

Earnings Codes to use for Time Reporting on a Gift Day, Holiday or Designated Holiday

Gift Day	Holiday	Designated Holiday
<p>Non-Exempt Civil Service employees use the earnings code in Web Time or Department Time Entry</p> <p>HGF – Holidays Gift</p> <p>Note: Essential Non-Exempt Civil Service employees who must work on the Gift Day receive pay at their regular straight time hourly rate and may take their Gift Day at another time on or before 6/30/22 with departmental approval.</p>	<p>Non-Exempt Civil Service employees use the earnings code in Web Time or Department Time Entry</p> <p>HOL – Holiday</p>	<p>Non-Exempt Civil Service employees use the earnings code in Web Time or Department Time Entry</p> <p>HOL – Holiday</p>
<p>Non-Exempt Civil Service on PAID FMLA Leave employees use the earnings code in Web Time or Department Time Entry</p> <p>FMH – Family Leave Holiday (FMLA)</p>	<p>Non-Exempt Civil Service on PAID FMLA Leave employees use the earnings code in Web Time or Department Time Entry</p> <p>FMH – Family Leave Holiday (FMLA)</p>	<p>Non-Exempt Civil Service on PAID FMLA Leave employees use the earnings code in Web Time or Department Time Entry</p> <p>FMH – Family Leave Holiday (FMLA)</p>
<p>Exempt Academic and Exempt Civil Service employees do not report anything in Web Time entry, AVSL (AP), or VSL (CS).</p> <p>Note: Essential Exempt Academic and Exempt Civil Service employees who must work on the Gift Day may take their Gift Day at another time on or before 6/30/23 with departmental approval.</p>	<p>Exempt Academic and Exempt Civil Service employees do not report anything in Web Time entry, AVSL (AP), or VSL (CS).</p>	<p>Exempt Academic and Exempt Civil Service employees do not report anything in Web Time entry, AVSL (AP), or VSL (CS).</p>
<p>Exempt Civil Service on PAID FMLA Leave employees report the leave in the new Civil Service Exempt Vacation and Sick Leave Recording (VSL) tool.</p> <p>FHR - Family Leave Holiday (RDG)</p>	<p>Exempt Civil Service on PAID FMLA Leave employees report the leave in the new Civil Service Exempt Vacation and Sick Leave Recording (VSL) tool.</p> <p>FHR - Family Leave Holiday (RDG)</p>	<p>Exempt Civil Service on PAID FMLA Leave employees report the leave in the new Civil Service Exempt Vacation and Sick Leave Recording (VSL) tool.</p> <p>FHR - Family Leave Holiday (RDG)</p>

***Additional Earn Codes to use for some Negotiated Non-Exempt Civil Service Employees**

HWK - Holiday Worked	Used to replace REG Hours worked on a University Holiday/Designated Holiday. HWK pays 150% Regular Job Hourly Rate
HSP - Holiday Straight Pay	Used to report the holiday Pay when an employee works on a Holiday/Designated Holiday and receives no alternate holiday day off.
ALH - Alternate Holiday	Used to report the holiday on an alternate day when an employee works on the Holiday/Designated Holiday

NOTE: Employees on UNPAID FMLA leave should contact System Human Resource Services at 217-333-2600 or erhr@uillinois.edu so proper adjustments can be made to payroll. Key: MN = Academic Professional and Faculty pay period BW = Civil Service and Hourly Bi-Weekly pay period.