

BOOK OFF CODES AVAILABLE THROUGH WFM

*Code is masked on printed schedules and assignment sheets for employee privacy.

Book Off Codes	Descriptions	To Kronos for Non-Exempt Staff
ABS	Unscheduled Absence – deducts from flexPTO balance	Yes, as PNS
ABS-GFS	Unscheduled Absence - deducts from SICK balance	Yes, as SICK
ABS-OCN	Unscheduled Absence for On Call Shift	No
ABS-UP	Unscheduled Absence – Unpaid	No
ADJ	Adjustment to Schedule - allows employees to pick up shifts or be scheduled	No
APR	Approved Time Off - does not deduct from flexPTO balance	No
BRV	Bereavement	Yes, paid time, no PTO deduction
CXM	Canceled Mandatory – does not deduct from flexPTO balance	No
CXOC	Canceled On Call Shift	No
CXV	Canceled Voluntary - deducts from flexPTO balance	Yes, as PNS
EDEP	Early Departure	No
FML-ABS*	Unsch FMLA Absence - deducts from flexPTO balance	Yes, PNS
FML-NONFMLA*	NonFMLA MUST BE APPROVED by HR	No
FML-PL*	FMLA – Planned Absence	No
HOL-PTO	Holiday-PTO - deducts from flexPTO balance	Yes, PNS
ISV	In-service Hours – does not count toward FTE	No
ISV-EPIC	In-service for Epic Training Code from LMS	No
ISV-WK	In-service Hours – counts toward FTE	No
JRY	Jury Duty	Yes, paid time, no PTO deduction
LTAR	Late Arrival	No
MIL	Military Leave – Unpaid	No
NO-SHW*	No Call No Show - deducts from flexPTO balance	Yes, as PNS
NR-ISV	In-service – Nurse Residency training	No
PAL*	Paid Administrative Leave	Yes, paid time, no PTO deduction
PERS	PTO approved after the schedule is published/finalized	Yes, PNS, deducts from flexPTO
POC	Placed on Call	No
POFF	Preferred Off Day	No
PPL*	Paid Parental Leave	No
PREC-ISV	In-service – Preceptor Training Code from LMS	No
SHG	Shared Governance Hours – does not count toward FTE	No
SHG-WK	Shared Governance Hours – counts toward FTE	No
UNPAL*	Unpaid Administrative Leave	No