

## BANNER WEB TIME ENTRY LEAVE AND EARNINGS TYPES

### FOR CLASSIFIED EMPLOYEES

EARNINGS OR LEAVE TYPE	EXPLANATION	Who should use Leave and Earnings Types?
Additional Work (e.g. 4 weeks)		Classified Non Exempt Employees – <b>set up for leave</b>
Additional hours worked – <b>Pay</b>	This earnings type is used to record additional straight time and overtime hours worked	Classified Non Exempt Employees - <b>set up for Pay</b>
Admin Civil and Work Related Leave  Annual Leave Taken	Please refer to Classified Employee Guidebook - published by Human Resources for direction  This leave type is used to record paid vacation and other	Classified Exempt and Non Exempt Employees

**BANNER WEB TIME ENTRY LEAVE AND EARNINGS TYPES  
FOR CLASSIFIED EMPLOYEES (continued)**

<b>EARNINGS OR LEAVE TYPE</b>	<b>EXPLANATION</b>	<b>Who should use Leave and Earnings Types?</b>
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