

Absence and Attendance Codes

Please review this list carefully. There are new and different codes, and in many cases time is entered differently in the new HR/Payroll system. Check for updates.

Attendance/ Absence Codes	Attendance/ Absence Name	Payroll Legacy Code	Employee Type	Description
2000	Regular Hourly	REG	Hrly	Enter for all hourly labor employees for all hours worked.
2010	Regular Additional	CTO, REG	CT	Enter for CT employees to report time worked in addition to their scheduled hours.
2010	Regular Additional Over40	SOT, APO	SAL	Enter for full-time Salary employees to report time worked in addition to their scheduled hours.
2011	Regular Add'l Up to 40	AST	SAL	Enter for less than full- time Salary employees to report time worked in addition to their scheduled hours up to 40 hours a week.
2020	Student Hourly	STU	STU	Enter for all hourly student employees for all hours worked.
2100	2nd Shift	REG + SHD	Hrly, CT	Enter for any employee working second shift. Enter all hours worked on shift.
2140	3rd Shift	REG + SHD	Hrly, CT	Enter for any employee working third shift. Enter all hours worked on shift.
2180	12 Hour Shift	REG + SHD	324	Enter for 324 employee working 12 hour shift. Enter all hours worked on shift.
2190	Shift Without 8 Hr Break	OTP	324	Enter for 324 employee working a shift which starts before the employee has had 8 hours off since their previous shift. Enter all hours worked on shift and time will be paid at 1.5 the employee's hourly base rate.
2192	2nd Shift Without 8 Hr Break	OTP + SHD	324	Enter for 324 employee working a shift which starts before the employee has had 8 hours off since their previous shift. Enter all hours worked on 2nd shift and time will be paid at 1.5 the employee's hourly base rate and applicable shift premium.
2194	3rd Shift Without 8 Hr Break	OTP + SHD	324	Enter for 324 employee working a shift which starts before the employee has had 8 hours off since their previous shift. Enter all hours worked on 3rd shift and time will be paid at 1.5 the employee's hourly base rate and applicable shift premium.
2196	12 Hour Shift Without 8 Hr Break	OTP + SHD	324	Enter for 324 employee working a shift which starts before the employee has had 8 hours off since their previous shift. Enter all hours worked on 12 hour shift and time will be paid at 1.5 the employee's hourly base rate and applicable shift premium.

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2200	Educational Leave		Hrly, CT, SAL	Enter when absent from work to attend training or use release time for a class (credit or non-credit).
2215	Union Officers		Hrly, CT, SAL	Enter when using release time for duties as Union Officer.
2220	Union Meeting		Hrly, CT, SAL	Enter when absent from work to attend a Union meeting
2225	Special Conferences		Hrly, CT, SAL	Enter when absent from work to attend a Union organized or hosted special conference
2230	Union Training		Hrly, CT, SAL	Enter when absent from work to attend union sponsored training
2235	Negotiations Leave		Hrly, CT, SAL	Enter when absent from work to attend union negotiations
2240	Grievance/Arbitration Mtg		Hrly, CT, SAL	Enter when absent from work to attend union grievance/arbitration meeting
2241	2nd Shift Union Release		Hrly, CT	Enter for union release for employee working on 2nd shift
2242	3rd Shift Union Release		Hrly, CT	Enter for union release for employee working on 3rd shift
2243	12 Hour Shift Union Release		324	Enter for union release for employee working on 12 hour shift
2280	Holiday - No Work	REG	324, 999, 1585	Enter for any benefit eligible hourly employee on the day of holiday to receive holiday pay. Use when employee does not work on the holiday. If working on the holiday enter applicable working hours only (Regular Hourly or 2nd Shift, for example).
2281	Holiday No Work or OT	REG	324, 999, 1585	Enter for any benefit eligible hourly employee on the day of holiday to receive holiday pay. Use when employee does not work on holiday and has paid absence on scheduled working day immediately preceding or following the holiday.
2282	Holiday - No OT		CT	Use when employee does not work on holiday and has paid absence on scheduled working day immediately preceding or following the holiday.
2400	Call In - Work	MIS	324, 999, 1585, CT, FOP, APA & APSA (as defined by contract)	Employee reporting for emergency duty, guaranteed at least 3 hrs pay at rate of time and 1/2. Enter actual hours worked.

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2410	Call In - No Work	MIS	324, 999, 1585, CT	Employee reporting for emergency duty and no work available paid 3 hours at regular straight time rate. Enter actual hours.
2415	Snow Standby		Grounds Dept 1585, 999	Employee paid 1 hour straight time for each day indicated. Enter 1 for every day on snow standby.
2420	Standby Scheduled-Pay	MIS	999, CT, APA (as defined by contract)	999 - paid 1 hr straight time for each day indicated. Enter 1 for every day on standby. CT - 1 hour pay for every 8 hrs. scheduled standby. Enter Number of Hrs Scheduled on Standby. APA-1 hour pay at straight time for every 24 hour period scheduled on standby. Enter 1 for every day on standby.
2430	Standby Schled-Comp Time	MIS	CT, FOP, APA (as defined by contract)	CT - 1 hour comp. time for every 8 hrs. scheduled standby. Enter Number of Hrs Scheduled on Standby. FOP - 1/2 hour comp. time for each hour scheduled on-call. Enter Number of Hrs Scheduled on Standby. APA-1 hour comp time for every 24 hour period on standby. Enter 1 for every day on standby.
2440	Standby Work-Pay	MIS	CT, FOP, APA (as defined by contract)	CT & FOP-If called back to work, paid for actual time worked at rate of time and 1/2. Enter actual hours worked. APA-If called back to work, paid for actual time worked at rate of time and 1/2, minimum of 2 hours. Enter actual hours worked.
2442	Standby Work-Comp Time		CT, FOP, APA (as defined by contract)	CT & FOP-If called back to work, receive comp time for actual time worked at rate of time and 1/2. Enter actual hours worked. APA-If called back to work, receive comp time for actual time worked at rate of time and 1/2, minimum of 2 hours. Enter actual hours worked.
2450	WKAR-TV On Location		CT	CT - Crew member on location, paid 1.5 for all hours over 12, Mon-Fri or over 10, Sat-Sun. Enter any hours working on-location.
2600	Student Bonus Incentive	STU + HBI	STU	To provide hourly incentive bonuses for student employees employed in any department. Enter hours and additional amount per hour (example \$1.00). Maximum of \$2.00 per hour.

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2605	On-call Bonus Incentive	N/A	Hrly On-call	To provide hourly incentive bonuses for on-call employees employed in any department. Enter hours and additional amount per hour (example \$1.00). Maximum of \$2.00 per hour.
2610	Higher Rate Hourly	REG + HRH	Hrly	Enter hours and additional amount per hour (example \$.10)
2611	Higher Rate 2nd Shift	REG + SHD + HRH	Hrly	Enter hours and additional amount per hour (example \$.10)
2612	Higher Rate 3rd Shift	REG + SHD + HRH	Hrly	Enter hours and additional amount per hour (example \$.10)
2613	Higher Rate 12 Hour Shift	REG + SHD + HRH	324	Enter hours and additional amount per hour (example \$.10)
2620	Higher Rated Pay-CT	HRP	CT	CT additional \$16/day when working at higher grade job for 10+ working days. Enter 1 on day to receive higher rate.
2630	Freezer Room Shift	REG + HRH	1585 Hrly	Additional \$.50 an hour while working freezer room shift. Enter hours worked on shift
2631	Freezer Room 2nd Shift	REG + SHD + HRH	1585 Hrly	Additional \$.50 an hour while working freezer room shift. Enter hours worked on shift
2632	Freezer Room 3rd Shift	REG + SHD + HRH	1585 Hrly	Additional \$.50 an hour while working freezer room shift. Enter hours worked on shift
2650	Officer in Charge		FOP	Enter actual hours when serving as OIC, system will calculate pay per rules in CBA. Less than 2 hrs. (OIC) No Additional Rate. 2-4 hrs. (OIC) One-half hour at rate of time and one-half the officer's reg. rate of pay. More than 4 hrs. (OIC) One hour at rate of time and one-half the officer's reg. rate of pay.
2660	Police Overtime		FOP	Enter any hours that should be considered overtime, compensated at 1.5 base rate of pay.
2662	Police Overtime w/Shift	SOT + INC	FOP	Enter any hours that should be considered overtime in a month also receiving FOP Shift; compensated at 1.5 base rate of pay with shift included for overtime premium calculation.
2664	FOP Shift	SHF	FOP	Enter 1 unit per month (on any day). Valuated at \$50.

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2700	Overtime Cost Distribution		ALL	Enter new accounting line, attendance code and a "1" on the day(s) that overtime premium should be reallocated. The one serves as an indicator. If unsure what day the employee will be over 40 hours and cross into overtime compensation, enter the indicator for the whole period (week).
2798	Compensatory Time Earned Up to 40		SAL, non-union Hrly, CT	Enter hours to be compensated at straight time for additional hours worked up to 40 per week.
2799	Compensatory Time Earned		SAL, non-union Hrly, CT	Enter hours to to be compensated and system will determine straight time or time and 1/2 rate based on CBA terms. Enter for additional hours worked over 40 per week.
3000	Overtime Declined		Hrly	Enter hours offered and declined by employee to record for OTE process.
2500	Stagehand Straight	TSE	IATSE on-call	Base Hand Rate - For assigned positions as: Carpenter, Electrician, Followspot Operator, Assistant Electrician, Grip, AV Tech, Camera Operator, Property Person, Wardrobe, Maintenance, other work.
2502	Stagehand Overtime	TSO	IATSE on-call	
2504	Special Skill 1	TSE	IATSE on-call	House Staff, Dept. Head, W/O Net, Video and Audio Board Op's (20% premium over Base Hand Rate)
2506	Special Skill 1 Overtime	TSO	IATSE on-call	
2508	Special Skill 2	TSE	IATSE on-call	Light Board Op., Forklift, and In-Costume (10% premium over Base Hand Rate)
2510	Special Skill 2 Overtime	TSO	IATSE on-call	
2512	Special Skill 3	TSE	IATSE on-call	Master Elec., Slide Proj., Flyman (5% premium over Base Hand Rate)
2514	Special Skill 3 Overtime	TSO	IATSE on-call	
2516	Hair/MakeUp Straight	TSE	IATSE on-call	

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2518	Hair/MakeUp Overtime	TSO	IATSE on-call	
2520	Dept Head Hair Straight	TSE	IATSE on-call	
2522	Dept Head Hair Overtime	TSO	IATSE on-call	
2524	Wharton/Aud Rigger	TSE	IATSE on-call	
2526	Wharton/Aud Rig Overtime	TSO	IATSE on-call	
2528	House Staff Maintenance	TSE	IATSE on-call	
2530	House Staff Maint Overtime	TSO	IATSE on-call	
2532	Loader-Semi	TSE	IATSE on-call	
2534	Loader-Sm Truck	TSE	IATSE on-call	
2536	Loader-Van/Bus	TSE	IATSE on-call	
2538	Breslin Up Rigger	TSE	IATSE on-call	
2540	Breslin Up Rigger Overtime	TSO	IATSE on-call	
2542	Breslin Down Rigger	TSE	IATSE on-call	
2544	Breslin Down Rig Overtime	TSO	IATSE on-call	
2546	Munn Up Rigger	TSE	IATSE on-call	
2548	Munn Up Rigger Overtime	TSO	IATSE on-call	
2550	Munn Down Rigger	TSE	IATSE on-call	
2552	Munn Down Rigger Overtime	TSO	IATSE on-call	
2554	Jenison Up Rigger	TSE	IATSE on-call	
2556	Jenison Up Rigger Overtime	TSO	IATSE on-call	
2558	Jenison Down Rigger	TSE	IATSE on-call	

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2560	Jenison Down Rig Overtime	TSO	IATSE on-call	
2562	Wharton Open Steel	TSE	IATSE on-call	
2564	Wharton Open Steel Overtime	TSO	IATSE on-call	
2566	Meal Penalty	TSE	IATSE on-call	
2572	Spotlight Camera Oper	TSE	IATSE on-call	
2574	Spotlight Camera Oper OT	TSO	IATSE on-call	
2576	Forklift & In-Costume	TSE	IATSE on-call	
2578	Forklift & In-Costume OT	TSO	IATSE on-call	
2580	Flyman	TSE	IATSE on-call	
2582	Flyman OT	TSO	IATSE on-call	
2584	Light Board Prog/Oper	TSE	IATSE on-call	
2586	Light Board Prog/Oper OT	TSO	IATSE on-call	
2900	Vacation		Hrly, CT, SAL	Absent and using earned vacation quota
2905	Sick		Hrly, CT, SAL	Absent and using earned sick quota
2910	Family Sick		Hrly, CT, SAL	Absent and using earned family sick quota - must have equivalent sick hours available.
2920	Extended Disability Leave (EDL)		Hrly, CT, SAL	Enter hours for employee on EDL when all quotas are exhausted
2925	FMLA Family Sick		Hrly, CT, SAL	On FMLA leave and using family sick quota
2930	FMLA Paid		FAS, GRAS	FAS, GRAS on FMLA leave and using Short Term Disability
2935	FMLA Personal		Hrly, CT, SAL	On FMLA leave and using personal quota
2940	FMLA Sick		Hrly, CT, SAL	On FMLA leave and using sick quota
2945	FMLA Vacation		Hrly, CT, SAL	On FMLA leave and using vacation quota

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2950	FMLA unpaid		Hrly, CT, SAL FAS, GRAS	Hrly, CT, SAL - On unpaid FMLA leave after quota is exhausted FAS, GRAS - On unpaid FMLA leave
2955	Accident Pay (Work Comp)		Hrly, CT, SAL	Enter during 1 st five working days an employee is absent due to a documented work related injury/illness
2957	Work Comp Release Time		Hrly, CT, SAL	Enter when an employee on workers compensation has returned to work and has intermittent follow up appointments.
2960	Personal Time		Hrly, CT, SAL	Absent and using earned personal quota
2965	Bereavement Leave		Hrly, CT, SAL	Absent on funeral leave
2970	Jury Duty		Hrly, CT, SAL	Absent and serving on jury duty
2975	Military Leave - Paid		Hrly, CT, SAL	When on short term active duty for training or for handling civil disorder.
2980	Compensatory Time Taken		SAL, non-union Hrly, CT	Absent and using earned comp time quota
2990	Excused Unpaid		Hrly, CT, SAL	Enter hours. For hourly employees, optional entry for unit tracking. For CT and Salary support staff, required to adjust paid time.
2995	Unexcused Unpaid		Hrly, CT, SAL	Enter hours. For hourly employees, optional entry for unit tracking. For CT and Salary support staff, required to adjust paid time.

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WAGE TYPES				
Wage Type	Name	Legacy Code	Employee type	Description
7000	Tip Reporting	TIP		Enter amount
1360	On-call Faculty	MSC	FAS	Enter lump sum amount on any day in the pay period
1390	Student Project Pay	PRO	STU	Enter lump sum amount on any day in the pay period
1400	Project Pay Labor	PRL	Hrly	Enter lump sum amount on any day in the pay period

When entering time for employees with variable rates, such as office services temporary employees, a rate must be entered in the valuation basis field when time is entered.

Holiday rules for benefit eligible support staff

- Hourly employees
- When an employee **does not work** on a holiday, enter attendance code 2280-Holiday No Work for employee to receive holiday pay.
 - When a union employee (1585, 999, 324) **does not work** on a holiday and has a full shift paid absence on a scheduled working day immediately preceding or following the holiday, enter attendance code 2281-Holiday No Work or OT for employee to receive holiday pay
 - When an employee **does work** on a holiday, enter only regular working attendance codes, such as 2000-Regular Hourly.
- CT employees
- When an employee works their scheduled hours, but **does not work** on a holiday, no entry is required for holiday pay.
 - When a union employee (CT) does not work on a holiday and has a full shift paid absence on a scheduled working day immediately preceding or following the holiday, enter attendance code 2282-Holiday No OT for the employee to receive holiday pay.
 - When an employee does work on a holiday, enter only relevant additional hours worked attendance code, such as 2010-Regular Additional.
- Salary employees
- When an employee works their scheduled hours, but does not work on a holiday, no entry is required for holiday pay.
 - When an employee does work on a holiday, enter only relevant additional hours worked attendance code, such as 2010-Regular Additional.