

BANNER WEB TIME ENTRY LEAVE AND EARNINGS TYPES

FOR CLASSIFIED EMPLOYEES

EARNINGS OR LEAVE TYPE	EXPLANATION	Who should use Leave and Earnings Types?
Additional Worked - 1.4w 1.06U		Classified Non Exempt Employees – set up for leave
Additional hours worked – Pay	This earnings type is used to record additional straight time and overtime hours worked	Classified Non Exempt Employees - set up for Pay
Admin Civil and Work Related Leave	Please refer to Classified Employee Guidebook - published by Human Resources for direction	Classified Exempt and Non Exempt Employees
Annual Leave Taken	This leave type is used to record paid vacation and other	

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FOR CLASSIFIED EMPLOYEES (continued)**

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