**Time Reporting Codes**

**Entering Time:**

1. For each pair of blank rows insert the appropriate Overtime and Shift Earnings Code
   
a) Enter Earnings Code by typing it or using the lookup icon

<table>
<thead>
<tr>
<th>FWS Earnings Code</th>
<th>Description</th>
<th>Overtime Code</th>
<th>Shift Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWS</td>
<td>General FWS</td>
<td>OVT</td>
<td>S50M</td>
</tr>
<tr>
<td>CSW</td>
<td>Community Service</td>
<td>OVT</td>
<td>S50M</td>
</tr>
<tr>
<td>ARW</td>
<td>America Reads</td>
<td>OVT</td>
<td>S50M</td>
</tr>
</tbody>
</table>

b) Tab to Sequence Number and enter 1  
c) Tab through Funding End Date field and through the Fiscal Year Budget Amount field  
d) Tab into the Distribution % box and enter the same number as the row you are patterning after (e.g. 100)

2. If a row is left blank the system will enter “STU” as the time reporting code.
   
a. FA will notify the supervisor to update the code.  
b. Supervisor may need to reach out to HR if there are questions on adjusting the code.

**Note:** Codes to avoid: “REGO”, “STU”, “TMP”, “SOT”

**Pathway:**

[Employee Learn Center](#) > Resources > HCM Managers & Human Resources > Time Reporting Codes

Direct Link: [https://maricopa.learn.taleo.net/files/upload/tts/hcm/Forms/TimeReportingCodesAug2018.pdf](https://maricopa.learn.taleo.net/files/upload/tts/hcm/Forms/TimeReportingCodesAug2018.pdf)

**Note:** Login to the employee learn center using [MEID@maricopa.edu](mailto:MEID@maricopa.edu) and password.