

Type (Time Codes) Available for Time Allocation on the Leave Request Form

Time Codes available for non-exempt (hourly) employees

Type (Time Code)	Description	Goes to Kronos (Yes or No)
PNS	flexPTO	Yes
SNS	Sick	Yes
BRV	Bereavement	Yes (does not use PTO/SICK)
JRY	Jury Duty	Yes (does not use PTO/SICK)
PLN	Paid Parental Leave	No

Time Codes available to all employees – no time sent to Kronos/Workday

Type (Time Code)	Description
POFF	Preferred Day Off, use to indicate a day(s) of, will be working to hired hours – used by teams that self-schedule
APR	Approved Time Off, use to indicate time off not covered by benefited time – should be working to hired hours or benefited time selected to cover hired hours
ISV	In-service time, which does not count toward hired hours
ISV-WRK	In-service work time, which counts toward hired hours
SHG	Shared Governance time, which does not count toward hired hours
SHG-WK	Shared Governance work time, which counts toward hired hours
MIL	Military Duty
FML-UP	FMLA Unpaid Time, which can be used with approved FMLS once all benefited time has been used, must select the Type of FMLA on row dates are entered

Time Codes available for exempt (salaried) employees

Type (Time Code)	Description	Goes to Workday (Yes or No)
PES	flexPTO	Yes
SES	Sick	Yes
BRE	Bereavement	Yes (does not use PTO/SICK)
JYE	Jury Duty	Yes (does not use PTO/SICK)
PLE	Paid Parental Leave	No