

## Time Entry Earn Codes

Earn codes used frequently in payroll processing are shown below. Not all earn codes are available to every employee, so be sure to check the employee's available leave balances\* prior to use.

<b>Earn Code</b>	<b>Description</b>
001	Regular Rate
002	Special Rate
300	Holiday Pay
350	Snow/Emergency Closure
400	Vacation Time
405	Annual Leave Time
415	Floating Holiday
420	Paid Time Off
430	Service Award Day
440	Personal Time
450	Comp Time Earned
460	Comp Time Taken
500	Sick Time
530	Bereavement Leave
540	Parental Leave with Pay
600	Docked Pay
710	Union Education Leave
711	University Business Leave
730	Jury Duty

\*Leave balances can be accessed by the employee through the Michigan Tech app and through Banweb. Leave balances can be accessed by the employee's approver through Banweb. Leave balances are also e-mailed to Department Timekeepers each pay day.