

Difference Between Regular/Overtime Hours, Call Back Pay, and Essential Pay Codes

Pay Code	Regular/Overtime Hours	Call Back Pay	Essential Pay
Hourly Rate	Overtime (OT) = 1.5 <i>Based on hours actually worked over 40 hours per work week</i>	Call Back Pay = 1.5 <i>Separate from standard OT hours</i>	EPO = 1.5 (used with OSC or Holiday) and EPP = 2.5 <i>Separate from standard OT hours</i>
Operating Status	Normal/Open (Code Green and Yellow)	Normal/Open (Code Green and Yellow)	Emergency Closures (Code Red and Orange) and College Holidays and extended break weekends where the College is closed (per Facilities and/or Public Safety leadership, not HRSTM)
Relation to Work Schedule	During regular scheduled hours, plus before or after the regular work schedule that may lead to Overtime	Outside of regular scheduled hours, for emergencies or approved College events (per Facilities and/or Public Safety leadership, not HRSTM)	During or outside of regular scheduled hours when College is closed (Code Red and Orange) or there is a College Holiday
Time Type for Timesheet	Regular	Call Back Pay	EPO is for hours during the regular work schedule, which should be entered in addition to Operational Status Change Time Off Hours (OSC) or Holiday Hours EPP is for hours worked outside of the regular work schedule

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Example and Timesheet Guidance	Someone on the next shift called out sick and you are asked to stay later than your normal shift. Enter the time your extended shift ended, Workday will automatically track Regular Hours and any Overtime, if eligible.	There is a community festival, which is an approved Call Back event outside of your normal schedule and you are asked to come in as. Enter time using Call Back Pay. Call Back Pay will be paid at a minimum of 4 hours.	College is closed for an electrical emergency. If scheduled to work, enter OSC Hours plus EPO for hours worked during the closure. If not scheduled, enter EPP for hours worked during the closure.

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