

## 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