**Absence Definitions Job Aid**

Absence eligible employees must select an absence name and a reason when submitting an absence request in HRMS. This document defines available absence names and provides links to additional resources on eligibility, policies and reasons. Commonly used absences include vacation, sick, personal and compensation (comp) time. Use the primary reason highlighted in bold for each absence name unless the manager or unit absence administrator direct otherwise. Units may have procedures on entering alternate reason codes for their employees or may give direction to the employee themselves on entering different reason codes.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Definition</th>
<th>Reason</th>
<th>Absence Information on OHR website</th>
</tr>
</thead>
</table>
| **Vacation**        | Vacation leave is paid time off of work for personal activities. The amount of vacation time you earn can be affected by several factors such as: employee group, length of service at the university, and the number of hours you work a year. Refer to the governing contracts, rules and policies for specific information on employee groups. | - Other  
- FMLA  
- Military Leave  
- Workers Comp | Vacation  
www.umn.edu/ohr/benefits/leaves/sick  
FMLA  
www.umn.edu/ohr/benefits/leaves/fmla  
Medical Leave  
www.umn.edu/ohr/benefits/leaves/medical |
| **Sick**            | Policies, rules, and contract language governing sick leave vary by employee group. For more details about sick leave eligibility, accrual rates, and what happens when you change jobs, leave a job, or return to the University, read the rules for your employee group. | - Other  
- FMLA  
- Workers Comp | Military Leave  
www.umn.edu/ohr/benefits/leaves/military  
Bereavement Leave  
www.umn.edu/ohr/benefits/leaves/bereavement  
Parental Leave  
www.umn.edu/ohr/benefits/leaves/parental |
| **Personal Holiday**| A personal holiday is provided to specific employee groups in lieu of a scheduled “floating” holiday. As of July 2012, this holiday must be taken during the fiscal year between the dates of July 1 and June 30. It cannot be banked or utilized outside this period, or it is lost. Approval and tracking of this holiday in HRMS is the responsibility of the local unit. | - Personal Holiday  
- FMLA | |
| **Comp Time**       | Time off with pay for overtime worked, in lieu of overtime pay. | - Comp Time  
- FMLA  
- Workers Comp | |

*Continued on Side B.*
## Absence Definitions Job Aid

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Definition</th>
<th>Reason</th>
<th>Absence Information on OHR website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excused Paid</td>
<td>Employees who qualify can request excused paid time off for allowable reasons.</td>
<td>• Other</td>
<td>Faculty Leaves including Sabbaticals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Administrative</td>
<td>policy.umn.edu/Policies/hr/Leaves/FACLeAVES.html</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Entrepreneurial</td>
<td>P&amp;A Leaves (Covers multiple reason types)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FMLA</td>
<td>policy.umn.edu/Policies/hr/Leaves/PROfTRANSLeAVE.html</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Jury Duty/Court Appearance</td>
<td>Personal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Medical</td>
<td><a href="http://www.umn.edu/ohr/benefits/leaves/loa">www.umn.edu/ohr/benefits/leaves/loa</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Military Leave</td>
<td>Absence for Religious Holidays</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Parental Leave</td>
<td>policy.umn.edu/Policies/hr/Leaves/RELIGIOUSHOLIDAYS.html</td>
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<tr>
<td></td>
<td></td>
<td>• Personal</td>
<td>Voting &amp; Election Judge Leave</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sabbatical</td>
<td><a href="http://www.umn.edu/ohr/benefits/leaves/election">www.umn.edu/ohr/benefits/leaves/election</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Single Semester</td>
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<td></td>
<td></td>
<td>• Union/Labor</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Voting/Election Judge</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Workers Comp</td>
<td></td>
</tr>
<tr>
<td>Excused Unpaid</td>
<td>Employees who qualify can request excused unpaid time off for allowable reasons.</td>
<td>• Other</td>
<td>Jury Duty &amp; Court Appearance Leave</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Disability</td>
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<tr>
<td></td>
<td></td>
<td>• FMLA</td>
<td>School Conference &amp; Activity Leave</td>
</tr>
<tr>
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<td></td>
<td>• Military Leave</td>
<td><a href="http://www.umn.edu/ohr/benefits/leaves/school">www.umn.edu/ohr/benefits/leaves/school</a></td>
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<td></td>
<td>• Other</td>
<td>Personal Holiday</td>
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<tr>
<td></td>
<td></td>
<td>• Parental Leave</td>
<td><a href="http://www.umn.edu/ohr/benefits/leaves/personalHoliday">www.umn.edu/ohr/benefits/leaves/personalHoliday</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Personal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sabbatical</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Workers Comp</td>
<td></td>
</tr>
</tbody>
</table>
Exception Hourly Employees

Employee groups that receive pay without filing out a timesheet are on positive pay. Exceptions to their work schedules such as overtime, shift differential or holiday pay need to be reported on an electronic timesheet in MyU to initiate process payment.

Navigate to: MyU> My Time> Submit Timesheet.

A: TIME REPORTER DATA

- Name of employee, job title, employee ID, and empl record and earliest change date (last day to update time-related data for pay period).

B: TIMESHEET CALENDAR DETAILS

- View By defaults to “Calendar Period” but time reporters can select “Week” or “Day” for viewing. Best practice is to view by “Calendar Week.”
- Date defaults to the payroll period begin date.
- Scheduled Hours reflect the work schedule of the employee. Schedules can range from “0.0” hours to “40.00” hours.
- Reported Hours reflect the number of timesheet reported hours for the employee.
- Previous Week and Next Week allows the time reporter to report time for past pay periods or view future periods.
C: DAYS, HOURS FIELDS AND TIME REPORTING CODE

- Dates display in column format with singular field for total amount of exception work on a given day.

- Elapsed timesheets use the total amount of exception time worked for a day. Time is recorded in quarter hour increments (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes). Note: Total time = normally scheduled hours + overtime/shift to report.

- **Time Reporting Code** (TRC) must be selected. Available TRC’s vary depending on the employee classification. Selection is usually “REG”, regular hours. System calculations will convert overtime pay during processing. See the “Time Reporting Codes” job aid for more information.

- **Taskgroup** defaults to “PSNONCATSK” reflecting the use of payroll accounting funding source defaults. Time reporters should only change this code if overriding the assigned fund source for the employee. The plus icon can be used to add an additional row if multiple TRC’s need to be reported. See your supervisor or unit time administrator for instructions on when and how to override.

- <Submit> will save and submit the timesheet for approval processing.

- Absence requests will display on the timesheet if the absence date falls within the calendar period.

D: MULTIPLE TABS WITH TIMESHEET DATA

- **Reported Time Status** - reflects the status of each daily entry on the timesheet.

- **Summary** - reflects total hours reported on timesheet.

- **Exceptions** - flags exceptions on timesheet entries that need to be resolved. Levels are ranked as low, medium or high exceptions.

- **Payable Time** - reflects status of payment to employee and amount paid to employee. Entered time is rounded to nearest quarter hour.

E: ACTIVE LINKS FOR THE TIME REPORTER

- **Absence Reporting** - links to the Submit Absence page.

- **Self-Service** - links to the MyU homepage.

- **Time Reporting** - returns to the Submit Time page.

⚠️ Time reporters should report work time DAILY.
Anatomy of a Page: Punch Timesheet Job Aid

Employees reporting hourly time

Two types of timesheets exist in HRMS: punch and elapsed. One or the other is assigned to a time reporter. Employees who would not otherwise be paid unless they turn in their work hours must complete an electronic timesheet in HRMS in order to be paid for their work. Unit time administrators can assist employees without access to computers.

Navigate to: MyU > My Time > Submit Timesheet.

A: TIME REPORTER DATA
- Name of employee, job title, employee ID, and empl record and earliest change date (last day to update time-related data for pay period).

B: CALENDAR DETAILS REGARDING THE TIMESHEET
- View By defaults to “Calendar” but time reporters can select “Week” or “Day” for viewing. Best practice is to view by “Calendar Week.”
- Date reflects the payroll period begin date.
- Scheduled Hours defaults to the work calendar of the employee. Schedules can range from “0.0” hrs to “40.00” hours.
Anatomy of a Page: Punch Timesheet Job Aid (cont.)

- **Reported Hours** reflect the number of timesheet reported hours for the employee.
- **Previous Week** and **Next Week** allows the time reporter to report time for past pay periods or enter time for future pay periods.

**C: DAYS, HOURS FIELDS AND TIME REPORTING CODE**

- Dates display in column format with singular field for total amount of exception work on a given day.
- Time for exception hourly employees must be entered as actual “Punch Time” (eg., 8:10 am). Times in and out should be entered.
- **Time Reporting Code** (TRC) must be selected. Available TRC’s vary depending on the employee classification. Selection is usually “REG”, regular hours. System calculations will convert overtime pay during processing. See the “Time Reporting Codes” job aid for more information.
- **Taskgroup** defaults to “PSNONCATSK” reflecting the use of payroll accounting funding source defaults. Time reporters should only change this code if overriding the assigned fund source for the employee. The plus icon can be used to add an additional row if multiple TRC’s need to be reported. See your supervisor or unit time administrator for instructions on when and how to override.
- **<Submit>** will save and submit the timesheet for approval processing.
- Absence requests will display on the timesheet if the absence date falls within the calendar period.
- **<Clear>** is used to clear out entries on timesheet.

**D: MULTIPLE TABS WITH TIMESHEET DATA**

- **Summary** - reflects total hours reported on timesheet.
- **Exceptions** - flags exceptions on timesheet entries that need to be resolved. Levels are ranked as low, medium or high exceptions.
- **Payable Time** - reflects status of payment to employee and amount paid to employee. Entered time is rounded to nearest quarter hour.

**E: ACTIVE LINKS FOR THE TIME REPORTER**

- Absence Reporting - links to the **Submit Absence** page.
- Self-Service - links to the **MyU** homepage.
- Time Reporting - returns to the **Submit Time** page.

⚠️ Time reporters should report work time DAILY.
Approving Absences Job Aid

Supervisors must approve the absence requests of their employees in MyU. Supervisors should be familiar with the governing contracts and rules surrounding employment classifications of all of their employees.

1. Navigate to: MyU > Manager Info.
2. Under Absence, click <Approve Absence> to view your employees.
3. Click the employee name to review request.
4. Review the following information on the absence request.
   a. Is the start date and end date reasonable for the absence type?
   b. Is absence name and reason appropriate for this type of employee?
   c. Is the total duration calculating accurately?
   d. Do not use the Comment field.
5. Review current absence balances for employee.
   a. View Absence Request History – see side B.
   b. View Absence Balances – see side B.
6. Click <Approve>, <Deny> or <Push Back>.
   a. <Approve> saves and processes the request.
   b. <Deny> returns the request to the employee.
   c. <Push Back> returns the request to the employee for editing.
VIEW ABSENCE BALANCES

Approved absences are deducted from the employee's balance in pay period during which absence occurs. For changes to approved absences, see your local absence administrator.

VIEW ABSENCE REQUEST HISTORY

Absence history can be useful when making determinations on absence requests.
Approving Timesheets

Supervisors must approve the timesheets of their employees in MyU. Supervisors should be familiar with the governing contracts and rules surrounding employment classifications of all of their employees.

1. Navigate to: MyU > Manager Info > Time > Approve Time.

2. Enter search criteria in Employee Selection Criteria then click <Get Employees>. Recommendations for searches can be found in the “Timesheets Search Criteria for Supervisors” job aid.

3. View results on bottom of page. If desired, change view parameters by entering:
   - View By: “All Time After”, “All Time Before”, “Day”, “Week.”
   - Date: “XX/XX/XXXX.”
   - Previous Week
   - Next Week

4. Click the name of the employee to view daily entries in their bi-weekly timesheet.

5. Review timesheets for accuracy:
   a. Review entries with status “Needs Approval.”
   b. Confirm daily reported time is accurate:
      - Punch Timesheets - use real time (e.g., 8:10) and “am” and “pm” entries.
      - Elapsed Timesheets - report total time for a day using quarter hour increments (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes).
   c. Confirm Time Reporting Codes for accuracy.
   d. If Taskgroup is “PA_OVRRDE”, confirm combination code is accurate.

6. Select the checkbox(es) for entries requiring approval.

7. Click <Approve>.

   If timesheet entries are in error and must be pushed back or denied, select them but use the alternate <Deny> or <Push Back> to return them to the time reporter.

8. Click <OK> to confirm.

9. Click <OK> to complete.
Overriding Funding Sources on Timesheets Job Aid

Funding sources, or distributions, are defined within the Payroll Accounting module in HRMS. The distribution definition is used when processing timesheets for employees. Occasionally, the funding source needs to be modified for the specific payroll period. Employees, supervisors and unit time administrators are able to override the funding source and identify a new source for the single payroll period. This job aid explains the steps to overriding and splitting payroll expenses on a timesheet.

⚠️ Is funding source changing permanently or only for the current bi-weekly pay period? If this is a permanent change modify distribution entry instead.

1. In the Taskgroup field, select “PA_OVRRIDE” for the pay period entries to display additional fields.

2. Search for the combination code by clicking <ChartFields>.

   Note: This search allows for viewing the combination code and ChartField string together ensuring data integrity.
3. Search by entering data into the Combination Code field or the ChartField Detail section then click <Search>.

4. Review the combination code values and the ChartField string values. Verify the accuracy of the combination code, then click <Select>. The combination code will automatically be filled into the Combination Code field on the timesheet.

5. Add multiple rows to separate days and hours for each combination code on the timesheet by clicking the plus icon.
Steps to Reporting Time Job Aid

Time reporters must submit time via an electronic timesheet in MyU. Best practice is to report time daily. Employees should be familiar with the governing contracts and rules surrounding their employment classifications as this may impact eligibility for overtime, shift, etc. supervisors and unit time administrators can offer guidance with questions related to timesheet entry.

1. Navigate to: MyU > My Time > Submit Timesheet.

2. View By drop-down menu defaults to the current bi-weekly timesheet or “Calendar Period” for all timesheets. The view can be changed if desired.
   - Clicking <Previous Period> and/or <Next Period> allows the time reporter to report time for past pay periods or view future periods.

3. Enter daily reporting of time worked:
   a. Punch timesheets:
      - Report daily time using In and Out punches for an employee (e.g., 8:10 am - 10:17 am).
   b. Elapsed timesheets:
      - Report total time for a day using quarter hour increments (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes). Note: Total time = normally scheduled hours + overtime/shift to report.

4. In the Time Reporting Code field enter the appropriate time reporting code. Options available to time reporter depend on employee class. See the “Time Reporting Codes” job aid for more information.

5. The Taskgroup field defaults to “PSNONCATSK” which will use the default funding for the employee. Employees should NOT change this field unless directed to do so by their supervisor or unit time administrator.

6. Enter comments if desired.

7. Click <Submit>.

8. Click <OK> to certify the hours submitted.

9. Click <OK> to complete.

10. The status of the entry is reflected as “Needs Approval.”

11. Monitor the status of your timesheet for “Pushed Back” or “Denied.”
   - Editing entries may be required if the supervisor returns entries to the time reporter.

   Time reporters will not be notified when actions have been taken on reported time. They should monitor the status of their entries for “Approved”. If time is not approved the employee will not be paid.
Submitting an Absence Request for Full Days Job Aid

Absence-eligible employees will use the Human Resource Management System (HRMS) to request vacation, sick, personal holiday or comp time. HRMS allows employees to enter absences in a full day, half day or quarter hour increments of time. Employees should be familiar with the expectations of their unit when initiating requests and should understand the governing contracts and rules pertaining to their employment classification.

2. In the Start Date field enter the start date of the absence.
3. Filter by Type field is not required.
4. From the Absence Name drop-down menu select the absence name. Options may vary depending upon eligibility. Choose between “Vacation”, “Sick Leave”, “Personal Holiday”, “Comp Time”. Do not select “Excused Paid” or “Excused Unpaid” unless directed to do so.
   
   Note: Personal Holidays will display for Duluth, Morris and Crookston employees but they are not eligible for using this benefit.
5. In the End Date field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.
6. From the Reason drop-down menu select the absence reason. Use “Other”, “Personal Holiday”, or “Comp Time” unless directed differently. See the “Absence Definitions” job aid for more information.
7. Leave the Partial Days field at “None” to reflect full-day requests.
8. Do not use the Duration field. Duration will display the total hours of the request after the system performs the absence calculation.
9. Click <Calculate Duration>. The system calculates duration based on your work schedule and the selections you have entered. Click <Monthly Schedule>. If your work schedule is not correct, see your supervisor or unit absence administrator.
10. The Comment field is not used. Do not enter comments.
11. Click <Submit> or <Save for Later>
   
   • <Submit> saves the request and routes it to your supervisor for approval.
   • <Save for Later> saves the request but does not route it to your supervisor. Edit your request by clicking <Absence Request History> on the My Time page.
12. Click <Yes> to confirm submission.
13. Click <OK> to complete.

Monitor notifications/emails – when supervisors review requests, notifications/emails are automatically sent to the employee on the status of the requests.
Submitting an Absence Request for Partial Days Job Aid

Certain employment groups at the University have specific parameters on the amounts of time that can be submitted on an absence request. This document captures how to use partial days for those employee groups.

FACULTY, ACADEMIC PROFESSIONALS (P&A) AND ADMINISTRATIVE EMPLOYEES

Faculty, Academic Professionals (P&A) and Administrative employees must submit absences in full or half day increments only.

1. Navigate to MyU>My Time > Request Time Off
2. In the Start Date field enter the start date of the absence.
3. Filter by Type field is not required.
4. From the Absence Name drop-down menu select the absence name. Options may vary depending upon eligibility. Choose between “Vacation” or “Personal Holiday”. Do not select “Excused Paid” or “Unpaid” unless directed to do so.
5. In the End Date field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.
6. From the Reason drop-down menu select the absence reason. Use “Other” or “Personal Holiday” unless directed differently. See the “Absence Definitions” job aid for more information.
7. From the Partial Days drop-down menu select the partial days option. The partial days selection identifies which day of the absence will be partial – all other days remain as full days. Choose between “All Days”, “End Day Only”, “Start Day Only”, “Start and End Day Only.”
8. For half day request, the Hours field is not required.
9. Select the Half Day checkbox. Selecting the checkbox calculates the partial day as a half day. Note: the checkbox name corresponds with the partial day selection.
10. Do not use the Duration field. Duration will display the total hours of the request after the system performs the absence calculation.
11. Click <Calculate Duration>. The system calculates the duration based on your work schedule and the selections you have entered. Click <Monthly Schedule>. If your work schedule is not correct, see your supervisor or unit absence administrator.
12. The Comment field is not used. Do not enter comments.
13. Click <Submit> or <Save for Later>.
   - <Submit> saves the request and routes it to your supervisor for approval.
   - <Save for Later> saves the request but does not route it to your supervisor. Edit your request by clicking <Absence Request History> on the My Time page.
14. Click <Yes> to confirm submission.
15. Click <OK> to complete.

Monitor notifications/emails – when supervisors review requests, notifications/emails are automatically sent to the employee on the status of the requests.
Submitting an Absence Request for Partial Days Job Aid (cont.)

BARGAINING UNITS AND CIVIL SERVICE EMPLOYEES
Bargaining Units and Civil Service employees may submit partial days but should use quarter hour increments when submitting the request.

1. Navigate to MyU > My Time > Request Time Off
2. In the Start Date field enter the start date of the absence.
3. Filter by Type field is not required.
4. From the Absence Name drop-down menu select the absence name. Options may vary depending upon eligibility. Choose between “Vacation,” “Sick Leave,” “Personal Holiday,” “Comp Time.” Do not select “Excused Paid” or “Unpaid” unless directed to do so.
5. In the End Date field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.
6. From the Reason drop-down menu select the absence reason. Use “Other,” “Personal Holiday” or “Comp Time” unless directed differently. See the Absence Definitions job aid for more information.
7. From the Partial Days drop-down menu select the partial days option. The partial day selection identifies which day of the absence will be partial – all other days will remain as full days. Choose between “All Days,” “End Day Only,” “Start Day Only,” “Start and End Day Only.”
8. In the Hours field enter the total partial day hours. Note: Entry of time should be made in quarter hour increments (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes).
9. Do not use the Half Day checkbox. It is not required.
10. Do not use the Duration field. Duration will display the total hours of the request after the system performs the absence calculation.
11. Click <Calculate Duration>. The system calculates the duration based on your work schedule and the selections you have entered. Click <Monthly Schedule>. If your work schedule is not correct, see your supervisor or unit absence administrator.
12. The Comment field is not used. Do not enter comments.
13. Click <Submit> or <Save for Later>
   ✪ <Submit> saves the request and routes it to your supervisor for approval.
   ✪ <Save for Later> saves the request but does not route it to your supervisor. Edit your request by clicking <Absence Request History> on the My Time page.
14. Click <Yes> to confirm submission.
15. Click <OK> to complete.

⚠ Monitor notifications/emails – when supervisors review requests, notifications/emails are automatically sent to the employee on the status of the requests.
When supervisors navigate to MyU>Manager Info> Approve Time or MyU>Manager Info> Review Exceptions they can search for employees using various search criteria. Entering search criteria can identify specific employees that are a part of one department, report to one supervisor or who are a part of a specific group. After search criteria is set, click <Get Employees> to view results.

Search criteria can be set using one field or multiple fields. Click the magnifying glass to view the options within the search field. This job aid defines the search fields.

**SEARCH FIELDS DEFINITIONS**

- *Time Reporter Group* - there are two time reporter groups to select from: “All Active Time Reporters” and “All Inactive Time Reporters.”
- *Employee ID* - seven digit unique identification number assigned to an employee.
- *Empl Record* - the numeric value that identifies the job record for the employee. Each employee has a minimum of one job record.
- *Last Name* - last name of the employee.
- *First Name* - first name of the employee.
- *Department* - Chart of Accounts five digit department identification code the employee is assigned to.
- *Reports to Position Number* - the position number of the supervisor who the time reporter reports to.
Timesheets Search Criteria for Supervisors (cont.)

- **Workgroup** - employees are categorized into specific workgroups. Workgroups are a group of time reporters who are paid in the same way and processed using the same business process rules. Workgroups determine what time reporting codes are available through the TRC program.

<table>
<thead>
<tr>
<th>Workgroup</th>
<th>Description</th>
<th>Workgroup</th>
<th>Description</th>
<th>Workgroup</th>
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<tr>
<td>AFSCMECEXH</td>
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<td>COMPASS</td>
<td>Facilities Management COMPASS</td>
<td>PROFTRNHRL</td>
<td>Profs in Training Hrly</td>
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<td>RPRFEXH</td>
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<td>AFSCME Health Care Exhrly</td>
<td>CVSLHRL</td>
<td>Civil Service Seasonal Temp Hr</td>
<td>RPRFHL</td>
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<td>AFSCME Health Care Hrly</td>
<td>FACPNAEXC</td>
<td>Faculty/Prof &amp; Admin Exhrly</td>
<td>TEAMSTREXH</td>
<td>Teamster Exhrly</td>
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<tr>
<td>AFSCMETEXH</td>
<td>AFSCME Technical Exhrly</td>
<td>FACPNAHRL</td>
<td>Faculty/Prof &amp; Admin Hrly</td>
<td>TEAMSTRHRL</td>
<td>Teamster Hrly</td>
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<td>AFSCME Technical Hrly</td>
<td>GRADASTEXH</td>
<td>Graduate Assistants Exhrly</td>
<td>TEMPSLEXH</td>
<td>Temporary &amp; Casual Exhly</td>
</tr>
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<td>Broadcast Technicians Exhrly</td>
<td>GRADASTHRL</td>
<td>Graduate Assistants Hrly</td>
<td>TEMPCSLHRL</td>
<td>Temporary &amp; Casual Hrly</td>
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<td>Civil Service Exhrly</td>
<td>KRONOS</td>
<td>Auxiliary Services KRONOS</td>
<td>TRADESHRL</td>
<td>Trade Employee Hrly</td>
</tr>
<tr>
<td>CIVLSERHRL</td>
<td>Civil Service Hrly</td>
<td>POLICEEXH</td>
<td>Police Exhrly</td>
<td>UNDSTUDEXH</td>
<td>Undergraduate Student Exhrly</td>
</tr>
<tr>
<td>CIVLVCLEXH</td>
<td>Civil Service V Class Exhrly</td>
<td>POLICEHRL</td>
<td>Police Hrly</td>
<td>UNDSTUDHRL</td>
<td>Undergraduate Student Hrly</td>
</tr>
<tr>
<td>CIVLVCILHRL</td>
<td>Civil Service V Class Hrly</td>
<td>PROFTRNEXH</td>
<td>Profs in Training Exhrly</td>
<td>VETKRONOS</td>
<td>Veterinary Medicine KRONOS</td>
</tr>
</tbody>
</table>

- **Taskgroup** - employees are categorized into two specific taskgroups which are used to identify the funding source for the payable time. Two options exist:

<table>
<thead>
<tr>
<th>Workgroup</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSNONCATSK</td>
<td>Commitment Accounting (AKA – Payroll Accounting) - default group what uses distribution entry definitions for funding source.</td>
</tr>
<tr>
<td>PA_OVRRIDE</td>
<td>PA Combo Code Override – use of this code overrides payroll accounting definitions.</td>
</tr>
</tbody>
</table>

- **Position Number** - a six digit numeric value identifying a position within a department.