

## Codes that count as worked hours in the calculation to get to Overtime Pay (OTP), for non-bargained for non-exempt employees

---

<b>ECW</b>	Emergency Closing-Worked	Used to report time for hours worked on an emergency closure day. Also adds time to vacation/PTO leave balances.
<b>ESW</b>	Extended Sick Half-Worked Hours	Used when an employee reports both extended sick-half hours and work hours in the same pay period, to ensure the employee receives the correct pay. This time reporting code is entered by the Payroll Office and replaces the REG that was reported.
<b>HPB</b>	Hospital Business	Used to report time away for Hospital business.
<b>OTR</b>	Overtime Regular 1.0 rate	Used to report hours paid in excess of base pay hours for part-time non-exempt employees, if total hours are less than or equal to 40 hours for the work week. This code is also used to report hours worked on a holiday for exempt employees.
<b>REG</b>	Regular	Used to report hours worked.
<b>SEW</b>	Season Time Worked	Used to report time for hours worked on a Season Day. Also adds time to vacation/PTO leave balances.