

INSTRUCTIONS

Record absence/attendance hours for each day of the work week. All time must be recorded including days off. Listed below are the absence/attendance type codes. Direct questions concerning policy interpretation to your campus Human Resource area.

Dept Use Only - Total by Wage Type - The department time coordinator will complete this area. Totals by each wage type are required. A grand total of all hours recorded must be entered.

ABSENCE AND ATTENDANCE TYPES TO BE USED FOR THE TIME RECORDING WAGE TYPE CODE

ADM	Administrative Leave	ONC	On Call Hours (UNL & UNK only)
ARG	Ag Regular Hours (IANR only)	OTD	Overtime Hours
ATM	Ag Temporary Hours (IANR only)	OSH	Overtime Shift Hours
BADW	Bad Weather-Declared by the University	REG	Regular Hours
BHOL	Banked Holiday Hours Earned	ROPL	Regular Over Planned
BKUS	Banked Holiday Used	SC10	Shift Comp Hours Earned 10%
CMU	Compensatory Time Used	SC05	Shft Comp Hrs Earned 5% (UNK only)
CME	Compensatory Hours Earned	SHF	Shift Hours
CRLV	Crisis Leave Used	SCK	Sick Leave
CSP	Contract Service Hours	TEM	Tmp/Std Work Hours
DOFF	Day Off	UNPL	Unpaid Leave
FLH	Floating Holiday Used	VAC	Vacation Leave
FNL	Funeral (Bereavement)	WOC5	Work Comp Paid by State-Sick
HOL	Holiday Pay	WOCV	Work Comp Paid by State-Vac
INJ	Injury Leave	WSR	Work Study Acad Year Hrs
JRCV	Jury Duty/Civil Leave	WST	Work Study Summer (July)
MIL	Military Leave	WSS	Work Study Summer (June)
OCM	Call Back Hours @\$1.00 per hour		

Time worked can be reported by the minute or fraction of hour as show on this scale:

Minutes	Hour Fraction
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.10
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.20
13	0.22
14	0.23
15	0.25

Minutes	Hour Fraction
16	0.27
17	0.28
18	0.30
19	0.32
20	0.33
21	0.35
22	0.37
23	0.38
24	0.40
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.50

Minutes	Hour Fraction
31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.60
37	0.62
38	0.63
39	0.65
40	0.67
41	0.68
42	0.70
43	0.72
44	0.73
45	0.75

Minutes	Hour Fraction
46	0.77
47	0.78
48	0.80
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.90
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98
60	1.00