



My Time

# Workday Time Entry Codes

Biweekly/Hourly Support Staff & Students



Bereavement

Regular/benefits-eligible full or part time employees





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Biweekly/Hourly Support Staff & Students

Holiday/SDO (Worked/Saved)	Regular/benefits eligible full or part time employees	To report Holiday or Special Day Off hours when you work and elect to add the hours to your vacation bank. You will be paid your regular pay for hours worked.
Holiday/SDO (Not Scheduled) Saved	Regular/benefits eligible full or part time employees	To report Holiday or Special Day Off hours when the Holiday/SDO falls on a day that you are not scheduled to work. You are eligible to add 1/5 <sup>th</sup> of your regularly scheduled hours to your vacation bank (to use at another time).
Hours Worked		The default time entry code to report regular and overtime hours worked.
Jury Duty	Regular/benefits eligible full or part time employees	To report hours when called for jury duty or witness leave. You must submit a copy of your summons and proof of jury service (signed jury slip) to your manager.
ME Paid Time Off	<span style="background-color: yellow;">      </span> /non benefits eligible employees	Effective 1/1/2021: Casual employees accrue 1 hour of Maine Paid Time Off for every 40 hours worked (up to a maximum of 40 hours) which can be used to report hours for excused absences. Available accrued hours can be viewed on your payslip or from the



