

BOSS TIME & ATTENDANCE SYSTEM STANDARD ATTENDANCE CODES

Compensatory time (Type C) attendance codes

CE	Comp Time Earned
*CSE	1 st 3 WC days – Charged to Comp Time
CU	Comp Time Used
*WCE	WC Supplement charged to Comp Time

Holiday (Type H) attendance codes

CH	1 st 3 WC days – not sent to AWCS
*CSH	1 st 3 WC days – charged to Holiday
H	Holiday
HU	Holiday Used
HUP	Holiday (unused) time – paid off
HWC	Holiday worked – Employee accrues holiday time
HWP	Holiday worked – Employee is paid for holiday time
HXC	Accrue Holiday on a pass day
HXP	Get paid for Holiday on a pass day
PWC	Premium holiday worked - accrue holiday time
PWP	Premium holiday worked – paid for holiday time
SOH	Straight Overtime on a holiday
*WHL	WC Supplement charged to Holiday

Information (Type I) attendance codes

*LPD	(WC) Last State Payroll Date
ND	Night Duty
OC	On Call
OCP	On Call on a premium holiday
*REO	Multiple re-occurrence single pay period
*WED	(WC) WC Disability End Date
*WSD	(WC) WC Disability Start Date

Leave (paid) time (Type L) attendance codes

AL	Administrative Leave
AP	Agency Picnic / Party
C	Conference / Convention
HC	Heat / Cold Shutdown
JD	Jury Duty
ML	Military Leave
PST	Pre-Service Training
TL	Approved Travel
UC	Union Contract Administration
UN	Union Negotiation
UP	Union President Paid
VTP	Volunteer Tutoring Program
WE	Educational Leave
WF	Civil Defense (Vol Fire)
WG	Governor Time Off
WI	Interview
WW	Weather Closing
WX	State Exam / Interview

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Overtime (Type **O**) attendance codes

O	Overtime (Standard Overtime Code)
OT	Overtime forced time and a half

Personal Leave (Type **P**) attendance codes

CP	1 st 3 WC days – not sent to AWCS
*CSP	1 st 3 WC days – charged to PL
DPL	Donated Personal Leave (This code used by donor)
FMP	Family Medical Leave Time Charged to PL
PL	Personal Leave (Normal PL Time)
PLS	Personal Leave in lieu of Sick
PLT	Personal Leave / Tardy
SOP	Straight Overtime charged to PL
*WPL	WC Supplement charged to PL

Regular (Type **R**) attendance codes

CM	Career Mobility
HD	Hazard Duty
LR	Labor Relations
R	Regular (at work – this is the usual code)
RE	Regular Early
RIC	Regular In Charge
RLD	Regular Light Duty
RR	Regular Retro (changing previously away from work to Regular)
SOT	Straight Overtime
UBP	Union Business (Paid)
WT	In Service Training

Sick (Type **S**) attendance codes

BL	Baby Leave
CS	1 st 3 WC days – not sent to AWCS
*CSS	1 st 3 WC days – charged to sick
DS	Donated Sick Time – (This code used by donor)
F	Funeral Time (Not immediate family)
FF	Family Funeral
FMS	Family Medical Leave Time – Charged to Sick
MLS	Maternity Leave - Sick
S	Sick (Normal Sick Time)
SF	Sick Family
SLB	Sick Leave Bank
SOS	Straight Overtime charged to Sick
SP	Medical Appointment
*WCS	WC Supplement charged to Sick

Unpaid Leave (Type **U**) attendance codes

AC	Agency Closing
ALW	Authorized Leave Without Pay
CL	1 st 3 WC days – not sent to AWCS
*CSU	1 st 3 days WC – Unpaid

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Unpaid Leave (Type U) attendance codes, Continued

FD	Furlough Day
FML	Family Medical Leave Time
LED	Educational Leave
LH	Leave Holiday
LM	Maternity
LP	Unpaid Personal Leave
LS	Unpaid Sick Leave
LSF	Sick Family
LT	Leave Tardy
LU	Unauthorized Leave Without Pay
LV	Leave Vacation (Unpaid)
MLW	Military
PA	Adoption
PB	Parental / Birth
PC	Ill Child
PP	Ill Parent
PS	Ill Spouse
SU	Suspension
UBL	Union Business Leave
US	Unauthorized Sick Leave
VL	Voluntary Leave – Schedule Reduction
VLA	Voluntary Leave of Absence
*WUL	Worker Comp Supplement (unpaid)

Vacation (Type V) attendance codes

*CSV	1 st 3 WC days – charged to vacation
CV	1 st 3 WC days – not sent to AWCS
DV	Donated Vacation Time (This code used by donor)
FMV	Family Medical Leave Act Time, Charged to Vacation
SOV	Straight Overtime charged to Vacation
V	Vacation (normal vacation time)
*WCV	WC Supplement charged to Vacation

Worker Comp (Type W) attendance codes

*CD	WC TPA Direct Pay
*SPC	WC Medical Appointment (less than .5 day)
*WC	WC Time adjustment post 1 st check
*WCP	WC Agency Payroll due to C.B.A.
*WHR	WC Hearing
*WPP	WC Paid without prejudice

*Denotes Worker Comp Attendance Codes as defined by DAS. Attendance recorded using these codes will be automatically transmitted to the HRIS/AWCS system.

NOTE: DAS is developing a list of attendance codes to be used for time taken under the Family Medical Leave Act. There are approximately 35 proposed new codes, based on the need to break out leave reasons in some detail.