

## TIME CODES AVAILABLE THROUGH BOOK OFF FUNCTION

\*Time code is masked on printed schedules and assignment sheets

| Book Off (Activity)<br>Codes | Descriptions  | Goes to Kronos for Non-Exempt<br>Staff               |
|------------------------------|---|--|
| ABS                          | Unscheduled Absence - PTO                           | Yes, as PNS, <i>may need to update PNU in Kronos</i> |
| ABS-GFS                      | Unscheduled Absence - Grandfathered Sick            | Yes, as SICK   |
| ABS-OCN                      | Unscheduled Absence for On Call Shift               | No   |
| ADJ                          | Adjustment to Schedule (Master Rotation)            | No   |
| APR                          | Approved Time Off                                   | No   |
| BRV                          | Bereavement   | Yes, as paid time, not PTO                           |
| CXM                          | Canceled Mandatory                                  | No   |
| CXOC                         | Canceled On Call Shift                              | No   |
| CXV                          | Canceled Voluntary                                  | Yes, as PNS  |
| EDEP                         | Early Departure                                     | No   |
| FLOAT                        | Float Code Used for Master Rotation                 | No   |
| FML-ABS*                     | Employee Call Out – Unsch FMLA PTO                  | Yes, PNS   |
| FML-NONFMLA*                 | NonFMLA MUST BE APPROVED by HR                      | No   |
| FML-PL*                      | FMLA – Planned Absence                              | No   |
| HOL-PTO                      | Holiday-PTO   | 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, not PTO                              |
| LTAR                         | Late Arrival  | No   |
| MIL                          | Military Leave – Unpaid                             | No   |
| NO-SHW*                      | No Call No Show                                     | Yes, as PNS, <i>may need to update PNU in Kronos</i> |
| NR-ISV                       | In-service – Nurse Residency training               | No   |
| PAL*                         | Paid Administrative Leave                           | Yes (paid time, not PTO)                             |
| PERS                         | Paid Time Off – Day off, Excused                    | Yes, PNS   |
| 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   |