LEAVE ADMINISTRATION QUICK REFERENCE GUIDE

JOB AID TM-14

TM

PURPOSE

The purpose of this job aid is to provide a quick reference to leave administration including attendance and absence types (see TM-03 for full descriptions), quota types, and common transaction types.

ATTENDANCE/ABSENCE (A/A) TYPES

The Attendance/Absence (A/A) Types are used when coding time in the Employee Self Service (ESS) Portal, on a payroll time sheet and in the Integrated HR-Payroll System. A/A types are available from a drop down on Time Entry screens in ESS and the Integrated HR-Payroll System. If you are not sure which A/A type to use during a given situation, please contact your agency's Time Administrator.

Inactive A/A types can only be used for the period of time specified as valid (please see TM-03 Attendance Absence Type Overview) and may generate retroactive calculations.

Active A/A Type

Code	Name	Code	Name
9000	Approved Leave	9532	OMAL – Emergency Closing
9100	Bonus Leave	9533	OMAL – Relief Efforts
9128	CDE Comp Leave	9534	OMAL - Medical
9200	Sick Leave	9545	Adverse Weather Leave
9238	Parental Leave (8 wks)	9550	Civil Leave – Jury Duty
9239	Parental Leave (4 wks)	9560	Community Service Leave
9300	Holiday Leave	9565	Community Service Tutoring
9400	Leave Without Pay	9566	Literacy Volunteer Leave
9500	Time Worked	9570	Educational Leave
9511	Remote Callback	9571	Personal Observance Leave
9512	Liability Leave Make-Up	9620	Military Training Leave
9514	Work During Emergency Closing	9630	Military Active Duty
9515	Travel Time 1X	9680	Injury Absence WC
9516	Callback	9685	Injury Leave
9517	On-Call	9690	Investigatory Leave
9530	OMAL – Non-Discretionary	9718	Special Bonus FY2018
9531	OMAL - Discretionary	9719	Special Bonus FY19-20

Inactive A/A Types

Code	Name		Code	Name
9513	CDE 1.50 Worked		9583	FFCRA EFMLEA
9518	CDE 1.25 Worked		9584	FFCRA EFMLEA w/Care Lv*
9519	CDE 1.20 Worked		9585	CDE Eldercare/No TLW
9520	CDE 1.10 Worked		9586	CDE Eldercare/No TLW w/CL*
9521	CDE 1.05 Worked		9587	CDE Elder/No TLW 1/3
9540	Other Mgmt. Approved Leave		9588	CDE Elder/No TLW w/CL 1/3
9547	Administrative Leave-CDE**		9681	CDE Injury Absence WC
9548	State of Emergency Leave		9710	Flexible Furlough leave
9549	CDE Care Leave		9711	FY2012–2013 Special Leave
9580	FFCRA Employee Care		9712	Special Leave
9581	FFCRA Family Care			
9582	FFCRA w/Care Leave Supp*			

*The Integrated HR-Payroll System will supplement 1/3 of pay with CDE Care Leave automatically. There are several helpful documents on OSC's HR-Payroll Help Documents page found by filtering on **COVID19.**

**Agencies should verify with their management staff if they have an approved OSHR exception to use A/A 9547 after 8/14/22.

TRANSACTIONS

Transaction Code	Description
CATS_DA	Display Working Times
CAT3	Display Timesheet
PA51	Display Time Data
PA61	Maintain Quota Corrections
PA61	Maintain Advanced Leave
PA61	Maintain Voluntary Shared Leave
PTFMLA	Processing PTFMLA Event
PT50	Quota Overview
ZNCTIME	Time Statement
PT66	Time Evaluation Results

LEAVE HIERARCHY – APPROVED LEAVE

All absences recorded as A/A type 9000 - Approved Leave will be subject to this Leave Hierarchy which is set by OSHR policy.

Current Approved Leave Hierarchy
22 – Holiday Comp
20 – Overtime Comp
21 – Gap Hours Comp
23 – Callback Comp
26 – On Call Comp
24 – Travel Comp

Current Approved Leave Hierarchy
27 – Emergency Closing Comp
29 – Incentive Leave
10 – Vacation Leave
31 – Advanced Vacation Allowed

LEAVE QUOTA TYPES

Code	Name		Code	Name
10	Vacation Leave		56	Special Bonus FY2018
15	Sick leave		57	Special Bonus FY19-20
20	Overtime Comp Time		65	CSL
22	Holiday Comp Time		66	CSL – Tutoring
28	Communicable Disease Comp		67	Literacy Volunteer Leave
40	Holiday Leave		80	Received Shared Leave
50	Bonus Leave			

MINUTES/DECIMALS CONVERSION FOR TIME ENTRY

All agencies can use up to two decimal places (1/100th increments) to record time. By adopting the smallest common increment, each agency will be able to manage time consistently.

Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.3	33	0.55	48	0.8
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.1	21	0.35	36	0.6	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.4	39	0.65	54	0.9
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.2	27	0.45	42	0.7	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.5	45	0.75	60	1

CHANGE RECORD

6/15/2022: Added new A/A type, formatted tables, added headings, and alt text to make accessible – A. Durrence
8/26/22: Separated A/A types into active and inactive lists – A. Durrence