



Time Entry Types

Applies to:	Time Type	When to Use/Cornell Policy
All Hourly Employees	Regular	All time blocks default to Regular. This is the time type used most for time reporting instances.
	Emergency Call Back	Used to record time worked as a result of being called back to work after leaving the university premises.
	Unscheduled Closure – Paid at 1.5x; Paid Time Off Banked at 1.0x	Used to record time by employees who are required to work during Inclement Weather when the university closes.
	Unscheduled Closure – Paid – Not Worked	Used to report time not worked remotely during an unscheduled university closure during Inclement Weather
	Unscheduled Closure – Remote Work	Used to report time worked remotely during an unscheduled university closure (Inclement Weather)
	Unscheduled Closure – Worked at 1.0x; Paid Time Off Banked at 1.5x	Used to record time by employees who are required to work during Inclement Weather when the university closes.
	Suppress Holiday	Used to remove auto-generated Holiday time from timecard
	Non Pay	Used to fill timecard to 40 hours per week
Hourly Employees with Multiple Benefits Eligible Position	Secondary Position Holiday	Used to accurately report holiday time on an eligible secondary job
CLASSE Employees (For job profiles --10935 - Systems Operator, 10936 - Systems Operator II)	Holiday Worked	Used to record Holiday Worked on a non-holiday due to redistribution of time blocks
	Holiday Worked on Weekend	Used to record Holiday Worked on a non-holiday due to redistribution of time blocks
	Holiday	Used to record Holiday Worked on a non-holiday due to redistribution of time blocks

Applies to:	Time Type	When to Use/Cornell Policy
County Extension	Holiday	Used to record Holiday time. EXT employees do NOT have a holiday calendar assignment and will not have auto-generated holiday time
	Unscheduled Closure	Used to record when their work location is closed
All Unions	Holiday Payment Election : Paid at 1.5x - Paid Time Off Banked at 1.0x	Used to record time worked on a Holiday for those eligible for this payment type
Unions (excluding BTC, CWA, IUOE, UAW)	Holiday Payment Election: Paid at 1.0x - Paid Time Off Banked at 1.5x	Used to record time worked on a Holiday for those eligible for this payment type
Unions (excluding CPU, CWA, IUOE, UAW)	Holiday Unscheduled Day - Banked	Used by Union employees to bank holiday due to unscheduled day
	Holiday Unscheduled Day - Paid Straight	Used by Union employee to be paid holiday on a unscheduled day
Unions (excluding BTC, CPU, CWA, IUOE, UAW)	Holiday Doubletime	Used by temp union employees to record working on a Holiday
BTC	Emergency Diagnostic	Used to record a time block as a result of being called to diagnose a work related issue outside of regular work hours
Carpenter, Mason and Laborer	Weekend - Suppress Overtime	Used by Union to suppress overtime on Sat/Sun as a result of make-up day
Cornell Police Union (CPU)	Court Time	Used to record time spent reporting for Court Time
	Unworked Event Hours	Used to record time spent covering special events, additional hours of pay
	Police Special Rate	Used to apply hours to be paid at a higher rate per contract
	Overtime Detail Minimum	Employees will be paid a minimum of 3 hours for overtime details unless the detail runs into, or starts immediately after, the employee's assigned shift. Employees who work a detail that exceeds three hours not adjoining a shift will be paid for actual time worked.

Applies to:	Time Type	When to Use/Cornell Policy
CWA Employees	Acting Night Shift Assignment	Used to record shift time that was not regularly scheduled (formerly called Tour of Duty)
IUOE	Emergency Diagnostic	Used to record a time block as a result of being called to diagnose a work related issue outside of regular work hours
	10 Hour Relief Work	Used by IUOE only, to report Relief Work
	12 Hour Relief Work	Used by IUOE only, to report Relief Work
	13.33 Hour Relief Work	Used by IUOE only, to report Relief Work
	Relief Overtime	Used by IUOE only, to report Overtime Relief Work as per contract
	Standby Call Back	Used to report call back while on stand by
	Standby	Used by IUOE Union and CVM (vet school) only. Used to report blocks of time on stand by
	Unscheduled Closure - Worked - Paid at 1.5x	Used to report time due to an unscheduled university closure (Inclement Weather)
Local Union	Overtime - Pay Rep Use Only	Used by Union to apply Overtime when needed
Paint Union	Painter Special rate	Used to apply hours to be paid at a higher rate per contract
Plumbers and laborers Union	Shift Time - Unworked	Used by Union to apply Shift Pay when needed
UAW	Union Rep, No Pay	Used to apply hours for accruals only - no pay
	Out of Grade	Used to apply hours to be paid at a higher rate per contract
Student	Incentive Pay	Used in by Temps & Students to assign special payment (Athletic Incentive, Usher, Cornell Catering Incentive)

Questions? [Please contact your local Pay Rep](#)