



# LEAVE ADMINISTRATION QUICK REFERENCE GUIDE

TM

## JOB AID TM-14

The purpose of this job aid is to provide a quick reference for leave administration including Attendance/Absence Types (see [TM-03](#) for full descriptions), Quota Types, common transactions, and minutes to decimals conversion for time entry.

### Attendance/Absence (A/A) Types

The Attendance/Absence (A/A) Types are used when coding time in the Time tab within FIORI, 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
9030	PTO EHRA Personal LV
9100	Bonus Leave
9128	CDE Comp Leave
9200	Sick Leave
9238	Parental Leave (8 wks)
9239	Parental Leave (4 wks)
9250	Bereavement Leave Family
9255	Bereavement Leave Other
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

Code	Name
9531	OMAL - Discretionary
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

Code	Name
9540	Other Mgmt. Approved Leave
9547	Administrative Leave-CDE**
9548	State of Emergency Leave
9549	CDE Care Leave
9580	FFCRA Employee Care

Code	Name
<b>9581</b>	FFCRA Family Care
<b>9582</b>	FFCRA w/Care Leave Supp*
<b>9583</b>	FFCRA EFMLEA
<b>9584</b>	FFCRA EFMLEA w/Care Lv*
<b>9585</b>	CDE Eldercare/No TLW
<b>9586</b>	CDE Eldercare/No TLW w/CL*
<b>9587</b>	CDE Elder/No TLW 1/3

Code	Name
<b>9588</b>	CDE Elder/No TLW w/CL 1/3
<b>9681</b>	CDE Injury Absence WC
<b>9710</b>	Flexible Furlough leave
<b>9711</b>	FY2012–2013 Special Leave
<b>9712</b>	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.

\*\*\* Only available for participating agencies.

### Transactions

Transaction Code	Description
<b>CATS_DA</b>	Display Working Times
<b>CAT3</b>	Display Timesheet
<b>PA51</b>	Display Time Data
<b>PA61</b>	Maintain Quota Corrections
<b>PA61</b>	Maintain Advanced Leave
<b>PA61</b>	Maintain Voluntary Shared Leave
<b>PTFMLA</b>	Processing PTFMLA Event
<b>PT50</b>	Quota Overview
<b>ZNCTIME</b>	Time Statement
<b>PT66</b>	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
27 – Emergency Closing Comp
29 – Incentive Leave
10 – Vacation Leave
31 – Advanced Vacation Allowed

### Leave Quota Types

Code	Name
10	Vacation Leave
15	Sick leave
20	Overtime Comp Time
22	Holiday Comp Time
28	Communicable Disease Comp
40	Holiday Leave
50	Bonus Leave

Code	Name
56	Special Bonus FY2018
57	Special Bonus FY19-20
65	CSL
66	CSL – Tutoring
67	Literacy Volunteer Leave
71	Personal Observance Leave***
80	Received Shared Leave

\*\*\* Only available for participating agencies.

### Minutes to 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