	02/26/2024	02/26/2024	8 Hours	Employee Timesheet	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>

**Check Time Status**

**Enter Time**

\*Job Title: Time & Labor Business Analyst

February 13, 2023 - February 19, 2023

Scheduled 40.00 | Reported 4.00

\*Time Reporting Code / Time Details

BRV - Bereavement Leave 4.00

**Leave and Compensatory Time Balances**

	Compensatory Time Off Plan
1	
<b>End Balance</b>	

**Legend**

- Time Details
- Saved
- Approved
- Pending Approvals
- Denied
- Pushed Back
- Exception
- Absence
- Reported
- Reported Under Schedule
- Reported Over Schedule
- OFF Day

\*View By: Weekly

17 Fri 18 Sat 19 Sun

0 of 8 0 of 0 0 of 0

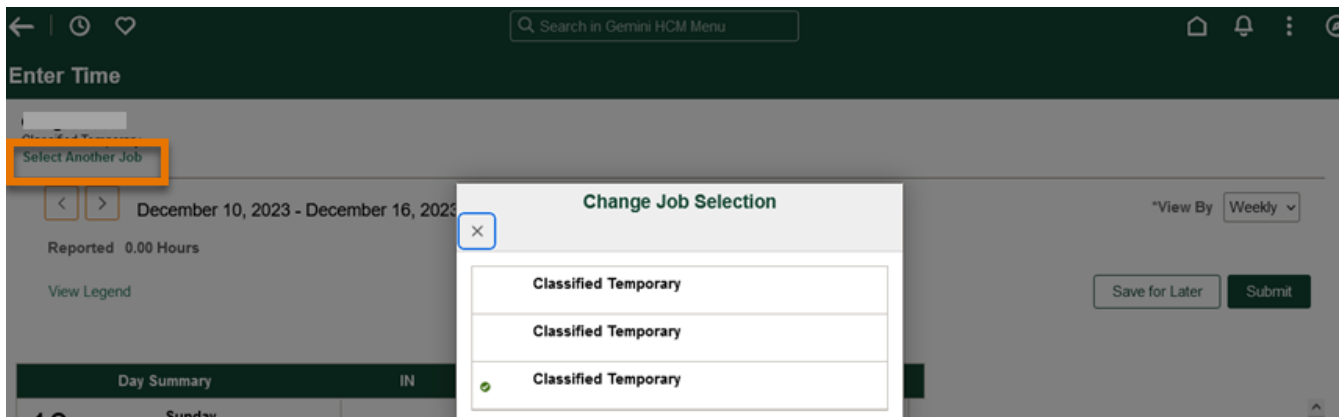
View Legend will show status of time submitted. Make sure your time has been submitted (reported) and approved before the deadline.

**Switch Timesheet**

← 🔍 Search in Gemini HCM Menu 🏠 🔔 ⋮

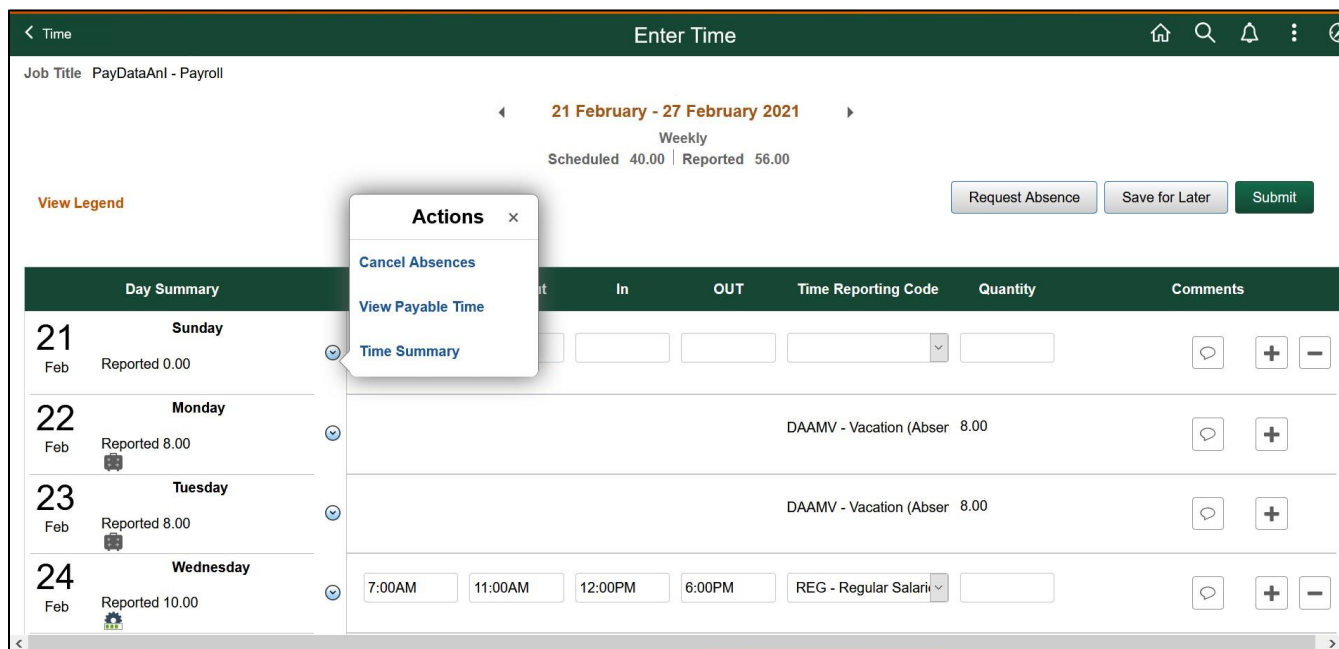
**Time**

**Enter Time**  
12/01/23 - 12/15/23  
Reported 0.00



If you have multiple jobs, click Select Another Job to switch to another timesheet

## Actions List on Timesheet



Click the drop-down arrow to view the Actions list.

**Check Compensatory (Comp) Time Balance**

The screenshot shows the 'Enter Time' mobile application interface. On the left, a calendar view displays dates from Feb 24 to Feb 27. Each date shows a 'Reported' time: 8.00 for Wednesday, 10.00 for Thursday, Friday, and Saturday. The main area shows time entry options for each day, including buttons for 7:00AM, 11:00AM, 12:00PM, and 6:00PM, along with a dropdown menu set to 'REG - Regular Salari' and input fields. At the bottom, a table titled 'Leave and Compensatory Time Balances' is displayed.

	Compensatory Time Off Plan	Plan Type	STRAIGHT	End Balance
1	STRAIGHT	Comp Time		
2	PREMIUM	Comp Time		13.50
3	HOL&CLO	Comp Time		4.00

Comp time balances update weekly. Comp time accrued during the week will be updated in next week.

**Compensatory Time Off**

**Holiday & Closure Comp Time**

- Holiday & Closure: Payroll will upload paid holiday and closure hours
- Worked on holiday or closure **with approval** accrues compensatory time off at the rate of one hour for each hour worked (straight time), and use as paid leave within 12 months

TRC	Description	
<b>Regular Employee</b>		
HWK	Holiday Worked	Regular employees who worked on holiday that doesn't fall on weekends
CWK	Closure Worked	Regular employees worked when campus is closed due to weather conditions
<b>Police Officers</b>		
HLW	Holiday Worked	Holiday Hours Worked on weekdays for campus police officers
CLW	Closure Worked	Closure Worked for campus police officers
PHW	Police Holiday on Weekend worked	Police officers who are required to work on a national or state holiday that falls on a Saturday or Sunday



**Compensatory Time Off for Non-exempt Staff**

	<b>Federal: Premium Comp</b>	<b>State: Straight Comp</b>
<b>Earning</b>	Employee who is <u>required and permitted</u> to work >40 hours/week, the system accrues comp time off at rate of <b>1.5 hours</b> for one hour overtime worked	Employee’s <b>work hours + paid leave + holiday &gt; 40</b> hours per workweek, but total hours of <b>physical work &lt; 40 hours</b> , the system accrues straight comp time off at rate of <b>1 hour</b> for each hour greater than 40 hours
<b>Usage</b>	Used as paid leave before vacation leave	
<b>Expiration</b>	Never expires	12 months
<b>Limitation</b>	Regular employee maximum 240 hours; Law enforcement personnel maximum 480 hours	

**Part-Time Employee Over Standard Hours**

- For a part-time and benefits eligible employee, who is assigned less than 40 hours/week. For example, Bob has been assigned standard hours 20 hours/week.
  - Over 20 hours/week standard hours:
    - If Bob worked 25 hours, which is over his standard hours, the 5 hours will be paid at his regular rate.
    - If worked hours + paid leave + holiday > 20 standard hours, for example 25 hours, the Over Standard Comp will accrue 5 hours, and it can be used as paid leave before expired.
  - Over 40 hours/week:
    - If Bob is required to physically work > 40 hours, let’s say 42 hours, 3 hours (3 hours = 2 hours overtime\*1.5) of Premium Comp Time will be accrued, and it can be used as paid leave.

**Use Comp Time Off as Paid Leave**

- Select TRC from drop-down list and type in hours (maximum 10 hours a day)
  - PCT: Premium Comp Time Taken
  - SCT: Straight Comp Time Taken
  - HCT: Holiday/Closure Comp Taken
  - OSC: Over Standard Comp Taken
- Check and use your comp time off before it expires

IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value=""/>	<input type="text"/>	1/8
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		PCT - Premium Comp Taken	8.00	1/9

**Request Comp Time Payout**

Premium Comp

- Department approves payment
- FLSA status change from Nonexempt to Exempt
- Monthly Nonexempt changes to a Semi-monthly Nonexempt
- Transfer to another state agency
- Transfer to another department
- Termination

Straight Comp

- With authorization of the VP of department, if the employee takes comp time off would disrupt normal teaching, research or other critical functions
- Earns for work directly related to disaster or emergency declared by the appropriate officer of the state or federal government.

Holiday & Closure Comp

- With authorization of the VP of department, if the employee takes comp time off would disrupt normal teaching, research or other critical functions

IN	Meal Out	In	OUT	Punch Total	Time Reporting Code	Quantity	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		PCP - Premium Comp Paid ▾	40.00	2/5