

Conversion of DOC Time/Leave Codes to PeopleSoft Time Reporting Codes

DOC Code	DOC Description	PeopleSoft TRC
A	Annual leave	ANLVP
AA	Administrative Leave/office closed due to unsafe conditions	ADMUS
AC	Administrative Leave/Cooling off period	ADLCH
AE	Administrative/Weather Earned (worked during reduction in service)	ADMWK
AE/AU	Administrative/Weather Earned and Used on same date (no balance)	ADMPD
AU	Administrative/Weather Used (from existing balance)	ADMPP
C	Compensatory used (Exempt employees only)	CTPT2
DL	Donated Leave used	SHLVP
DO	Day Off	0 - REGHR
E	Enforced leave	ENFLP
FA	Family leave, annual	FMALP
FC	Family leave, compensatory (Exempt employees only)	FLCH2
FD	Family leave, donated leave	FMSHP
FH	Family leave, holiday (used from balance on non-Holiday)	FMHLP
FH	Family leave, holiday (earned and used on same date)	FLHPP
FO	Family leave, without pay	FLWPO
FS	Family leave, sick	FMLSP
FT	Family leave (unpaid), Temporary employees only	FLWPO
HE	Holiday Earned (include hours worked or day off on holiday)	HOACC
HU	Holiday Used (on a non-holiday)	HOLCP
HE/HU	Holiday Earned and Used on Same Date	HOLPP
J	Court & Jury Service	JURYE
JT	Court & Jury Service (unpaid), Temporary employees only	JLWPO
M	Military leave	MILVP
MO	Military leave without pay	LWPHM
MA	Military Family leave, annual	MFALP
MC	Military Family leave, compensatory (Exempt employees only)	MFCT2
MD	Military Family leave, donated leave	MFSHP
MH	Military Family leave, holiday	MFHLP
MS	Military Family leave, sick	MFLSP
MT	Military leave (unpaid), Temporary employees only	MLWPO
MX	Military Family leave, without pay	MFLWP
O	Leave without pay (approved)	LWPHS
P	Professional/Organizational	ORGLP
PS	Suspension with pay	SUSPH
S	Sick leave	SCKPP
T	Termination date (NOT USED IN PEOPLESOFT)	-----
TA	Workers' Comp., annual leave supplement	WCANP
TD	Workers' Comp., donated leave	WCSHP
TF	Workers' Comp., LWOP/FMLA	FMWCC
TS	Workers' Comp., sick leave supplement	WCSKP
TT	Workers' Comp., LWOP	WCWOP
UA	Unauthorized Absence	AWOLP
W	Hours worked (see OP-110120, II.B.1.)	REGHR
WB	Worked & attended briefing	REGWB
WC	Worked CERT Training	REGWC
WL	Worked & conducted briefing	REGWL
WT	Hours worked (TEMPORARY employees only)	HREG
XO	Suspension without pay	LWPSP
ZO	Furlough	FURHR

Conversion of DOC Time/Leave Codes to PeopleSoft Time Reporting Codes

DOC Code	DOC Description	PeopleSoft TRC
(None)	Licensed Practical Nurse Evening Shift Differential	EVU
(None)	Licensed Practical Nurse Night Shift Differential	MDX
(None)	Licensed Practical Nurse Rotating Shift Differential	ROE
(None)	Patient Care Assistant Evening Shift Differential	EVT
(None)	Patient Care Assistant Night Shift Differential	MDW
(None)	Patient Care Assistant Rotating Shift Differential	ROD
(None)	Registered Nurse Evening Shift Differential	EVV
(None)	Registered Nurse Night Shift Differential	MDY
(None)	Registered Nurse Rotating Shift Differential	ROF

(R 4/16)