Time Entry Codes
(For Employees, Managers and Timekeepers)

Time Code	Who	When to Use
Hours for Accrual	All Employees: Employees on Leave	This code is used to report an adjustment (postiive or negative) to leave accrual for an employee on a Leave of Absence (LOA).
Asbestos Pay	All Employees: State/Regular (Exempt/Non-Exempt)	This code is used for employees who have consented and are required to perform asbestos work. Use this code to report time worked when performing asbestos work.
Bilingual Pay	All Employees: State/Regular (Exempt/Non-Exempt)	This code is used by supervisors (or designated users) to report that an employee has provided translation services during the pay period. Bilingual Pay must be entered on the timesheet **before the timesheet is submitted for approval**. Complete the following fields on the first day (Wednesday) on the timesheet: 1. **Time Type:** Enter or select "Biligual Pay" 2. **Quantity:** Enter "1". 3. **Worktags:** Select "Manager Approved"
State Emergency Release Worked	All Employees: State/Regular (Exempt/Non-Exempt)	This code is used for Emergency Essential Employees to report time worked during a declared State of Emergency.
Comp Time Earned - Compressed Schedule	Exempt: State/Regular Employees on Compressed	This code is used to report compensatory time (comp time) earned for Exempt employees who work on compressed or modified schedules. **Note:** Comp time is not automatically calculated for employees who have been placed on a compressed schedule in Workday. This time must be entered manually using the Comp Time Earned - Compressed Schedule time entry code.
Exempts: Regular	Exempt: State/Regular Employees (**EXCEPT** MSP/NRP)	This time entry code is the default code for Exempt State/Regualr employees. This code is used to report regular work hours for Exempt employees (excluding MSP and NRP employees).
COE Comp	Non-Exempt: Cash Overtime Eligible (COE) Employees	This code is used for Cash Overtime Eligible employees to report comp time hours instead of using overtime. This code only needs to be added one time to the timesheet on the first day of the work week (Wednesday). When used, overtime is converted to comp time at a rate of time and a half.

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Contractuals: Regular	Non-Exempt: Contractual Employees	This code is used by contractual employees to report regular work hours for a full-time or part-time contractual position. This time entry code is usually the default code for Contractual employees.
K9 Off Duty Care	Non-Exempt: State/Regular Employees	This code is used to report time worked to care for the assinged dog during off-duty hours.
K9 Pay	Non-Exempt: State/Regular Employees	This code is used by employees who are assinged a dog in a K-9 unit to report time taken during work hours to care for the dog. Enter the number of hours allowed for K-9 care (e.g., enter "1").
State Emergency Release Worked	Non-Exempt: State/Regular Employees	This code is used by Emergency Essential Employees to report time worked during a declared State Emergency Release.
Non-Exempts: Regular	Non-Exempt: State/Regular Employees (EXCEPT MSP/NRP)	This time entry code is the default time code for Non-Exempt State/Regualr employees (with the exception of Maryland State Police and Maryland Natural Resources Police). This code is used to report regular work hours.

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Time Code	Who	When to Use
AGENCY SPCIFIC TIME ENTRY CODES		
Short Turnaround Pay	DHMH: All Employees	This code is used to report time worked for short turnaround time.
Worked Through Meal Break	DHMH: All Employees	This code is used to report time worked through a meal period.
Call-Back Pay	DHMH: State/Regular Employees	This code is used to report time worked when the employee is required to return to work after completing a regular shift.
On Call	DHMH: State/Regular Employees	This code is used by a supervisor to report time that the employee is required to work "on call" time. On Call time must be entered on the timesheet before the timesheet is submitted. Complete the following fields in a row on the first day (Wednedsay) in the timesheet: 1. **Time Type:** Enter or select "On Call" 2. **Quantity:** Enter "1". 3. **Worktags:** Select "DHMH: On-Call Rate"
Report Pay	DHMH: State/Regular Employees	This code is used by DHMH nurses to report time for regular work hours.
After Hours	DHR: Social or Case Workers	This code is used by a supervisor (or designated user) to report approved hours for a DHR Caseworker or Social Worker that was on After Hours duty. **The approved number of hours must be entered on the timesheet before it is submitted.** Complete the following fields for the appropriate days in the timesheet: 1. **Time Type:** Enter or select "After Hours". 2. **Quantity:** Enter the number of hours on After Hours duty. 3. **Worktags:** Select "Manager Approved".
After Hours - Worked	DHR: Social or Case Workers	This code is used by DHR Caseworkers or Social Workers to report time worked while on After Hours duty.
Races	DLLR: Racing Commmision	This code is used by employees in the DLLR Racing Commission to report the number of races worked .

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Time Code	Who	When to Use
Roll Call Adj	DPSCS: Correctional Officers Roll Call Eligible	This code is used by DPSCS timekeepers (or other designated users) to report an adjustment to the roll call time that was calculated on a work day for a DPSCS Correctional Officer. 12 minutes (or .2 hours) is automatically added for roll call. Enter a negative number to adjust the roll call calcuation (e.g., -.2). **For DPSCS Correctional Officers that are roll call eligible ONLY.**
Faculty Additional Pay	MSD: State/Regualr Faculty	This code is used by Maryland School for the Deaf State/Regular faculty to report time worked on an additonal job. Complete the following fields in a row on the first day (Wednedsay) in the timesheet: 1. **Time Type:** Enter or select "Faculty Additional Pay". 2. **Quantity:** Enter "1". 3. **Worktags:** Select "MSD: Addl Job Rates".
School Closed Day	MSD: State/Regualr Faculty	This code is used to report time for an emergency school closed day. This code is used only for MSD Faculty.
Regular	MSP/NRP: All Police	This time entry code is the default time code for Maryland State Police and Maryland Natural Resources Police. This code is used to report regular work hours.
Shift Differential	MSP/NRP: All Police	This code is used to report time worked during a Maryland State Police or Maryland Natural Resources Police officer shift. Shift differential pay is calculated based on hours entered.
Comp Time Earned	MSP/NRP: Exempt Police	This code is used to report compensatory time (Comp Time) earned for Exempt Maryland State Police and Maryland Natural Resources Police officers.
Call Out Overtime	MSP/NRP: Non-Exempt Police	This code is used to report overtime worked during Call Out time for Non-Exempt Maryland State Police or Maryland Natural Resources Polic officers
Court Overtime	MSP/NRP: Non-Exempt Police	This code is used to report time worked by for Non-Exempt Maryland State Police or Maryland Natural Resources Police officers when required to attend court.

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Time Code	Who	When to Use
Field Training Officer	MSP/NRP: Non-Exempt Police	This code is used to report pay due to Non-Exempt Maryland State Police or Maryland Natural Resources Police officers who conduct field training.
Hazardous Duty	MSP/NRP: Non-Exempt Police	This code is used to report pay due to Non-Exempt Maryland State Police or Maryland Natural Resources Police officers who are required to handle hazardous materials as part of their job. Complete the following fields in a row on the first day (Wednesday) in the timesheet: 1. **Time Type:** Enter or select "Hazardous Duty". 2. **Quantity:** Enter "1".
Premium Pay	MSP/NRP: Non-Exempt Police	This code is used to report time specific to MSP and NRP overtime in certain situations.
Overtime	MSP: Non-Exempt Police	This code is used to report overtime for Non-Exempt Maryland State Police officers. When using this time entry code, you must also select "MSP: Overtime Types" in the **Worktags** field.
Overtime	NRP: Non-Exempt Police	This code is used to report overtime for Non-Exempt NRP Police Officers. When using this time entry code, you must also select "NRP: Overtime Types" in the **Worktags** field.