

Employee Time Record Codes and Descriptions

Codes apply to all employment categories unless noted

Code	Code Name	Absence Description	Code	Code Name	Absence Description
01	Vacation	Time to rest and relax, recover from own illness, care for ill family member, bond with a child.	59	FMLA Absence - Unpaid	**P&S/Fiscal Faculty unpaid, partial day, with FMLA coverage.
02	Sick Leave - Regular	Time to recover from own illness.	60	FMLA Vacation - Military Exigency	Time to conduct business according to the Exigency definition with FMLA coverage.
03	Sick Leave - Family Caregiving Leave	Time to care for qualifying family member who is ill or injured. Care is defined in FCGL Clarification.	61	FMLA Unpaid - Military Exigency	Merit time to conduct business according to the Exigency definition with FMLA coverage. Used when vacation is not available.
04	Sick Leave - Funeral	Time to attend a funeral for a qualifying family member.	62	FMLA Unpaid - Military Exigency	P&S/Fiscal Faculty partial day absence to conduct business according to Exigency definition with FMLA coverage. Typically used when vacation is not available.
05	Sick Leave - Pallbearer	Time to serve as Pallbearer at a funeral.	63	FMLA FCL Sick - Military Family Care	Time to care for FMLA eligible ill/injured military family member with FMLA coverage.
06	Sick Leave - On The Job Injury	Time for approved Workers Compensation injury.	64	FMLA Vacation - Military Family Care	Time to care for FMLA eligible ill/injured military family member with FMLA coverage typically when FCGL is exhausted.
07	Sick Leave - Adoption	Time for adoption of a child.	65	FMLA Unpaid - Military Family Care	Merit partial day absence to care for FMLA eligible ill/injured military family member with FMLA coverage typically used when FCGL is exhausted.
10	Jury Duty	Time to attend jury duty.	66	FMLA Unpaid - Military Family Care	P&S/Fiscal Faculty partial day absence to care for FMLA eligible ill/injured military family member with FMLA coverage. Typically used when FCGL and vacation are exhausted.
11	Military Leave	Time to serve in the military.	Compensatory Time: Employee Earns/Takes		
12	Bone Marrow Donor	Time to donate bone marrow.	30	Compensatory Hours Earned	Merit compensatory time earned.
13	FMLA Bone Marrow Donor	Time to donate bone marrow with FMLA coverage.	31	Compensatory Hours Taken	Merit compensatory time taken.
14	Vascular Organ Donor	Time to donate vascular organ.	32	Compensatory Hours Paid	Merit compensatory time paid.
17	FMLA Vascular Organ Donor	To donate vascular organ with FMLA coverage.	33	FMLA Regular Compensatory Hours	Merit taken with FMLA coverage.
20	Hours in Excess of Regular Schedule	Merit time in excess of appointment percentage paid at 1.5 regular hourly rate.	70	Hours in Excess of Regular Schedule	P&S Non-Exempt time worked in excess of regular schedule paid at 1.5 regular hourly rate.
21	Hours in Excess of Regular Schedule	Merit time in excess of appointment percentage paid at regular hourly rate.	71	Hours in excess of regular schedule	P&S Non Exempt time worked in excess of regular schedule paid at regular hourly rate.
22	Call Back Hours	Merit time in call back status paid at 1.5 regular hourly rate.	73	FMLA P&S Non-Ex Regular Comp Hours	P&S Non-Exempt taken with FMLA coverage.
23	Call Back Hours	Merit time in call back status paid at regular hourly rate.	74	Hours of Absence Without Pay	P&S Non-Exempt partial day accommodation or at end of appt.

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Code	Code Name	Absence Description	Code	Code Name	Absence Description
24	Absence Unpaid	*Merit unpaid partial day accommodation or at end of appt.	75	P&S Non-Exempt Compensatory Hours Earned	P&S Non-Exempt compensatory time earned.
25	Standby Hours	Merit time scheduled for Standby paid at 10% regular hourly rate.	76	P&S Non-Exempt Compensatory Hours Taken	P&S Non-Exempt compensatory time taken.
26	Holiday Pay	Merit time worked and paid at regular hourly rate.	77	P&S Non-Exempt Compensatory Hours Paid	P&S Non-Exempt compensatory time paid.
28	Pharmacy Night Shift	Merit time worked and paid at 10% regular hourly rate.	Holiday Compensatory Time		
29	FLMA - Absence Unpaid	**Merit unpaid time, partial day, with FMLA coverage.	78	P&S Non-Exempt Holiday Hours Earned	P&S Non-Exempt holiday time earned.
51	FMLA Vacation	Time to care for ill family member or child bonding, or own illness with FMLA coverage.	79	P&S Non-Exempt Holiday Hours Taken	P&S Non-Exempt holiday time taken.
52	FMLA Sick Leave - Regular	Time to recover from own illness with FMLA coverage.	80	P&S Non-Exempt Holiday Hours Paid	P&S Non-Exempt holiday time paid.
53	FMLA Sick Leave - Family Caregiving Leave	Time to care for qualifying family member who is ill or injured with FMLA coverage. Care is defined in FCGL Clarification.	40	Merit Holiday Compensatory Hours Earned	Merit holiday compensatory time earned.
54	FMLA Workers Comp - Unpaid	P&S unpaid time, partial day, due to approved Workers Compensation injury with FMLA coverage.	41	Merit Holiday Compensatory Hours Taken	Merit holiday compensatory time taken.
55	FMLA Workers Comp - Vacation	Vacation time for approved Workers Compensation injury with FMLA coverage.	42	Merit Holiday Compensatory Hours Paid	Merit holiday compensatory time paid.
56	FMLA Workers Comp - Sick	Sick time for approved Workers Compensation injury with FMLA coverage.	43	Merit FMLA Holiday Compensatory Hours Taken	Merit FMLA holiday compensatory time taken.
57	FMLA Sick Leave - Adoption	Time for adoption of a child with FMLA coverage.	83	FMLA Non Exempt P&S Ex Holiday Comp Hours	P&S Non-Exempt FMLA holiday compensatory time taken.
58	FMLA Workers Comp - Unpaid	Merit unpaid time, partial day, for approved Workers Compensation injury with FMLA coverage.	91	Mandatory Unpaid Hours	Merit mandatory unpaid time.

HR USE ONLY: Codes Reporting Changes to Accrual Balances

LD	Leave Donations	VA	Vacation Accrual	ST	Sick Leave Transferred to Vacation
SR	Sick Leave Receipts	SA	Sick Leave Accrual	VT	Vacation Transferred from Sick Leave
VR	Vacation Receipts				

*Code 24 use is limited to situations when accruals are insufficient to cover a full day and employee is receiving an accommodation or ending an appointment, etc.

**Code 29 and 59 use is limited to situations when accruals are insufficient to cover a full FMLA covered day.

Contact University FSOS or University Payroll offices for assistance. UI Health Care departments supported by UI Health Care Leave Disability Administration (UI Health Care LDA) should contact LDA.