

Time Card Resource Guide for HCM Users

Last Updated: 10/04/18

* Reporting Name	* Element Code	Should be used for....	Subject to 403B	Subject to 457	Retro Element (if applicable)	Fringe Rate	2018 Fringe Rate
Time Card Elements							
Bereavement	BRV	Non-exempt staff member not working due to the death of an immediate family member	Y	Y	BRV Retro	Regular	Either 23.5 or 25.1
Grandfather Sick	GSK	Non-exempt employee using Grandfathered Sick hours (must have a positive grandfathered sick balance to use this element type) NOTE: Cannot be combined with holiday, shift premiums, etc.	Y	Y	GSK Retro	Regular	Either 23.5 or 25.1
Holiday	HOL	Non-exempt employee reporting hours for a university holiday on their time card.	Y	Y	HOL Retro	Regular	Either 23.5 or 25.1
Holiday Alternative	HLA	Non-exempt employee reporting holiday hours from a prior holiday not taken (not working as makeup for a university holiday where you were required to work)	Y	Y	HLA Retro	Regular	Either 23.5 or 25.1
Holiday Premium	HLP	Differential for working on a federal holiday (used in conjunction with holiday worked). Note: This cannot be used while working on a university-only holiday.	N	Y	HLP Retro	Regular	Either 23.5 or 25.1
Holiday Worked	HLW	Non-exempt employee working on a university holiday	Y	Y	HLW Retro	Regular	Either 23.5 or 25.1
Jury Duty	JRY	Non-exempt staff reporting hours to be paid while on Jury Duty in accordance with Vanderbilt policy.	Y	Y	JRY Retro	Regular	Either 23.5 or 25.1
On-Call Pay	OCN	Differential pay for Non-exempt employee is On call during a period of time.	N	Y	OCN Retro	Regular	Either 23.5 or 25.1
Overtime Pay	OTP	Hours worked over 40 hours in a workweek	N	N	OTP Retro	Regular	Either 23.5 or 25.1
Overtime Premium	P35	Premium (1/2 time) for hours worked over 40 in a work w	N	N	P35 Retro	Regular	Either 23.5 or 25.1
Paid Administrative Leave	PAL	Non-worked hours usually dues to an investigation or a closure of an office.	Y	Y	PAL Retro	Regular	Either 23.5 or 25.1
Paid Time Off (PTO)	PTO	Non-exempt employee utilizing PTO hours. NOTE: Cannot be used concurrently with Holiday and cannot be combined with holiday premium, shift premiums, etc.	Y	Y	PTO Retro	Regular	Either 23.5 or 25.1
Parental Leave	PRL	Used for non-exempt employees reporting hours as defined by the Parental leave benefit.	Y	Y	PRL Retro	Regular	Either 23.5 or 25.1
PTO Union	WPS	Union Use Only: Hours reported for a Union employee taking PTO hours.	Y	Y	WPS Retro	Regular	Either 23.5 or 25.1
Regular	RHO	Used for Non-exempt employees working on a regularly scheduled work day.	Y	Y	RHO Retro	Regular	Either 23.5 or 25.1
Shift 2 Premium	VU 2SH	Differential pay for Non-exempt employee that is working 2nd shift (used in conjunction with regular or holiday worked)	N	Y	VU 2SH Retro	Regular	Either 23.5 or 25.1
Shift 3 Premium	VU 3SH	Differential pay for Non-exempt employee that is working 3rd shift (used in conjunction with regular or holiday worked)	N	Y	VU 3SH Retro	Regular	Either 23.5 or 25.1