

Time Types (Earn Code) with Short Descriptions

This guide documents time type codes used in Workday and their intended use by bargaining unit as of June 2024.

Time Entry Types

Each time entry type has an associated Minnesota Management and Budget (MMB) earn code. There are some time entry types that are for tracking and auditing purposes which are not captured in payroll reporting. All earn codes that need to be communicated with payroll are set up to do so.

Time Type	Use	Bargaining Unit
Call Back @ 1.0 (CB1)	<p>Until regular and call-back hours equal 40 hours.</p> <p>If an employee is required to return to work, a minimum of 2 hours should be recorded.</p> <p>If employee performs the call-back work from home, record actual hours worked.</p>	205, 211, 212, 214, 216, 218
Call Back @ 1.5 (CBR)	After 40 hours are recorded and additional call back hours are worked at time and a half.	202, 203, 204, 206, 207, 211, 214, 216, 218, 220 Managerial
Call Back Earn CT @ 1.0 (CB2)	Call back paid in cash at straight time.	205, 212, 214, 216, 218
Call Back Earn CT @ 1.5 (CB3)	Call back paid in cash at time and ½.	202, 203, 204, 206, 207, 214, 216, 218, 220 Managerial
Call In @ 1.0 (CB1)	Call in paid in compensatory time at straight time.	205, 211, 212, 214, 216, 218
Call In @1.5 (CBR)	Call in paid in compensatory time at time and ½.	202, 203, 204, 206, 207, 211, 214, 216, 218, 220 Managerial
Call In Earn CT @ 1.0 (CB2) (Hours Only)	Call in time that is not paid in cash instead it is added to the compensatory balance at straight time.	205, 212, 214, 216, 218
Call In Earn CT @ 1.5 (CB3) (Hours Only)	Call in time that is not paid in cash instead it is added to the compensatory balance at time and ½.	202, 203, 204, 206, 207, 214, 216, 218, 220 Managerial
Comp Time Earned @ 0.50 (CTH) (In/Out Only)	Overtime at 1.0 plus compensatory time earned at ½ time where overtime is paid out and compensatory time is added to the employee compensatory balance.	202, 203, 204, 206, 207, 214



Time Type	Use	Bargaining Unit
Compensatory Time @ 1.0 (CE1) (Hours Only)	When total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to bank the straight time overtime as comp time, AND you are eligible for straight time overtime, AND you are not eligible for FLSA overtime at time and one-half due to having taken paid leave.	202, 203, 204, 206, 205, 207, 211, 212, 213, 214, 216, 217, 218, 220 Managerial
Compensatory Time @ 1.5 (C15) (Hours Only)	When "hours worked" is greater than 40 hours, and you request to bank the time over 40 hours as compensatory time at time and ½.	202, 203, 204, 206, 207, 211, 214, 216, 217, 218
Compensatory Time with Shift Differential (0.65 @ 1.5) (In/Out Only)	When "hours worked" is greater than 40 hours with shift differential, and you request to bank the time over 40 hours as comp time.	214, 217, 218
Compensatory Time with Shift Differential (0.70 @ 1.5) (In/Out Only)	When "hours worked" is greater than 40 hours with shift differential, and you request to bank the time over 40 hours as comp time.	205
Compensatory Time with Shift Differential (1.65 @ 1.5) (In/Out Only)	When "hours worked" is greater than 40 hours with shift differential, and you request to bank the time over 40 hours as comp time.	212, 216
Compensatory Time with Shift Differential (2.25 @ 1.5) (In/Out Only)	When "hours worked" is greater than 40 hours with shift differential, and you request to bank the time over 40 hours as comp time.	202, 203, 204, 206, 207, 212, 216, 218
Customized Training (Hours Only)	Code to track completion of customized training hours for bargaining unit eligibility review and auditing. Code not captured in payroll reporting.	Customized Training Time Code Group
Equipment Pay @ 0.55 per hour (H55) (In/Out Only)	Heavy Equipment shift differential at \$0.55 per hour.	Heavy Equipment Certification Required
Equipment Pay @ 0.95 per hour (H95) (In/Out Only)	Heavy Equipment shift differential at \$0.95 per hour.	Heavy Equipment Certification Required
Equipment Pay @1.25 per hour (H12) (In/Out Only)	Heavy Equipment shift differential at \$1.25 per hour.	Heavy Equipment Certification Required



Time Type	Use	Bargaining Unit
Equipment Pay @1.50 per hour (H17) (In/Out Only)	Heavy Equipment shift differential at \$1.50 per hour.	Heavy Equipment Certification Required
Faculty FLSA Hours (No Payroll) (Hours Only)	Code to track faculty FLSA hours for overtime payment eligibility, review, and auditing. Code not captured in payroll reporting.	209 Adjunct, 210 Adjunct, 218 Adjunct
Farm Business Management Hours (Hours Only)	Code to track completion of farm business management hours for bargaining unit eligibility review and auditing. Code not captured in payroll reporting.	Farm Business Management Time Code Group
Holiday Hours to Comp Time (HCT) (Hours Only)	To recognize "Work on a designated holiday". Alternative holiday hours as compensatory time.	202, 203, 204, 206, 205, 207, 211, 212, 213, 214, 216, 217, 218, 220 Managerial
Holiday Hours to Vacation (HVC) (Hours Only)	Convert hours worked on a holiday to vacation balance.	202, 203, 204, 206, 205, 207, 212, 213, 214, 216, 217, 218, 220 Managerial
Holiday OT @ 1.0 (HL3) (In/Out Only)	Overtime worked on a holiday at straight time.	202, 203, 204, 206, 207, 211, 212, 213, 214, 216, 217, 218, 220 Managerial
Holiday OT @ 1.5 (HL4) (In/Out Only)	Overtime worked on a holiday at time and ½.	202, 203, 204, 206, 205, 207, 212, 213, 214, 216, 217, 218
Holiday Payoff - Scheduled Day Off (9HO) (Hours Only)	You have an alternate work schedule and the holiday falls on your regularly scheduled day off.	202, 203, 204, 206, 205, 207, 211, 212, 213, 214, 216, 217, 218, 220 Managerial
Holiday Payoff-Work on Holiday (9HP) (Hours Only)	To recognize "Work on a designated holiday". Alternative holiday hours paid.	202, 203, 204, 206, 205, 207, 211, 212, 213, 214, 216, 217, 218, 220 Managerial
Language Differential @ 1.00 (L10) (Hours Only)	Language shift differential at \$1.00 per hour for a specific event or project.	202, 203, 204, 206, 207, 212, 214
Language Differential @ 50.00 (L50) (Hours Only)	Language shift differential at \$50.00 per biweekly payroll period when a language other than English is an essential job function.	202, 203, 204, 206, 207, 212, 214
On Call - \$45/Day (MGEC) (OCD) (Hours Only)	On call at \$45 daily flat rate.	212



Time Type	Use	Bargaining Unit
On Call - \$50/Day (MSUAASF) (OCL) (Hours Only)	On call at \$50 daily flat rate.	211
On Call \$100 Day (OC4) (Hours Only)	On call at \$100 daily flat rate.	212, 216
On Call at 25% (OC2) (Hours Only)	When instructed in writing to remain available to work during an off-duty period. Record as the number of actual hours on call.	202, 203, 204, 206, 207, 213, 214, 217, 218, 220 Managerial
On Call to Comp Time @ .25 (OCT) (Hours Only)	On call time converted to compensatory time.	202, 203, 204, 205, 206, 207, 214, 217, 218, 220 Managerial
OT with Shift Differential Equipment Pay High Voltage (X15 @ 1.15) (In/Out Only)	Shift Differential for employees who work on high voltage (over 600 volts) power lines shall receive a differential of one dollar and fifteen cents (\$1.15) per hour for all hours worked on high voltage power lines plus overtime, both time entry codes are included in this time entry code.	Heavy Equipment Certification Required
Overtime (OT1) (In/Out Only)	When total hours (including vacation, sick, etc.) is greater than 40 hours and you wish to be paid straight time overtime (not banked as comp time), AND you are eligible for straight time overtime, AND you are not eligible for FLSA overtime at time and one-half due to having taken paid leave.	211, 214, 217, 218
Overtime (OTR) (In/Out Only)	When "hours worked" is greater than 40 hours, and you request to have the overtime paid in cash.	202, 203, 204, 205, 206, 207, 211, 214, 216, 217, 218, 220 Managerial
Overtime Equipment Pay (X12) (1.25 @ 1.5) (In/Out Only)	Heavy Equipment shift differential with overtime, \$1.25 per hour.	Heavy Equipment Certification Required
Overtime Equipment Pay (X55) (0.55 @ 1.5) (In/Out Only)	Heavy Equipment shift differential with overtime, \$0.55 per hour.	Heavy Equipment Certification Required
Overtime Equipment Pay (X95) (0.95 @ 1.5) (In/Out Only)	Heavy Equipment shift differential with overtime, \$0.95 per hour.	Heavy Equipment Certification Required



Time Type	Use	Bargaining Unit
Regular Hours - (REG) State Employees (Hours Only)	Regular Hours Only time entry code for hours only reporters.	202, 203, 204, 205, 206, 207, 211, 212, 214, 216, 217, 220 Managerial, 220 Admin
Regular Hours - (REG) State Employees (In/Out)	Regular In/Out Only time entry code for hours only reporters.	204, 205, 206, 207, 211, 212, 213, 214, 216, 217, 218, 220 Managerial, 220 Admin, 223 Non-employee
Shift Differential (S16) (In/Out Only)	Shift differential at \$2.25 per hour.	216
Shift Differential (S22) (In/Out Only)	Shift differential at \$2.25 per hour.	202, 203, 204, 206, 207, 216, 218
Shift Differential (S65) (In/Out Only)	Shift differential at \$0.65 per hour.	214, 217, 218
Shift Differential (S70) (In/Out Only)	Shift differential at \$0.70 per hour.	205
Shift Differential (Y16) (In/Out Only)	Shift differential at \$1.65 per hour plus overtime, both time entry codes are included in this time entry code.	216
Shift Differential (Y65) (In/Out Only)	Shift differential at \$0.65 per hour plus overtime, both time entry codes are included in this time entry code.	214, 217, 218
Shift Differential (Y70) (In/Out Only)	Shift differential at \$0.70 per hour plus overtime, both time entry codes are included in this time entry code.	205
Shift Differential Equipment Pay High Voltage (H15 @ 1.15) (In/Out Only)	Shift Differential for employees who work on high voltage (over 600 volts) power lines shall receive a differential of one dollar and fifteen cents (\$1.15) per hour for all hours worked on high voltage power lines.	Heavy Equipment Certification Required
Shift Differential with Overtime (Y22) (In/Out Only)	Shift differential at \$2.25 per hour plus overtime, both time entry codes are included in this time entry code.	202, 203, 204, 206, 207, 212, 216, 218
Training Time (TNG) (In/Out Only)	To record required training time hours as directed by manager or HR.	204, 205, 206, 207, 211, 212, 213, 214, 216, 217, 218, 220 Managerial, 220 Admin, 223 Non-employee