



TIME ADMINISTRATION QUICK REFERENCE GUIDE



JOB AID TM-31

PURPOSE

The purpose of this job aid is to provide a quick reference to Attendance/Absence (A/A) Types (see [TM-03](#) for full descriptions), common transaction types, daily work schedules for substitutions, a visual of the leave hierarchy for approved leave, and a minutes/decimals conversion for time entry.

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
9000	Approved Leave
9100	Bonus Leave
9128	CDE Comp Leave
9200	Sick Leave
9238	Parental Leave (8 wks)
9239	Parental Leave (4 wks)
9300	Holiday Leave
9400	Leave Without Pay
9500	Time Worked
9511	Remote Callback
9512	Liability Leave Make-Up
9514	Work During Emergency Closing
9515	Travel Time 1X
9516	Callback
9517	On-Call
9530	OMAL – Non-Discretionary
9531	OMAL - Discretionary

Code	Name
9532	OMAL – Emergency Closing
9533	OMAL – Relief Efforts
9534	OMAL - Medical
9545	Adverse Weather Leave
9550	Civil Leave – Jury Duty
9560	Community Service Leave
9565	Community Service Tutoring
9566	Literacy Volunteer Leave
9570	Educational Leave
9571	Personal Observance Leave
9620	Military Training Leave
9630	Military Active Duty
9680	Injury Absence WC
9685	Injury Leave
9690	Investigatory Leave
9718	Special Bonus FY2018
9719	Special Bonus FY19-20

Inactive A/A Types

Code	Name
9513	CDE 1.50 Worked
9518	CDE 1.25 Worked
9519	CDE 1.20 Worked
9520	CDE 1.10 Worked
9521	CDE 1.05 Worked
9540	Other Mgmt. Approved Leave
9547	Administrative Leave-CDE**
9548	State of Emergency Leave
9549	CDE Care Leave
9580	FFCRA Employee Care
9581	FFCRA Family Care
9582	FFCRA w/Care Leave Supp*

Code	Name
9583	FFCRA EFMLEA
9584	FFCRA EFMLEA w/Care Lv*
9585	CDE Eldercare/No TLW
9586	CDE Eldercare/No TLW w/CL*
9587	CDE Elder/No TLW 1/3
9588	CDE Elder/No TLW w/CL 1/3
9681	CDE Injury Absence WC
9710	Flexible Furlough leave
9711	FY2012–2013 Special Leave
9712	Special Leave

*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
CAT2	Enter Time
CAT3	Display Timesheet
CATS_DA	Display Working Times
PA51	Display Time Data
CATC	Time Leveling
PA61	Substitutions
PT50	Quota Overview
PT_ERL00	Time Evaluation Errors
ZNCTIME	Time Statement
PT66	Time Evaluation Results

DAILY WORK SCHEDULES FOR SUBSTITUTIONS

Number of Hours	Day Schedules	Evening Premium	Night Premium
8 Hours	1D08	1E08	1N08
9 Hours	1D09	1E09	1N09
10 Hours	1D10	1E10	1N10
12 Hours	1D12	1E12	1N12
12.25 Hours	1D43	n/a	1N43

For a complete list of Work Schedules, please consult the [TM-19 Work Schedules](#) spreadsheet.

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

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
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.1
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.2
13	0.22
14	0.23
15	0.25

Minutes	Decimals
16	0.27
17	0.28
18	0.3
19	0.32
20	0.33
21	0.35
22	0.37
23	0.38
24	0.4
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.5

Minutes	Decimals
31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.6
37	0.62
38	0.63
39	0.65
40	0.67
41	0.68
42	0.7
43	0.72
44	0.73
45	0.75

Minutes	Decimals
46	0.77
47	0.78
48	0.8
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.9
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98
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