

TIME CODES AVAILABLE ON THE LEAVE REQUESTS FORM

TIME CODES AVAILABLE ON THE LEAVE REQUEST FORM – For Non-Exempt Employees

Description	Feeds to Kronos
flexPTO (Paid Time Off) - Non-Exempt Staff	Yes, to PNS
Grandfathered Sick (Sick Time) - Non-Exempt Staff	Yes, to SNS
Bereavement - Non-Exempt Staff	Yes, to BRV (paid time, not PTO)
Jury Duty - Non-Exempt Staff	Yes, to JRY (paid time, not PTO)
Paid Parental Leave - Non-Exempt Staff	No

TIME CODES AVAILABLE ON THE LEAVE REQUEST FORM – For ALL Employees

Time Code	Description	Feeds to Kronos/Workday
POFF	Preferred Day Off – <i>use to indicate a day(s) off, will be working to FTE (hired hours)</i>	No
APR	Approved Time Off – <i>use to indicate time off not covered by benefited time</i>	No
ISV	In-service - <i>does not count towards hired FTE (hours worked)</i>	No
ISV-WK	In-service - <i>counts toward FTE (hours worked)</i>	No
SHG	Shared Governance – <i>does not count toward hired FTE (hours worked)</i>	No
SHG-WK	Shared Governance - <i>counts toward hired FTE (hours worked)</i>	No
MIL	Military Duty	No
FMLA-UP	FMLA Unpaid time - <i>This can be used with approved FMLA once all benefited time has been used</i>	

TIME CODES AVAILABLE ON THE LEAVE REQUEST FORM – For Exempt Employees

Time Code & Description	Feeds to Workday
flexPTO (Paid Time Off) - Exempt Staff (<i>Salary Employees</i>)	Yes, as PES
Grandfathered Sick - Exempt Staff (<i>Salary Employees</i>)	Yes, as SES
Bereavement - Exempt Staff (<i>Salary Employees</i>)	Yes, as BRE (paid time, not PTO)
Jury Duty - Exempt Staff (<i>Salary Employees</i>)	Yes, as JYE (paid time, not PTO)
Paid Parental Leave - Exempt Staff (<i>Salary Employees</i>)	No