

## **Exempt Employee Time Reporting Codes to Reduce Wages for Unpaid Time Off**

If it is realized that a salaried employee should have reduced wages for unpaid time off in either the current month or a prior month, new time reducing reporting codes have been set up to allow recording of that time. The new time reporting codes are:

- RRW - Absent Without Pay – Monthly
- RRT - Absent Without Pay – Monthly Temporary
- LAM - FMLA Absent Without Pay – Monthly

The codes will reduce the salaried employee's paycheck based on a calculation of the hours reported multiplied by the employee's hourly rate. The hourly rate is calculated for full time employees by taking the annual salary divided by 2080 (the number of work hours in a year). If an employee is not a fulltime employee the 2080 will be reduced to match the employee's FTE. For example, an employee that is 0.80 FTE, the denominator would be 1,664 (2080 x0.80).

On Mondays, an email will go out to the employee providing notice that a Time Reporting Code that reduces wages was entered by the employee, their supervisor, or a time keeper during the prior week, the email also indicates that any questions or concerns about the pay reduction should be directed to the HR Service Center. If the exempt employee time reporting codes to reduce wages are entered by their supervisor or a timekeeper, the supervisor and or timekeeper should communicate that to the employee so the Monday email is not a surprise.

All exempt time reporting codes are auto approved which will result in the reduction in pay occurring on the employee's next paycheck if the codes are entered before the monthly payroll confirm or on the following paycheck if the time reducing codes are entered after the monthly payroll confirm.

## **If the employee disputes the reduction of wages for unpaid time off**

If there is a dispute about the pay reduction, the HR Service Center will refer the dispute to the appropriate Campus Payroll/Shared Services Office for review with the department Fiscal Office. If the dispute is not resolved to the employee's satisfaction, the case will then escalate to the Campus or Hospital Human Resource Officers or their designees.