

Night Attendant Hours and Codes		
Type	Schedule Code	ReQlogic Timesheet Hours
Second Half Night	NAH2	4 hours in 97100-940 (PTO Admin Paid Leave), 10 hours in 97100-420 (Night Observer Support)
Full Night	NAH	14 hours in 97100-420 (Night Observer Support)
First Half Night	NA1	9 hours in 97100-420 (Night Observer Support)
Day shift (7AM Departure)	SD	10 hours in 97100-390 (scheduling Daily)
Early Day shift (5AM Departure)	SDE	10 hours in 97100-390 (scheduling Daily)
Bad Weather (night or day shift not canceled)	Day or night summit codes	If the shift is not canceled but you spent your time waiting at HP, hours go where they normally go.
Bad Weather (night or day shift CANCELED)	Day or night summit codes	If the shift is canceled, at the start of the night, all scheduled hours go into PTO Admin Paid Leave. Any hours spent waiting at HP before a day or night is canceled go into normal codes.
HQ work day	HQ	8 hours in 97100-390 (scheduling Daily), or other project code if specified
Checking Email at Home	N/A	Up to 0.25 per day in 97100-471 (Observing Support General Task) when not on shift.
Vacation or Sick Leave	L9, L19 or L14	9, 10, or 14 hours in 97100-930 (PTO Employee Sick) if sick, 97100-920 if vacation
Holiday	X in holiday column on old schedule, red dates on new schedule	10 hours in 97100-910 (PTO Holiday), regardless if you worked that day
Other Projects/Situations	N/A	Please reach out to the project manager or John if you did any work that doesn't fall into these categories for the ReQlogic codes