University of Virginia Time Management Form

Please COMPLETE ALL entries. INCOMPLETE FORMS WILL NOT BE PROCESSED.

Code	Payroll Elements—Leave
A	Annual Leave
AC	Agency Closing (Inclement Weather)
BMOD	BMOD Leave (Bone Marrow/Organ Donor)
C	Comp Leave
CS	Comp Special Leave
CSE	Comp Special Earned (Enter for Non-exempt who work on their alternate work schedule day off)
CSHW	Comp Special Holiday Worked (Enter for Exempt. For Non-exempt the system will automatically calculate)
E	Educational Leave
FP	Family Personal Leave (VSDP)
FS	Family Sick Leave (Personal)*
H	Holiday
OL	Overtime Leave
MA	Military Active Duty
MP	Military Physical
RL	Recognition Leave
S	Sick Leave (Personal)
SL	School/Volunteer Leave
UL	University Leave
VS	Sick Leave (VSDP)

*Indicate relationship for absence required by illness or death in "immediate family" or "other relative sharing employee's home":

_____
Relationship

Code	Payroll Elements—Earnings
CBS	Call Back Supplemental (Enter for Non-exempt only)
HW	Hour Worked (Enter for Non-exempt only)
SB	Stand By (Enter for Non-exempt only)

***PLEASE CHECK ONE OF THE FOLLOWING (Required):**

- ☐ Original Submission ***- or -***
- ☐ Correction Only (Complete as it should have been done circling corrections)

If this is a correction only, please choose one below:

- ☐ Pay Adjustment Only
- ☐ Leave Adjustment Only
- ☐ Both Pay and Leave Adjustment

Code	Civil and Work-Related Payroll Elements—Leave
AM	Civil and Work-Related Leave (Check VALID reason code below and attach supporting documentation as policy requires)

- ☐ Accompany Minor Child
- ☐ Administrative Summons
- ☐ Career Services
- ☐ Employee Assistance Program (EAP)
- ☐ Grievance Process
- ☐ Member of State Council, Commission, Board, Committee
- ☐ Naturalization Ceremony
- ☐ Subpoena for Witness or Victim
- ☐ Unemployment Compensation or Workers' Compensation
- ☐ UVA Interview

AM-INT	Interview—Other State Agency
AM-JD	Jury Duty
AM-OE	Emergency Disaster Leave
AM-OFE	Officer of Election

Code	Family Medical Leave (FMLA) Payroll Elements—Leave
FMF	FMLA Lv Family Member
FMFN	FMLA Lv Family Mem No Lv
FMP	FMLA Lv Personal
FMPN	FMLA Lv Personal No Lv

FMLA leave is to be keyed by the Departmental Timekeeper only.

	Short Term Disability and Workers Comp Leave Types
NWC	Workers Comp (Non-VSDP)
OSTD	STD (ORP)
VSTD	STD (VSDP)
VWC	STD WC (VSDP)

Please note leave type, certify, and return to UHR Payroll. STD/WC hours will not show on timecard.

Signatures certify this information is accurate and complete:

Employee Certification

Printed Name: _____

Signature: _____ Date: _____

Supervisor Certification

Printed Name: _____

Signature: _____ Date: _____

Department Certification

Timekeeper Name: _____

Timekeeper Extension: _____

Organization: _____ **Assignment #:** _____ **Payroll:** Bi-weekly **Pay Period:** Begin Date_____ End Date _____

Date															
Code	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**	**Total**

Note: The deadline for all retroactive timecards is the Wednesday prior to the payroll processing week.

Please fax to the Payroll Department at (434) 243-0090

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Updated: 1/4/2018