*LLSD*

ATTENDANCE and ABSENCE TYPES REQUIREMENTS

**LLSD**

**Version 10.00**

DOCUMENT ORIGIN

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| AUTHORS | OPERATION UNIT |
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CHANGE HISTORY

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| --- | --- | --- |
| VERSION | DATE | CHANGES / By |
| V1.00 | 01/31/2012 | Initial Draft |
| V1.10 | 02/17/2012 | Added corrections/changes from Tom Killeen, Teri Lyons, & Dawn Watkins |
| V1.12 | 03/05/2012 | Added description on how HO was configured. |
| V1.20 | 03/15/2012 | Added corrections from meeting with Teri & Tony |
| V1.30 | 03/23/2012 | Added changes for Deadhead Time and additional documentation on FH; reporting & wage type generation for SAXB on Legal Holidays; Custom table for Beyond the Bell. Added description of new FMLA time codes for Workers Comp. Added to exclude X\*, AXSX, & CXSX to JU eligibility. |
| V1.50 | 05/08/2012 | Revised statements, words, & placement of the codes in the document. |
| V1.60 | 05/31/2012 | R2772 – Finalize BL & BLNC business rules; HO for 2UTA/2UTH- need to add concurrent check for capping – cap to 8 hours; Requirements of att/abs codes (such as JU) taking ON-day & Z-Day into account where we add a column in Z table [ZTMTT\_AA\_ELIG]. Modify the schema logic in the existing custom operation to work the same as the Z-table. |
| V1.70 | 06/27/2012 | R2823 – Modify ZCAT2 screen to allow the validation using the new Z table [ZTMTT\_AA\_ELIG]. ZCAT2 would by-pass the restriction to IT001 [Org Management] in the user-exit which would allow ZCAT2 to determine the PA, PSA, etc. of the employee and therefore be able to use the Z table. |
| V1.80 | 08/17/12 | R2881- Summer School Substitute Pay with Differential [.09224] – PA=2UTK with ESG=S1, Z1, & Z2 are also entitled to .09224 differential when reported for BL. |
| V1.90 | 8/30/12 | R2881: Changes to BL |
|  |  | R2881: New attendance code ‘**RGSD**’ which is RG time with Summer Differential to be reported during summer period: |
| V2.0 | 10/24/2012 | R2992 – Allow PA=2\*, PSA=CXSX, ESG=S1 to be reported for IL if Quota 01 is available. Beginning 07/01/2012, we prevented IL from being reported for PA=2\* with ESG=S1. UTLA states otherwise so the ZTMTT\_AA\_ELIG has to be modified. |
| V2.10 | 12/03/2012 | R3004 – Allow Worker’s Comp Processor to change WC to WR for School Police. |
| V3.0 | 1/31/2013 | R3095 – Allow MSAP(Annual physical) to ESG=V1 (leave to higher) |
| V3.10 | 04/16/2013 | Change in the ZTMTT\_AA\_ELIG table for MSAP so that the Time Keepers would be able to report employees on Leave to hire with ESG=T1.Remove the ESG validations because the control is in the PSA. |
| V3.11 | 9/24/2013 | Change the ZTMTT\_AA\_ELIG table to that it allows “\*” as a wildcard on the attendance codes. This would make the attendance code field operate the same as the PA and PSA fields. |
| V3.12 | 10/11/2013 | Add the example of ZT time for TA (Teacher Aid) based on input from Julie Holguin in HR. |
| V3.13 | 01/16/2015 | **R6236** - Remove WC/WI/FWI/WV/FWV to PSG 60 (pa/psa=1\*/x\*) from dropdown list in CATS.  Substitute classified employees are entitled to receive WC benefits. However, these employees are never time reported in the District’s payroll system. Sedgwick, which is the party carrier for LLSD worker’s comp, pays them directly. |
| V4.00 | 08-10-2016 | **R7444 -** Allow OT pay for Unclassified Employees (PA=3\*\*\*) 3GXX, 3NBP, 3NXX per Payroll Mod 54 from Payroll. Effective July 1, 2016 to pay OT for any hours worked in excess of 8 hours per day by Beyond the Bell staff with regards to the Porter Ranch issue and relocation and to comply with FLSA rule. |
| V4.10 | 8-10-2016  (currently not in PR1 yet) | **R7180 -** Create new PA/PSA/EG/ESG combination 1NXX/XXXX/H/N1 effective 07/01/2016  For new jobs: 22103200 - Plumber (Hiring Hall); 22103201 - Electrician (Hiring Hall); & 22103202 - HVAC Fitter (Hiring Hall) ​  Attendance code OT will be allowed for these temp employees for any hours in excess of 8 hours per day. |
| V5.00 | 07-17-2017 | **R7498 – Paid Parental Leave (AB2393 Child Bonding Leave**) – New absence code PLIL and PLVA have been created to implement this bill. For more information on this Paid Parental Leave, please refer to the Paid Parental Leave requirements document under TIME in Share Point. |
| V6.00 | 8/1/2017 | **R8107 – Add 4 new protected absence codes**   1. PUP(protected Unpaid), 2. PPN (Protected personal Necessity), 3. SAUP (School Activities Unpaid), 4. SAPN (School Activities Protected personal Necessity) |
| V6.10 | 5/8/2018 | **R8459 – Increase SAPN max hours for District represented employees** |
| V6.2 | 7/27/2018 | **R8576 – Attendance code for Break Time (Food Services Only)** |
| V7.0 | 12/11/2018 | **Added** delimit date for **PX** attendance code |
| V8.0 | 1/11/2019 | **R8910 – ZT att/code max hours allowed parameter on ZTVARVC** |
| V9.0 | 1/22/2019 | **R8447 – Add new custom table “ZTmTT\_AA\_Elig\_Dt** to separate the summer dates from ZTmTT\_AA\_ELIG table to reduce down the complication of the summer validation logic. Also changed the custom table name written in “ZTM\_AA\_ELIGIBILITY to ZTMTT\_AA\_ELIG as a cleaning up task. |
| V10.0 | 11/01/2021 | **Adding (R9544) FFCRA absence codes in the appendix area (Appendix C) and (R10175) UPVX under unpaid absence/attendance codes** |
| V10.0 | 11/02/2021 | **Adding SPSL –Supplemental Paid Sick Leave (R9930 and R9931)** |
| V10.1 | 3/22/2022 | **Excluded Z1/Z2 grouping from OT (R9540)** |
| v.xx | 3/29/22 | **Added SPSL/SPBN covid absences reference here to refer to actual docs** |
| V10.2 | 3/11/24 | **Added 2UTA info for Auxiliary (AA) time reporting (R11061)** |
|  | 4/18/24 | **CVIL and CVUP were added PY MOD 17 -R11086 - 5 new WT ATT for Covid19 absences** |
|  | 6/13/24 | **Adding SACL - R10328 Spec Assg X Duty Retirement Eligibility (moved July 2022 release- documentation being added late)** |
|  | 7/8/24 | Adding - BEREAVEMENT TIME (Protected) (BVPN, BVVA, BVUP) - - R10621 - 3 new ATT & WT for BV |

REVIEW AND APPROVAL – *only for modification to V6.0 (R8107-Protected Absences)*

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REVIEW AND APPROVAL – *only for modification to V3.10 on 04/16/2013*

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REVIEW AND APPROVAL – *only for modification to V3.00 (R3095) on 1/31/2013*

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REVIEW AND APPROVAL – *only for modification to V2.0 10/24/2012*

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Table of Contents

[Introduction 8](#_Toc86830494)

[1. ATTENDANCES: 9](#_Toc86830495)

[Holiday (HO) 9](#_Toc86830496)

[MISCELLANEOUS TIME (MS) 10](#_Toc86830497)

[PROFESSIONAL DEVELOPMENT TIME (PD) 11](#_Toc86830498)

[REGULAR TIME (RG) 11](#_Toc86830499)

[REGULAR TIME with SUMMER DIFFERENTIAL (RGSD) 12](#_Toc86830500)

[REGULAR TIME on HOLIDAY (RGHO) 13](#_Toc86830501)

[REGULAR MAKE-UP TIME (RGMK) 14](#_Toc86830502)

[Reportable and System generated Attendance 15](#_Toc86830503)

[DEADHEAD TIME 15](#_Toc86830504)

[FURLOUGH (FH) 16](#_Toc86830505)

[Break Time (BR) 16](#_Toc86830506)

[AUXILIARY TIME (AA) 18](#_Toc86830507)

[BEYOND THE BELL TIME (BL) 18](#_Toc86830508)

[BEYOND THE BELL TIME (BLNC) 21](#_Toc86830509)

[COMP ACRUAL (CA) 21](#_Toc86830510)

[DISTRICT SPONSORED TRAINING TIME (TR01), (TR02), (TR03) 22](#_Toc86830511)

[ELEM SUPV TIME (DF26): 24](#_Toc86830512)

[ELEM SUPV TIME (DF27) 24](#_Toc86830513)

[EXTENDED COUNSELING ASSIGNMENT TIME (ECAS): 25](#_Toc86830514)

[OVERTIME (OT) 26](#_Toc86830515)

[PROFESSIONAL EXPERT TIME (PX) 29](#_Toc86830516)

[REGISTRATION ADVISER (READ) 29](#_Toc86830517)

[Not eligible for accruing IL or Vacation Quota. 30](#_Toc86830518)

[CERTIFICATED SUBSTITUTE ASSIGNMENT TIME (RGSA) 30](#_Toc86830519)

[REPLACEMENT TIME (RP) 31](#_Toc86830520)

[Z-TIME DURING ON-TRACK TIME (RGZN) 32](#_Toc86830521)

[SPECIAL ASSIGNMENT (SA95) 32](#_Toc86830522)

[SPECIAL ASSIGNMENT (SA96) 32](#_Toc86830523)

[SPECIAL ASSIGNMENT (SAXB) 32](#_Toc86830524)

[DIFF CONS TEACHER TIME (ST27) 33](#_Toc86830525)

[TRANSPORTATION VACATION BIDDING (VBID) 33](#_Toc86830526)

[RELIEF TIME FOR TA’S (ZT) 33](#_Toc86830527)

[Holiday – Spring Break (HOSB) 34](#_Toc86830528)

[Holiday – Winter Break (HOWB) 35](#_Toc86830529)

Bus Driver Disinfectant [BDDP](#BDDP)……………………………………………………………………………………………………………….. 38

SACL - Spec Assgn CL X Duty-----------------------------

[2. ABSENCES: 36](#_Toc86830530)

[Holiday - Admission Day (HOAD) 38](#_Toc86830531)

[**ILLNESS (IL):…………………………………………………………………………………………………………….42**](#IL)

[**JURY DUTY TIME (JU):**](#JU)**………………………………………………………………………………………………43**

[**KIN CARE TIME (KC):**](#KC)**………………………………………………………………………………………………..44**

[**MILITARY DUTY Time (MD):**](#MD) **…………………………………………………………………………………….45**

[**MISCELLANEOUS TIME-ANNUAL PHYSICAL (MSAP):**](#MSAP)**…………………………………………………………46**

[**MISCELLANEOUS TIME-NATURAL DISASTER (MSND):**](#MSND)**……………………………………………..47**

[**PERSONAL NECESSITY (PN):**](#PN)**…………………………………………………………………………………….47**

[**VACATION (VA):**](#VA)**……………………………………………………………………………………………………….49**

[**VESTED Vacation VS :**](#Vested) **……………………………………………………………………………………………….49**

[**PARENTAL LEAVE ILLNESS (PLIL):**](#PLIL)**…………………………………………………………………………….50**

[**PARENTAL LEAVE VACATION (PLVA):………………………………………………………………………49**](#PLVA)

[**SUPPLEMENTAL PAID SICK LEAVE (SPSL) & Suppl Pd Benefit (SPBN)**](#SPSL_SPBN)**………………………51**

[**COVID Illness (CVIL) & COVID Unpaid Time (CVUP)**](#CIVIL) **…………………………………………………51**

[JOB ACTION (JA) 47](#_Toc86830532)

[Strike (STRK) 47](#_Toc86830533)

[UNPAID (UP) 48](#_Toc86830534)

[UNPAID COVID-19 Vaccination (UPVX) 49](#_Toc86830535)

[3. WORKER’S COMPENSATION 49](#_Toc86830536)

[WORKER’S COMP REGULAR -UNIT A (WA) 49](#_Toc86830537)

[WORKER’S COMP (WC) 50](#_Toc86830538)

[WORKER’S COMP ILLNESS - PAYROLL USE ONLY (WI) 51](#_Toc86830539)

[WORKER’S COMP REGULAR – PAYROLL USE ONLY (WR) 51](#_Toc86830540)

[WORKER’S COMP VACATION - PAYROLL USE ONLY (WV) 52](#_Toc86830541)

[FMLA WORKER’S COMP 53](#_Toc86830542)

[There will be 5 new FMLA time codes for Workers Comp namely: FWA, FWC, FWR, FWI, and FWV. 53](#_Toc86830543)

[FMLA WORKER’S COMP REGULAR UNIT A ONLY (FWA) 53](#_Toc86830544)

[FMLA WORKER’S COMP (FWC) 53](#_Toc86830545)

[FMLA WORKER’S COMP ILLNESS - PAYROLL USE ONLY (FWI) 54](#_Toc86830546)

[FMLA WORKER’S COMP REGULAR - PAYROLL USE ONLY (FWR) 54](#_Toc86830547)

[FMLA WORKER’S COMP VACATION- PAYROLL USE ONLY- (FWV) 54](#_Toc86830548)

[4. FMLA/CFRA: Family and Medical Leave Act and the California Family Rights Act 55](#_Toc86830549)

[The federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide certain rights and obligations for both employees and employers. 55](#_Toc86830550)

[FMLA-CFRA Illness (FCIL) 55](#_Toc86830551)

[FMLA-CFRA KIN CARE (FCKC) 56](#_Toc86830552)

[FMLA-CFRA PERSONAL NECESSITY (FCPN) 56](#_Toc86830553)

[FMLA-CFRA UNPAID (FCUP) 57](#_Toc86830554)

[FMLA-CFRA VACATION (FCVA) 57](#_Toc86830555)

[FMLA-CFRA ILL Non-Deduction (FNIL) 58](#_Toc86830556)

[FMLA-CFRA KC Non-Deduction (FNKC) 58](#_Toc86830557)

[FMLA-CFRA PN Non-Deduction (FNPN) 58](#_Toc86830558)

[FMLA-CFRA UP Non-Deduction (FNUP) 58](#_Toc86830559)

[FMLA-CFRA VA Non-Deduction (FNVA) 58](#_Toc86830560)

[Preg Dis ILL w/o FMLA (PDIL) 58](#_Toc86830561)

[Preg Dis UP w/o FMLA (PDUP) 59](#_Toc86830562)

[Preg Dis VA w/o FMLA (PDVA) 60](#_Toc86830563)

[Preg Dis Vac Non-Deduct (PDVP) 60](#_Toc86830564)

[Preg/FMLA Dis ILLNESS (PFIL) 60](#_Toc86830565)

[Preg/FMLA Dis Vacation (PFVA) 61](#_Toc86830566)

[Preg/FMLA Dis Unpaid (PFUP) 62](#_Toc86830567)

[5. PROTECTED ABSENCES 62](#_Toc86830568)

[PROTECTED UNPAID (PUP) 62](#_Toc86830569)

[SCHOOL ACTIVITES UNPAID (SAUP) 64](#_Toc86830570)

[PROTECTED PERSONAL NECESSITY (PPN): 65](#_Toc86830571)

[SCHOOL ACTIVITES PERSONAL NECESSITY (SAPN): 66](#_Toc86830572)

[TECHNICAL ASPECTS 67](#_Toc86830573)

[(a) Custom Tables: 67](#_Toc86830574)

[Validation Rules 69](#_Toc86830575)

[Appendix A: Absence and Attendance Table (Detail) – T-code ZTMAAWAGE or table ZHRTT\_AWART\_WAGE (please look at the actual table for latest information although its listed here) 73](#_Toc86830576)

**V.** [**Technical Aspects 57**](#Technical_Aspects)

[Validation Rules 57](#Validation_rules)

[(a) CATS User-Exits 57](#CATS_USER_Exits)

[(b) Time Evaluation 61](#Time_Evaluation)

[I. Time Evaluation Report 61](#Time_Evaluation_Report)

[II. Schema Processing 61](#Schema_Processing)

[III. Customizing the Evaluation 62](#Customizing_Evaluation)

(c) Custom Tables………………………………………………………………………………………………………………..62

**VI.** [**Absence and Attendance Table [Appendix A]**](#Appendix_A_Abs_Att_Table)…………………………………………………..……………………………62

**VII.** [**Enterprise Structure [Appendix B]**](#Appendix_B_Enterprise_Structure)……………………………………………………………………………………………….63

# Introduction

**Background:**

The current attendance and absence codes have not been reviewed since prior to SAP go-live. The BASE Time team needs to re-evaluate business rules and policies to ensure accurate eligibility rules for correct time reporting.

**Purpose:**

The objective of this document is to describe, in detail, the rules for entering and processing attendances and absences required at the Los Angeles Unified School District (LLSD).

***Business Process:***

Time entry is a tool required to capture attendance and absences and allow the process to result in payment of hours due to the employee.

Attendance and absence codes are set-up through configuration so that each employee can be reported with eligible attendances and absences. The eligibility of attendances and absences in SAP is determined by the employee’s Enterprise Structure: PA-Personnel Area, PSA-Personnel Subarea, EG-Employee Group, ESG-Employee Subgroup; and Organizational attributes such as Job Key and Cost Center.

Time Entry will define and execute the process of entering attendance and employee absences in CATS (Cross Application Time Sheet) by Time Keeper or through Interface.

**Ways to process data:**

Each employee is assigned Time Management Status (TMS) to determine how Time Evaluation will process their data. TMS is the indicator that will control the selection parameters for the Time Evaluation processing. It will also indicate whether or not an employee participates in time evaluation. This indicator may be used to trigger different types of processing in time evaluation.

In LLSD, we use the values: 1 – Time Evaluation of Actual Times, 9 – Time Evaluation of Planned Times, and 0 – No Time Evaluation.

* When Employee is assigned TMS= 1, the time reporting is through Positive Time Reporting where direct entry to CATS to report time is required. The Time Keeper must report attendance, absence, premiums, and wage types in CATS.
* When Employee is assigned TMS= 9, time reporting is through Negative Time reporting. The Employee’s planned working time from their daily work schedule would populate the Time Wage Types as Regular (RG) time through Time Evaluation. Time Keeper should report any absence or additional time directly in CATS.
* Through interfaces from 3rd party systems such as Motor Carrier Maintenance System (MCMS) & Work Order System (Maximo), the data comes from the inbound interface and populates CATS.

Attendance and Absence data will be processed for the following employee service types:

1. Certificated
2. Classified
3. Unclassified

Each employee type will fall under the following Employee Job Assignments:

1. **Certificated Job Assignment**- An assignment to a job that requires the employee to holds one or more documents such as a certificate, a credential or a life diploma engaged in a school service as authorized in his/her license.

In SAP, these are identified by having the first character of the PA as ‘2’.

1. **Classified Job Assignment**- an assignment to a job that does not require an employee to have certification qualifications and not otherwise exempt from the classified service.

In SAP, these are identified by having the first character of the PA as ‘1’.

1. **Unclassified Job Assignment** - an assignment to a job that is not identified as part of the classified or certificated service. An unclassified assignment can be in addition to a regular classified or certificated job assignment.

In SAP, these are identified by having the first character of the PA as ‘3’.

Additionally, the following are the most commonly used assignment types that deviate from the regular assignments.

1. **X-Basis Assignment** - temporary assignments where employees are not eligible for Holiday pay, use of an absence, or earn/accrue absence quotas.
2. **Intersession/Summer Assignment -** These are identified as additional assignments

* Intersession Assignment - an assignment assigned to an employee working at a multitrack calendar school at various times during the year. In the system, this is identified as a Z basis assignment or Z-time (off track time) on the Main Assignment.
* Summer Assignment – an assignment assigned to an employee working at a SINGLE-TRACK calendar school during the months of July and August. In the system this is identified as a Z basis assignment.

The business rules established in this document will be used as a basis for validation, configuration, and management of attendances and absences, and the further automation of business processes in SAP.

Changes stated in this Attendance and Absence Requirement document would be effective 07/01/2012 and exclude employees in Personnel Subarea (PSA) = RXXX and NONE.

# ATTENDANCES:

In order to report time for an employee who performed a job, the actual type of time must be captured in Time Entry to allow the time reporting process to result in payment of the hours due to the employee.

There are two types of time reported: **Attendance and Absence**.

Attendance is used when an employee physically or actively participates in the performance of a job.

In LLSD, Attendances can be categorized into two kinds of reported hours:

* ***(a) Core hours***
* ***(b) Non-core hours or Additional time***

## CORE ATTENDANCES

Holiday (HO)**:**

The holiday hours are automatically generated by the time evaluation process if eligible, except for employees from Personnel areas 2F\*, 2UTA and 2UTH. Employees from 2UTA and 2UTH are allowed to enter holiday hours in CATS. However, for EEs from 2F\* may enter holiday hours against their PNWD quota balance.

Although HO is neither an absence nor attendance, HO was configured as Attendance for 2UTA, 2UTH, 2F\*[2FDX, & 2FNX] to allow Time Keepers to report their Holiday hours in CATS. The hours would be capped to a total of 8 hours summing all eligible concurrent assignments.

*Objective of the Attendance:*

To manually report holidays for a specific set of employees

These hours are captured by the attendance type ‘HO’.

*Rules to allow HO:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for HO** | |
| **Personnel Areas** | 2UTA, 2UTH, 2F\* |
| **Personnel subareas:** | All except X\* (with the exception of 2F\*), AXSX, CXSX, RXXX, NONE |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | All except S1, Z1 and Z2 Except allow Z2 to PA=2UTH |
| **Core / Additional:** | Both |
| **Generated Wage Types :** |  |
| **Quota Deduction:** | PNWD for 2F\* |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations:*** *Refer to the Holiday document for HO related bridging rules, total HO allowed for the year etc.*

***Exceptions:***

None

MISCELLANEOUS TIME (MS)**:**

*Objective of the Attendance:*

To be able to report time for Eligible employees for the following reasons:

1. Attendance at a District approved meeting
2. District employment examination.
3. District approved Seminars, Conferences or Convention (see specific Collective Bargaining Unit Agreement for conditions to charge this type of time)

These hours are captured by the attendance type ‘MS’

*Rules to allow MISCELLANEOUS TIME (MS):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for MS** | |
| **Personnel Areas:** | 1\* & 2\* |
| **Personnel subareas:** | All except XJXX, XXXX, XXSX, RXXX, NONE  [**Except for 2F\* & 1DTX where PSA=XXXX are eligible**] |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Core when entered on regular assigned calendar. Otherwise, non-core. |
| **Wage Types :** | 0448 – On-Track  0622 – Off-Track |
| **Quota Deduction:** | N/A |
|  |  |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

Currently NONE

|  |
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|  |

***Exceptions:***

None

PROFESSIONAL DEVELOPMENT TIME (PD)**:**

*Objective of the Attendance:*

To be able to report eligible employees for attending District approved school site training, seminars, conferences, or conventions for self-improvement. This attendance code was added to differentiate Miscellaneous Time and Professional Development time.

These hours are captured by the attendance type ‘PD’.

*Rules to allow PROFESSIONAL DEVELOPMENT TIME (PD):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for PD** | |
| **Personnel Areas:** | 1\*, 2\* |
| **Personnel subareas:** | All except R\*, NONE |
| **Employee Group:** | All |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Core when entered on regular assigned calendar. Otherwise, non-core. |
| **Wage Types :** | 0450 – Regular ON-Track time [Core]  0623 – Regular OFF-Track time [Non-core] |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| None |

***Exceptions:***

None

REGULAR TIME (RG)**:**

*Objective of the Attendance:*

In order to report time for employees who performed their daily job activities during the planned work hours’ window, the actual attendance hours must be captured in Time Entry to result in payment of the hours to employees.

These hours are captured by the attendance type ‘RG’.

Currently, there are 2 ways to capture and process RG time for the employees.

1. For Employees assigned with the Time Management Status (TMS) = 1, direct entry to CATS by the Time-keeper is required to report regular time. For some employees, their RG time directly populates CATS via inbound interfaces from 3rd party systems such as MCMS (Transportation Maintenance Workers) and Maximo (Facilities).
2. For employees assigned TMS=9, the Employees’ planned working time from their daily work schedule will populate the RG time into the time evaluation process, barring any deviations (such as absences or other attendances) from the planned work hours that are coming from the time sheet.

*Rules to allow RG:*

Education Code 45127 and Fair Labor Standard Act (FLSA) identifies that the RG hours of an employee in any assignment cannot exceed 40 hours per week. The daily RG hours cannot exceed the planned daily hours which is identified by Human Resources/Personnel Commission, with the exception of Average paid Time (APT) employees. For APT employees, the daily cap of RG hours is determined by the APT factor.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for RG** | |
| **Personnel Areas** | All except 3YPX, 3YYX, 9NEC, 9NED, 9NEX, 9REC |
| **Personnel subareas:** | All except RXXX and NONE |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Core |
| **Generated Wage Types :** | 0100 Regular Time on an ON Track day  0231 Regular Time on an OFF Track-day |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing time sheet validations:***

* There are restrictions to enter RG when there is Furlough. Please look at Furlough document for RG with FH.
* RG on Admission day and other legal holidays also has some restrictions. Please look at Holiday Document for those rules.
* RG reported for Certificated Summer School (Cctr 1014801) assignment pays differential. For this and other restrictions/validations refer the Differentials Requirements Document.

***Exceptions:***

None

REGULAR TIME with SUMMER DIFFERENTIAL (RGSD)**:**

*Objective of the Attendance:*

In order to report time worked for Certificated Employees [PA=2UTK/2UTH/2USX] assigned to pool cost centers 199500\* during the summer period which would also pay the .09224 summer differential.

These hours are captured by the attendance type ‘**RGSD**’.

*Rules to allow RGSD:*

When RGSD is reported, the Time schema will automatically generate a .09224 differential based on the hours reported. RGSD may be reported only during the summer period as determined by the Annual Board Report\* which may vary each year. Differential is capped to 5.95 hours.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for RGSD** | |
| **Personnel Areas** | 2UTK, 2UTH, 2USX\* [Refer to restrictions under Org Attributes] |
| **Personnel subareas:** | All except A\*, RXXX, NONE |
| **Cost center assigned:** | Only 199500\* |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Core |
| **Generated Wage Types and Cap hours:** | 0100 Regular Time  0231 if Z-day (X basis don’t have Z-time in general)  1496 for the Summer differential generated |
| **Quota Deduction:** | N/A |
| **Daily Work Schedule Class:** | On-Track or Off-Track [Z-days] only. No Saturdays or Sundays |
| **Valid reporting period** | Only summer period specified on T-Code - ZTM\_AA\_VALID.  The summer period will be different for each fiscal year  Example: fiscal year 2012-2013: 7/4/12~7/27/12 |
| **Organizational attributes:** | Should be restricted to the following Job Codes in 2USX:  2USX: 11100840 - Instructor, JROTC  11100841 - Sr Instructor, JROTC  19100555 - Speech & Language Pathologist |
| **Hours Restriction:** | No cap on RGSD hours reported BUT generation of differential will be capped to 5.95 hours |

REGULAR TIME on HOLIDAY (RGHO)**:**

*Objective of the Attendance:*

Regular Time on Holiday is used to report actual time worked on a legal for an eligible employee. RGHO is used instead of RG because of the need to make a distinction between the two attendance types. Initially, there were a lot of Time Keepers who inadvertently report RG on Legal Holidays. At that time RG and Holiday both paid for the same day so a validation had to be built in CATS to prevent the Time Keepers from reporting RG on Legal Holidays and also prevent double payment.

Most eligible classified employees who worked on Legal holidays were reported overtime [OT]. Non-overtime eligible classified employees and eligible certificated employees who actually worked on the Legal Holidays had to be reported using an attendance type other than RG. Please refer to Holiday Business Rule Document, Rule 22 for more detailed explanation of RGHO.

These hours are captured by the attendance type ‘RGHO’.

*Rules to allow RGHO:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for RGHO** | |
| **Personnel Areas:** | 2UTA, 1\**[Please see section below on CATS validations]* |
| **Personnel subareas:** | All except A\* with the exception AXSX. Except RXXX, NONE |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Core |
| **Wage Types :** | 0100 – Regular Time  0231 – Regular Time on OFF-Track time |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |
|  |  |

**Validations during Time Entry**

***Existing and required CATS validations in the system:***

Refer to Holiday Document for the validations.

|  |
| --- |
|  |

***Exceptions:***

None

REGULAR MAKE-UP TIME (RGMK)**:**

*Objective of the Attendance:*

Regular Make-up Time is used to report extra time worked during the year to ‘make-up’ for missing the RG time required in completing a certificated employee’s contract hours to obtain a good year of service credit (to track the hours and give the employee the correct accrual and accumulation of hours). This make-up time is used to report regular work performed on an OFF track day. The hours count toward earning a status change, tenure, and STRS full year service credit.

A certificated employee whose assignment begins after the cut-off (designated as on time start date) is considered ‘Late Start’. The date considered as 'Late Start' for an employee varies according to calendar, basis and track type.

The attendance code RGMK is needed because RG reported on an OFF track day (Z-schedule) would generate Z-Regular time, whereas RGMK would generate regular time.

*Rules to allow RGMK:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for RGMK** | |
| **Personnel Areas** | 2UTK, 2USX, 2UTH, 2UTE |
| **Personnel subareas:** | All except A\*, RXXX, XXXX, Z\* , AXSX, CXSX, XJXX, XXSX, NONE |
| **Employee Group:** | All |
| **Employee Subgroups:** | All Except S1, Z1, Z2 |
| **Core / Additional:** | Core |
| **Wage Types :** | 0230 on an OFF Track-day only |
| **Quota Deduction:** | N/A |
|  |  |
| **Organizational attributes:** | No restriction |
|  |  |

**Validations during Time Entry**

***Existing time sheet validations***

1. RGMK may NOT be entered and accepted on days considered On-track days when employees are scheduled to work
2. RGMK may NOT be entered on Legal Holidays or on days designated as Furlough days.
3. RGMK may be entered and accepted on days considered Off-track or days when employees are not scheduled to work.
4. RGMK may be entered and accepted on School Holidays designated as SPRG (Spring) or WNTR (Winter) on the calendar.

|  |
| --- |
|  |

***Exceptions:***

None

Reportable and System generated Attendance

DEADHEAD TIME**:**

*Objective of the Attendance:*

Deadhead time is the period of time when Bus Drivers drive from one point to another where no students are present. The wage type is generated by the schema (no time is entered in CATS). When the hours reported (using clock time) is less than the assignment hours, the difference between the assignment hours and the reported hours is automatically generated. Since the schema generated the wage type, **Deadhead Time** did not exist in the Attendance/Absence drop-down as a selection to be entered in CATS.

There were 4 Job Classifications that were coded to automatically generate deadhead hours: 22305826 HVY BUS DRIV, 22305861 LIGHT BUS DR, 22305804 AREA BUS SUP, and 22305806 AST AR BUS SUPV.

The automatic generation of Deadhead hours will continue for Heavy Bus Drivers with Job Code=22305826, Light Bus Drivers with Job Code=22305861, and Assistant Area Bus Supervisors with Job Code=22305806. For the Area Bus Supervisors with Job Code=22305804, **Deadhead hours (DH)** will be entered in CATS.

Deadhead hours for Transportation Routing Assistants with Job# 22305864 and Driver Trainer Bus/Truck with Job# 22305734 will also be reported through CATS.

*Rules to allow DEADHEAD TIME:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for Deadhead** | |
| **Personnel Areas:** | 1CXX\*, 1SXX\* [\*Refer to restrictions under Org Attributes] |
| **Personnel subareas:** | ~~CJXX, ZJXX for PA=1CXX~~  ~~AJXX, AGXX, BJXX, E\* (since A basis will move to B or E from 7/1/12) for PA=1SXX~~ |
| **Employee Group:** | ~~D, H~~ |
| **Employee Subgroups:** | ~~R1~~ |
| **Core / Additional:** | Core |
| **Wage Types :** | 0152 – RG on ON-Track time  0237 – RG on OFF-Track time |
| **Quota Deduction:** | N/A |
|  |  |
| **Organizational attributes:** | 1CXX= 22305826 HVY BUS DRIV  22305861 LIGHT BUS DR  22305864 Transportation Routing Assistants  1SXX= 22305804 AREA BUS SUP  22305806 AST AR BUS SUPV  22305734 Driver Trainer Bus/Truck |

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| Refer to Deadhead Document for further information about Schema related Deadhead processing. |

***Exceptions:***

FURLOUGH (FH)**:**

*Objective of the Attendance:*

This is to fulfill the mandated Furlough requirements of the District. These hours are captured by the attendance type ‘**FH**’. Although furlough is an absence, as the District wants to have the ability to report furlough on both legal and school holidays - it had to be configured as an attendance type. For more information on Furlough, please see *Requirement Document on Furlough Project.*

*Rules to allow FH:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for FH** | |
| **Personnel Areas** | All except 3\* and 9\* |
| **Personnel subareas:** | All except RXXX, NONE, Z\*, X\* (with the exception of PA = 2F\* and 1N\*); CXSX (with the exception of PA = 2F\* and 1N\*) and AXSX (with the exception of PA = 2F\* and 1N\*) |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | All except Z1, Z2, S1 |
| **Core / Additional:** | Core |
| **Generated Wage Types :** | 0602 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations:***

FH has a lot of validations. Refer to the Furlough Document for the details.

Break Time (BR)**:**

*Objective of the Attendance:*

Created in order to report Break Time as CTO (Compensated Time Off) for **FOOD SERVICE** employees who perform their daily job activities during their planned work hours. The Break Time attendance hours must be captured in Time Entry to report an accurate total CTO of a Food Service employee. Although BR will be treated as an Absence for reporting purposes, it will be configured as an Attendance.

These hours are captured by the attendance type ‘BR’.

*Rules to allow BR:*

The primary method to restrict access to BR will be through Job Codes. The permitted Job Codes will be listed in table ZTMTT\_AA\_ELIGJOB. This table restricts which Att/Abs codes show up on CATS for the employee, based on Job assignment. Additionally, we will use Pay Scale Grouping to restrict which Att/Abs codes are available based on enterprise structure. But this method alone will not restrict BR to Food Services employees. For a full listing of all permitted Job Codes, please see the Time Keeper/Approver requirements doc.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for RG** | |
| **Personnel Areas** | No restriction |
| **Personnel subareas:** | No Restriction |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Core |
| **Generated Wage Types :** | 0104 Break Time on an ON Track day  0646 Break Time on an OFF Track-day |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

* *BR should be limited to a max of 20 minutes or .34 hours. An error that says “BR time limited to 20 minute max (.34 hrs).”*
* *BR should not be allowed if Unpaid or benefit time (VA, IL, SBTM, etc) is reported for the full day. An error that says “Min 4 hrs attendance required to report BR”.*
* *BR should be allowed for a combination of Benefit time and Productive time worked, as long as minimum 4 hours of RG reported on that day.*

***Exceptions:***

None

***(b) NON-CORE ATTENDANCES or ADDITIONAL TIME:***

AUXILIARY TIME (AA)**:**

*Objective of the Attendance:*

To be able to report eligible certificated employees (secondary teachers) for hours worked in excess of their daily assigned hours (when they teach one additional regular class period) on a given day.

These hours are captured by the attendance type ‘AA’.

*Rules to allow AUXILIARY TIME (AA):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for AA** | |
| **Personnel Areas:** | 2UTK, 2UTA, 2USX (\* please refer to the restrictions under ‘Org Attributes’) |
| **Personnel subareas:** | C\* Except CXSX and B\*; Except RXXX, NONE |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 0175 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | Restricted to the following job codes in 2USX:  11100840 - INSTR, MARINE CORPS JROTC  11100841 - INSTR, MARINE CORPS JROTC,SR  19100555 - Speech & Language Pathologist  Restricted to the following job code in 2UTA\*:  11100829 - TCHR, ROC/ROP  Exclude the following job codes for 2UTK:  13200707 - ASMT,NONSCH,PREP |

**Validations during Time Entry**

***Existing validations***

Auxiliary Assignment (AA) may only be reported on ON-Track days where RG time has been reported.

AA hours are capped based on the employee’s assigned hours in the Planned Working Time (IT 0007) to a maximum per day of:

Assigned hours=6.6, maximum allowed hours=2.2

Assigned hours=6.0, maximum allowed hours=2.0

Assigned hours=3.3, maximum allowed hours=1.1

Assigned hours=3.0, maximum allowed hours=1.0

***Exceptions:***

None

\*AA allowed for 2UTA is effective 7/1/23

BEYOND THE BELL TIME (BL)**:**

*Objective of the Attendance:*

To be able to report eligible employees for hours worked in excess of their daily assigned hours for Beyond the Bell Supplemental Pay for Certificated Classroom /Training Time.

These hours are captured by attendance type **BL**.

BL would pay the employee a differential (at ‘0.09224’ times of the hourly rate) in addition to the regular hourly rate when applicable.

*Rules to allow BEYOND THE BELL (BL):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for BL** | |
| **Personnel Areas:** | 2UTH, 2UTK, 2USX\* [Refer to restrictions under Org Attributes] |
| **Personnel subareas:** | All except A\*, RXXX, NONE |
| **Assigned cost center:** | No Restriction |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No Restriction |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 0179 – Beyond the Bell  1496 – Differential |
| **Quota Deduction/Accruals:** | No quota deduction/no quota accruals |
| **Receiver Cost Center Assignment:** | Only for Intercession at year round schools  If Track Type is Year Round Schools identified using the OM attributes: {SAP table HRP1010: SUBTY=1001(track type)=005(HILFM }\*, then BL can be reported for all the PA’s mentioned at the top.  *\*Note: 3 schools in this category:*   * *Bell Senior High School=1853601* * *Cahuenga Elementary School=1269901* * *Del Olmo Elementary School=1238601* |
| **Hours Restriction:** | No cap on BL hours BUT generation of differential will be capped to 5.95 hours |
| **Organizational attributes:** | Should be restricted to the following Job Codes in 2USX:  2USX: 11100840 - Instructor, JROTC  11100841 - Sr Instructor, JROTC  19100555 - Speech & Language Pathologist |
| **Daily Work Schedule Class:** | On-Track or Off-Track [Z-days] only. No Saturdays or Sundays |

**Validations during Time Entry**

1. Note - There used to be Funding validation for BL in CATS against table ZTMTT\_BB\_FUNDS.

Going forward (effective 07/01/2012), the table entries will be delimited so there is NO validation in effect.

***Exceptions:***

None

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BL- Effective 07/01/2012** | | |  |  |  |
| ***PA*** | ***PSA*** | ***Job Codes*** | ***Receiving Cost Center*** | ***DWS Class*** | ***CAP*** |
| 2UTH | All except A\*, R\*, NONE | N/A | Intercession only: Employees reported to YRS with OM attributes from SAP table HRP1010: SUBTY=1001, HILFM=005 As of 7/1/12, 3 schools are under this condition:  1) Bell SH - 1853601 2) Cahuenga EL - 1269901 3) Del Olmo EL - 1238601 | On-Track & Off-Track,  No Saturdays/ Sundays | BL hours reported capped at 8.00 hours BUT Differential generated is capped to 5.95 hours |
|  |  |  |  |  |  |
| 2UTK | All except A\*, R\*, NONE | N/A | Intercession only: Employees reported to YRS with OM attributes from SAP table HRP1010: SUBTY=1001, HILFM=005 As of 7/1/12, 3 schools are under this condition:  1) Bell SH - 1853601 2) Cahuenga EL - 1269901 3) Del Olmo EL - 1238601 | On-Track & Off-Track,  No Saturdays/ Sundays | BL hours reported capped at 8.00 hours BUT Differential generated is capped to 5.95 hours |
|  |  |  |  |  |  |
| 2USX | All except A\*, R\*, NONE | 11100840 - Instructor, JROTC  OR  11100841 - Sr Instructor, JROTC  OR 19100555 - Speech & Language Pathologist | Intercession only: Employees reported to YRS with OM attributes from SAP table HRP1010: SUBTY=1001, HILFM=005 As of 7/1/12, 3 schools are under this condition:  1) Bell SH - 1853601 2) Cahuenga EL - 1269901 3) Del Olmo EL - 1238601 | On-Track & Off-Track, No Saturdays/ Sundays | BL hours reported capped at 8.00 hours BUT Differential generated is capped to 5.95 hours |
| 2UTK | All except A\*, R\*, NONE |  | Intercession only: Employees reported to a NON-Year round school example – Belmont CCtr 185401. | On-Track & Off-Track, No Saturdays/ Sundays | BL will NOT be allowed to report. |
| 2UTH | All except A\*, R\*, NONE |  | Intercession only: Employees reported to a NON-Year round school example – Belmont CCtr 185401. | On-Track & Off-Track, No Saturdays/ Sundays | BL will NOT be allowed to report. |
| 2USX | All except A\*, R\*, NONE | 11100840 - Instructor, JROTC  OR  11100841 - Sr Instructor, JROTC  OR 19100555 - Speech & Language Pathologist | Intercession only: Employees reported to a NON-Year round school example – Belmont CCtr 185401. | On-Track & Off-Track, No Saturdays/ Sundays | BL will NOT be allowed to report. |

BEYOND THE BELL TIME (BLNC)**:**

*Objective of the Attendance:*

To be able to report eligible employees for hours worked in excess of their daily assigned hours for Beyond the Bell Supplemental Pay for Non-Classroom Time.

These hours are captured by attendance type BLNC.

BLNC is used to report Beyond the Bell time where no differential pay is entitled.

*Rules to allow BEYOND THE BELL NON-CLASSROOM (BLNC):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for BLNC** | |
| **Personnel Areas:** | 1BXX, 2FDX, 2FNX, 2UTA, 2UTE, 2UTH, 2UTK, 2USX, 2MSX, 2MZX |
| **Personnel subareas:** | All except RXXX, NONE |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 0179 |
| **Quota Deduction:** | N/A |
|  |  |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

1. Please see BL.

***Exceptions:***

None

COMP ACRUAL (CA)**:**

*Objective of the Attendance:*

This attendance type is used by Sworn Officers in Bargaining Unit A and Bargaining Unit H in lieu of Overtime.

Eligible employees (Bargaining Unit A and H employees) may request that overtime hours worked each month to be reported as Comp Accrual time. Hours reported as ‘CA’ will trigger the accrual of Compensatory Time Quota balance. The reporting of CA is subject to a maximum of 10 hours per month and capped at 130 hours per comp year. Comp year is defined as the period from October to September.

These hours are captured by the attendance type ‘**CA**’.

*Rules to allow CA:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CA** | |
| **Personnel Areas** | 1AOX, 1SAX |
| **Personnel subareas:** | All except RXXX, NONE |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | No restrictions |
| **Core / Additional:** | Additional |
| **Generated Wage Types :** | None, it results in the accrual of Comp Quota, please refer to Absence Quota requirements document for further details |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations:***

Please refer to Quota documents for validations involving CA entry.

***Exceptions:***

None

DISTRICT SPONSORED TRAINING TIME (TR01), (TR02), (TR03)**:**

Certificated and classified employees who participate on a voluntary basis in District sponsored training projects may be reported as trainees as described below. Certificated management employees may be reported only when authorized by the appropriate local district/branch/division head. Training activities may be held before/after normal work hours, on weekends, holidays or other non-work days. School/sites must fund payments to participants from their local school/sites budgets.

*Objective of the Attendance:*

To be able to time report employees who are eligible for the District Sponsored Training.

*Rules to allow DISTRICT SPONSORED TRAINING TIME (TR01):*

**TR01** is a code used to report certificated employees for staff development activities designed to improve job competency. The outcome(s) of the training must be specific and identifiable, and the skill(s) acquired must relate directly to the instructional program. Activities must include outside preparation by the participants.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for TR01** | |
| **Personnel Areas:** | 2MCX, 2MEX, 2MSX, 2MZX, 2PXX, 2USX, 2UTA, 2UTE, 2UTH, 2UTK, |
| **Personnel subareas:** | All except RXXX, NONE. |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 1420 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

*Rules to allow DISTRICT SPONSORED TRAINING TIME (TR02):*

**TR02** is a code used to report certificated employees and medical experts for training activities designed to improve the general educational program, as identified by the site. Activities require limited outside preparation by the participants.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for TR02** | |
| **Personnel Areas:** | 2FDX, 2FNX, 2MCX, 2MEX, 2MSX, 2MZX, 2PXX, 2USX, 2UTA, 2UTE, 2UTH, 2UTK, 3NMX |
| **Personnel subareas:** | All except RXXX, NONE |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 1421 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

*DISTRICT SPONSORED TRAINING TIME (TR03):*

**TR03** is a code used to report classified, teacher assistants and unclassified employees for participation in training activities.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for TR03** | |
| **Personnel Areas:** | 1AOX, 1APW, 1APX, 1ASX, 1BXX, 1CXX, 1DPX, 1DTX, 1DXX, 1EXX, 1LAX, 1LMX, 1LVX, 1NAX, 1NXX, 1SAS, 1SAX, 1SLL, 1SLX, 1SXX, 1VAC, 1VAD, 1VEX, 1VSX, 1VVX, 1YLX, 1ZDX, 1ZLX, 1ZSX, 1ZXX,  2FDX, 2FNX,  3GXX, 3NBP, 3NBX, 3NMX, 3NPX, 3NSX, 3NXX |
| **Personnel subareas:** | All except RXXX, NONE. |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 1422 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

ELEM SUPV TIME (DF26):

*Objective of the Attendance:*

To be able to report eligible certificated employees for voluntary elementary Supervision Time.

This attendance is reported using **DF26.**

*Rules to allow SUPV ELEM TIME VOLUNTARY (DF26):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for DF26** | |
| **Personnel Areas:** | 2UTK |
| **Personnel subareas:** | All except RXXX, NONE |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 1391 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

ELEM SUPV TIME (DF27)**:**

*Objective of the Attendance:*

To be able to report eligible certificated employees for non-voluntary elementary supervision time.

This attendance is reported using **DF27**.

*Rules to allow SUPV ELEM TIME NON-VOLUNTARY (DF27):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for DF27** | |
| **Personnel Areas:** | 2UTK |
| **Personnel subareas:** | All except RXXX, NONE |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Non- Core or Additional Time |
| **Wage Types :** | 1392 |
| **Quota Deduction:** | N/A |
|  |  |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

EXTENDED COUNSELING ASSIGNMENT TIME (ECAS):

*Objective of the Attendance:*

To be able to report eligible employees when they work extended counseling assignments.

These hours are captured by the attendance type **‘ECAS’** to report employees for extended counseling assignments.

*Rules to allow ECAS:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ECAS** | |
| **Personnel Areas:** | 2UTK, 2USX (Restricted to few jobs) |
| **Personnel subareas:** | C\*, Except R\*, NONE |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Non- Core or Additional Time |
| **Wage Types :** | 1449 |
| **Quota Deduction:** | N/A |
|  |  |
| **Organizational attributes:** | Should be restricted to the following job codes in 2USX:  12200559 -DIP PROJ ADVDIPLOMA PROJECT ADVISR, SECNDRY  12200572 -COUNS,STD I COUNS, STUDENT INTERVNTN PROG  13400550 -DIR SPEC ED DIR, SPEC ED RELATED SERVICES |

**Validations during Time Entry**

***Validations:***

***Please refer to the Org. attributes section above***

***Exceptions:***

**EXTENDED TEACHING ASSIGNMENT TIME (ETAS)**

*Objective of the Attendance:*

To be able to report eligible employees when they work extended teaching assignments.

These hours are captured by the attendance type **‘ETAS’** to report employees for extended teaching assignments.

*Rules to allow EXTENDED TEACHING ASSIGNMENTS TIME (ETAS):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ETAS** | |
| **Personnel Areas:** | 2UTK |
| **Personnel subareas:** | C\* except CXSX, R\*, NONE |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction [Note: May have long-term substitute so ESG cannot be restricted.] |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 1450 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

OVERTIME (OT)**:**

**NOTE –** This project’s scope is to only list existing validations in the system. The actual requirements and implementation will be done as a separate project.

*Objective of the Attendance:*

To be able to report eligible employees for hours worked in excess of their daily assigned hours on any given day or hours in excess of 40 hours per week during any work week period.

These hours are captured by the attendance type ‘OT’.

*Rules to allow OVERTIME (OT):*

**OT** - is used to report time for eligible employees for hours worked over the assigned daily hours exceeding 8 hours. A code used to pay a classified employee for time worked in excess of the assigned daily hours exceeding 8 hours per day or in excess of 40 hours per week.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for OT** | |
| **Personnel Areas:** | 1AOX, 1APW, 1APX, 1ASX, 1BXX, 1CXX, 1DPX, 1DTX, 1DXX, 1EXX, 1NAX, 1NXX, 1SAS, 1SAX, 1SLX, 1SXX, 1ZDX, 1ZSX, 1ZXX  *Effective July 1, 3016 – 3GXX, 3NBP, 3NXX*  *Effective July 1, 2016 - Temp Hire Hall - 1NXX/XXXX/H/N1* |
| **Personnel subareas:** | All except RXXX, NONE |
| **Employee Group:** | No restrictions |
| **Employee Subgroups:** | All except Z1, Z2 |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 0118  0120 – School Police |
| **Quota Deduction:** | N/A |
|  |  |
| **Organizational attributes:** | No restriction |

**Validation rules in the schema for OT**

|  |
| --- |
| *Following job codes are excluded from the OT validation rules:*  *22104211(SERGEANT)*  *22104215 (POLICE DETECTIVE)*  *22104221 (POLICE OFFICER)*  *22104223 (LIEUTENANT)*  *22104224 (SENIOR POLICE OFFICER)*  *22104225 (SUPERVISING SCHOOL SAFETY OFF)*  *22104233 (SCHOOL SAFETY OFFICER)*  *22305804 (AREA BUS SUPERVISOR)*  *22305806 (ASSISTANT AREA BUS SUPERVISOR)*  *22305826 (HEAVY BUS DRIVER)*  *22305861 (LIGHT BUS DRIVER)*  *22305864 (TRANSPORTATION ROUTING ASSISTANT)*  *[Effective 07/01/2012, 22305862 (BUS ROUTING ASST) is NOT excluded from OT validation*  *Employees from the following personnel areas are excluded from OT validation:*  *1DTX(DD-TV STUDIO ASSISTANT ), 1EXX (EE-SKILLED CRAFTS)*  *Employees from the following cost centers are excluded from the validation:*  *111501(EXCL EDL BRDCSTING SV TSA)*  *134101(EXCL SCHOOL POLICE DEPARTMNT)*  *The following validations are performed:*  *For EEs from PAs 1AOX, 1APX, 1ASX, 1SAX, this is the process:*  *If the day is the last day of the week, then the following validation is done.*  *All the paid hours captured for the week (between Mondays and Sundays) are above 40 hours; then OT hours are retained (& considered valid) for further processing. Otherwise, an error is generated by the schema during the time evaluation processing.*  *For EEs from the remaining PAs the following validations take place:*  *For certificated and non-classified EEs, if OT hours are entered then an error is generated during the time evaluation. (However, OT will not be in these employees’ Attendance/Absence drop-down as a selection. Therefore, it would not be possible to report OT.)*  *For classified EEs the following validations take place.*  *If the EE belongs to one of the following PAs then an error message is generated for any OT hours entered:*  *1LAX, 1LMX, 1LVX, 1SLL, 1VAC, 1VAD, 1VEX, 1VSX, 1VVX, 1YLX, 1ZLX*  *Otherwise the following validation takes place for any OT hours entered.*  ***Combined assignment validation rules:***  *(This is a concurrent rule and the hours and time type values from all the assignments are summed up together prior to be used in the validation rules)*  *A check is done to verify the public holiday class. If the holiday class value is other than 0 (denotes holidays), then no OT validation is performed.*  *If the holiday class is 0, then the following check is done.*  *If the daily planned work hours (from IT0007) are less than 4, then a day check is performed. If the current day is the last day of the week (Sunday), then entered OT hours are retained. For any other days, if the total paid hours (regular hours and Z-time hours) for the current day exceed 8, the entered OT hours are retained. Otherwise (if the total paid hours for that day are <= 8) then an error message is generated in the time evaluation.*  *If the daily planned work hours (from IT0007) are above 4 but below 8, then a day check is performed. If the current day is either last day of the week (Sunday) or the prior day (Saturday), then entered OT hours are retained.*  *For any other days, if the total paid hours (regular hours and Z-time hours) for the current day are at least 8, the entered OT hours are retained. Otherwise (if the total paid hours for that day are < 8) then the entered OT hours are still retained, however they are subject to a subsequent validation as part of meeting a minimum of 40 paid hours (regular and Z-time hours) per work week.*  *If the daily planned work hours (from IT0007) are 8, then a day check is performed. If the current day is either last day of the week (Sunday) or the prior day (Saturday), then entered OT hours are retained.*  *For any other days, if the total paid hours (regular hours and Z-time hours) for the current day are at least 8, the entered OT hours are retained. If the paid hours are less than 8, a day check is performed. If the current day falls on the first 4 days of the week (Mon – Thurs) and if the planned work hours for that particular day are zero (indicates an OFF day) then the OT hours are retained. If the planned hours are above zero, then an error message is generated during the time evaluation.*  *If the current day is the 5th day of the week (Fri), then the entered OT hours are still retained, however they are subject to a subsequent validation as part of meeting a minimum of 40 paid hours (regular and Z-time hours) per work week.*  *If the daily planned work hours (from IT0007) are above 8, then a check is performed to identify the valuation class of the period work schedule.*  *If the value of the period work schedule class is 4, then the following validation is performed.*  *The sum of all the legal holiday hours (including the Legal Z Holiday hours) for the current week (sum of hours for TTs 9076 & TT 9078) are verified.*  *If those hours are zero, then the current day’s planned hours are verified. If the planned hours are zero (indicates an OFF day), then the entered OT hours are allowed. Otherwise (if the planned hours are > 0), then the following check is performed.*  *If the current day is either last day of the week (Sunday) or the prior day (Saturday), then entered OT hours are retained. If the current day is the 5th day of the week (Fri), then the entered OT hours are still retained, however they are subject to a subsequent validation as part of meeting a minimum of 40 paid hours (regular and Z-time hours) per work week.*  *If the current day falls on the first 4 days of the week (Mon – Thurs) and if the total paid hours (regular hours and Z-time hours) for the current day are at least 10, the entered OT hours are retained. Otherwise (if the total paid hours for that day are < 10) if the planned work hours for that particular day are zero (indicates an OFF day) then the OT hours are retained. If the planned hours are above zero, then an error message is generated during the time evaluation.*  *If the sum of all legal holiday hours during the current week is above zero, then the following check is performed. (Same validation as that of the daily planned work hours (from IT0007) = 8)*  *A day check is performed. If the current day is either last day of the week (Sunday) or the prior day (Saturday), then entered OT hours are retained.*  *For any other days, if the total paid hours (regular hours and Z-time hours) for the current day are at least 8, the entered OT hours are retained. If the paid hours are less than 8, a day check is performed. If the current day falls on the first 4 days of the week (Mon – Thurs) and if the planned work hours for that particular day are zero (indicates an OFF day) then the OT hours are retained. If the planned hours are above zero, then an error message is generated during the time evaluation.*  *If the current day is the 5th day of the week (Fri), then the entered OT hours are still retained, however they are subject to a subsequent validation as part of meeting a minimum of 40 paid hours (regular and Z-time hours) per work week.*  *If the value of the period work schedule class is 9, then the following validation is performed.*  *All paid hours (regular and Z-time hours) for the current day are compared with the current days’ planned hours. If the paid hours exceed the planned hours, then the entered OT hours are allowed. Otherwise (current day’s paid hours are less than the planned hours) the following check is performed.*  *If the planned work hours for that particular day are zero (indicates an OFF day) then the OT hours are retained. If the planned hours are above zero, then an error message is generated during the time evaluation.*  *For all period work schedule class values other than 4 (?) and 9(?) an error message is generated during the time evaluation.*  ***Separate assignment validation rules:***  *Per the current schema functionality, this logic never gets executed.* |

***Exceptions:***

None

PROFESSIONAL EXPERT TIME (PX)**: *This code would be delimited (was delimited as of 6/30/2012).***

***RG would be used in its place.***

REGISTRATION ADVISER (READ):

*Objective of the Attendance:*

To be able to report eligible employees assigned as Adviser during Registration period of the master program.

The hours are captured by the attendance type ‘**READ**’.

*Rules to allow REGISTRATION ADVISER TIME (READ):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for READ** | |
| **Personnel Areas:** | 2UTK, 2MSX, 2UTA (restricted to only one job) |
| **Personnel subareas:** | B\*, C\* for 2UTK  A\*, B\*, D\*, E\* for 2MSX – Secondary Principal and Assistant Principal  Except RXXX and NONE |
| **Employee Group:** | No restrictions |
| **Employee Subgroups:** | No restrictions |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 1502 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | 2UTA - should be restricted to Job code 12200867 – Adult Advsr  2MSX – should be restricted to the following Job Codes:  12200531 ASST PRIN, SEC COUNSLNG SRVCS  13100510 Principal, Sec Small Schls, Tmp Adv-MST  13100608 PRINCIPAL, CENTER ENRICH STUDIES   |  |  | | --- | --- | | 13100609 | PRIN,MIDDLE PRINCIPAL, MIDDLE COLLEGE HS | | 13100610  13100611 | PRINCIPAL, YOUTH OPPOR UNIT HS  PRIN,SEC PRINCIPAL, SECONDARY | | 13100613 | PRIN,CTY OF PRINCIPAL, CITY OF ANGELS | | 13100630 | PRIN,K-12 PRINCIPAL, K - 12 | | 13100636  13100639 | PRINCIPAL, SCHOOL DEAF HRD/HRNG  PRIN,CONT PRINCIPAL, CONTINUATION HIGH SCH | | 13100640 | PRIN,ALTERN PRINCIPAL, ALTERNATIVE SCHOOL | | 13100641 | PRIN,OPP HS PRINCIPAL, OPPORTUNITY HIGH SCH | | 13100642 | PRIN,OPP CT PRINCIPAL, OPPORTUNITY CENTER | | 13100643 | PRIN,SCH PR PRINCIPAL, SCHOOL PREGNT MINRS | | 13100655  13100646 | PRINCIPAL, SCHOOL VISUAL HNDCPD  PRIN,SP EDU PRINCIPAL, SPECIAL EDUCATION | | 13100659 | PRIN,ASST,S ASST PRIN, SECONDARY | | 13100660 | PRIN,ASST,K ASST PRIN, K-12 | | 13100662 | PRIN,ASST,S ASST PRIN, SPECIAL EDUCATION | | 13100670 | PRIN,ASST,S ASST PRIN, SCH FOR D/HH | | 13100671 | PRIN,ASST,S ASST PRIN, SCH FOR VIS HAND | | 13100672  13200505  13200508  13400503 | PRIN,ASST,C ASST PRIN, CITY OF ANGELS  TEMP, ADVSR, MST-School Based  ADVSR, TEMO, INSTRUCT SPECIALIST  ADVSR, TEMP, MST-SCHOOL | |
|  |  |

**Validations during Time Entry**

***Existing validations***

Proposal: *This should be restricted to maximum of 40 hours per calendar month*

***Exceptions:***

Not eligible for accruing IL or Vacation Quota.

CERTIFICATED SUBSTITUTE ASSIGNMENT TIME (RGSA)**:**

*Objective of the Attendance:*

To be able to report eligible certificated employees assigned to a regular assignment working as a substitute such as a regular teacher working as a substitute. They get the regular substitute rate.

These hours are captured by the attendance type ‘RGSA’, and will only pay if used on Admissions Day.

*Rules to allow CERTIFICATED SUBSTITUTE ASSIGNMENT TIME (RGSA):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for RGSA** | |
| **Personnel Areas:** | 2MCX, 2MEX, 2MSX, 2MZX, 2PXX, 2USX, 2UTE, 2UTH, 2UTK |
| **Personnel subareas:** | Except RXXX and NONE |
| **Employee Group:** | No restrictions |
| **Employee Subgroups:** | No restrictions |
| **Core / Additional:** | Non- Core or Additional Time |
| **Wage Types :** | 0182 |
| **Quota Deduction:** | N/A |
|  |  |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

***Exceptions: THIS ATTENDANCE TYPE WILL ONLY PAY ON ADMISSIONS DAY.***

REPLACEMENT TIME (RP)**:**

*Objective of the Attendance:*

To be able to report eligible employees for hours in excess of their daily assigned hours for replacing another classroom teacher or librarian assigned to the same school or pool cost center.

These hours are captured by the attendance type ‘RP’.

*Rules to allow REPLACEMENT TIME (RP):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for RP** | |
| **Personnel Areas:** | 2UTK, 2UTH, 2UTA (restricted to few jobs), 2USX (restricted to few jobs) |
| **Personnel subareas:** | Except A\*, E\*, RXXX, NONE |
| **Employee Group:** |  |
| **Employee Subgroups:** |  |
| **Core / Additional:** | Non- Core or Additional Time |
| **Wage Types :** | 0125 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | Should be Restricted to the following job codes:  2UTA -11100829 -TCHR,ROC/ROP  2USX: 11100840 - Instructor, JROTC  11100841 - Sr Instructor, JROTC  19100555 - Speech & Language Pathologist |

**Validations during Time Entry**

***Validations***

See the Organizational attributes section above

***Exceptions:***

None

Z-TIME DURING ON-TRACK TIME (RGZN)**:**

*Objective of the Attendance:*

In order to report employees who worked Z-time on their ON-day after they had worked their regular assignment.

These hours are captured by the attendance type ‘RGZN’.

*Rules to allow Z-TIME DURING ON-TRACK TIME (RGZN):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for RGZN** | |
| **Personnel Areas:** | 2MSX, 2USX, 2UTA, 2UTE, 2UTK |
| **Personnel subareas:** | Except X\*, Z\*, RXXX, NONE. |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 0231 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

SPECIAL ASSIGNMENT (SA95)**: *This code would be delimited. SAXB would be used in its place.***

SPECIAL ASSIGNMENT (SA96)**: *This code would be delimited. SAXB would be used in its place.***

SPECIAL ASSIGNMENT (SAXB)**:**

*Objective of the Attendance:*

This is used to report time worked on certificated special assignments.

These hours are captured by the attendance type ‘SAXB’.

*Rules to allow SPECIAL ASSIGNMENT TIME (SAXB):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for SAXB** | |
| **Personnel Areas:** | 2\* except 2F\* |
| **Personnel subareas:** | All except RXXX, NONE. |
| **Employee Group:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Non- Core or Additional Time |
| **Wage Types :** | 0102 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

DIFF CONS TEACHER TIME (ST27)**: *This code would be delimited and would no longer be used.***

TRANSPORTATION VACATION BIDDING (VBID)**:**

*Objective of the Attendance:*

To be able to report eligible transportation branch employees who are attending bid process.

These hours are captured by the attendance type ‘**VBID**’ to report employees in eligible Job keys and Cost Center when they attend bid process in the months of June and August to receive vacation credit (in lieu of compensation).

*Rules to allow TRANSPORTATION VACATION BIDDING (VBID):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for VBID** | |
| **Personnel Areas:** | 1CXX |
| **Personnel subareas:** | All except X\*,RXXX, NONE |
| **Employee Group:** | No restrictions |
| **Employee Subgroups:** | No restrictions |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 0193 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | Job Key & Cost Center |

**Validations during Time Entry**

***Existing validations***

1. Eligible employees belonging to the following Job Keys may be reported for a maximum 4 hours per fiscal year.
2. 22305804 = Area Bus Supervisor
3. 22305806 = Assistant Area Bus Supervisor
4. 22305826 = Heavy Bus Driver
5. 22305861 = Light Bus Driver
6. 22305864 = Light Bus Driver
7. Fleet Maintenance Group belongs to Cost Center= 9128401 and may be reported for a maximum of 2 hours per fiscal year.

***Exceptions:***

None

RELIEF TIME FOR TA’S (ZT)**:**

*Objective of the Attendance:*

To be able to report eligible employees for the Budgeted Off-Track assignments hours.

These hours are captured by the attendance type ‘ZT’.

Example of ZT time: The schools may need to have a TA stay longer on certain days:

1. Staff development may take place in the afternoon.
2. Assist a teacher who does not have their own TA in the classroom occasionally.

*Rules to allow RELIEF TIME for TEACHER ASSISTANTS (ZT):*

**ZT** is used to report Teacher Assistants using Relief Account Appropriation. The maximum monthly hours allowed is controlled in the TVARVC table under parameter ZTM\_ZT\_MONTHLY\_LIMIT.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for ZT** | |
| **Personnel Areas:** | 2FDX, 2FNX |
| **Personnel subareas:** | XXXX, ZXXX |
| **Employee Group:** |  |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Additional Time |
| **Wage Types :** | 0170 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

***Proposed validations:***

**ZT** should be allowed up to a maximum number of hours per calendar month based on TVARVC table parameter ZTM\_ZT\_MONTHLY\_LIMIT.

***Exceptions:***

Holiday – Spring Break (HOSB)**: *This code would be delimited and time keepers would be asked to use ‘HO’ when reporting Holiday-Spring Break. The write-up below would be used to drive the new configuration, schema coding, and modification of the current user-exits associated with this code.***

Proposal is to replace HOSB with HO as both of them are eligible for the same set of employees. And we can have the time evaluation generate different wage types for HO entered on spring break days from wage types generated for HO entered on a legal holiday.

However this possibly could affect certain reports and time sheet user exits. Validations against HOSB will need to accept HO in the user exit checks. This will also require communication to the Time Keepers on future time reporting using HO instead of HOSB.

*Currently HOSB is utilized in counting 5 days of spring so the time keepers do not report over 5 days of HOSB in the fiscal year in the CATS validations. (This can be counted from the calendar). And currently HO can only be reported on Legal Holidays. This needs to be extended to the days designated as Spring break on the calendar. Also reports such as work date counter needs to be modified.*

*Objective of the Attendance:*

To report attendance during Spring break for specific employees.

*Rules to allow HOSB: (set for delimitation effective 7/1/2012)*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for HOSB** | |
| **Personnel Areas** | 2UTA, 2UTH |
| **Personnel subareas:** | BGXX, CAXX, CGXX, CSXX, CTXX, CXSX, EGXX, |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | Except S1, Z1, Z2 |
| **Core / Additional:** |  |
| **Generated Wage Types :** |  |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

Holiday – Winter Break (HOWB)**: *This code would be delimited and time keepers would be asked to use ‘HO’ when reporting Holiday-Winter Break. The write-up below would be used to drive the new configuration, schema coding, and modification of the current user-exits associated with this code.***

Proposal is to replace HOWB with HO as both of them are eligible for the same set of employees. And we can have the time evaluation generate different wage types for HO entered on winter break days from wage types generated for HO entered on a legal holiday.

However this possibly could affect certain reports and time sheet user exits. Validations against HOWB will need to accept HO in the user exit checks. This will also require communication to the Time Keepers on future time reporting using HO instead of HOWB.

*Currently HOWB is utilized in counting 8 days of spring so the time keepers do not report over 8 days of HOWB in the fiscal year in the CATS validations. (This can be counted from the calendar). And currently HO can only be reported on Legal Holidays. This needs to be extended to the days designated as Spring break on the calendar. Also reports such as work date counter needs to be modified.*

*Objective of the Attendance:*

To report attendance during Winter break for specific employees.

These hours are captured by the attendance type ‘HOWB’.

*Rules to allow HOWB:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for HOWB** | |
| **Personnel Areas** | 2UTA, 2UTH |
| **Personnel subareas:** | BGXX, CAXX, CGXX, CSXX, CTXX, CXSX, EGXX, |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | Except S1, Z1, Z2 |
| **Core / Additional:** |  |
| **Generated Wage Types :** |  |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

Bus Driver Disinfectant (BDDP)**:** New Reporting Code (Attendance/Premium) and Wage Type for a Daily $50 Bus Driver Disinfectant Stipend***.***

Per Local 99 Sideletter dated 9/27/21 All Heavy and Light Bus Drivers are to receive a $50 stipend for disinfecting their assigned buses at the end of their workday. Also per Teamster Sideletter dated 12/6/21 included are Area Bus Sup, Asst Area Bus Sup, Driver -Trainer.

*Objective of the Attendance:*

New Reporting Code (Attendance/Premium) and Wage Type for a Daily $50 Bus Driver Disinfectant Stipend

*Rules to allow HOWB:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for HOWB** | |
| **Personnel Areas** | 1SXX, 1CXX (these enforced in ZTM\_ELIG table) |
| **Personnel subareas:** | n/a |
| **Jobs: Will be done through**  Job Title Job ID  Light Bus Driver 22305861  Heavy Bus Driver 22305826  Area Bus Supervisor 22305804  Asst Area Bus Supervisor 22305806  Driver-Trainers 22305734 |  |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | n/a |
| **Core / Additional:** | This is Additional Wage type |
| **Generated Wage Types :** | 1414 |
| **Quota Deduction:** | N/A |
| **Date eligibility** | 10/1/21 to 6/30/22 |
| **Override Time type** | NBDD time type in PA2012 will let BDDP w/o RG/OT |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations:***

***Can only be used along with RG & OT. This check will for now be done only in schema. There needs to be at least RG or OT along with BDDP.***

***Exceptions:***

None

Spec Assgn CL X Duty (SACL)**:** new wage and attendance type for CL Salaried additional hours*.*

Board Approved Action BOE Report 338 (item 10) - 20/21 approved 6/8/21.

*Objective of the Attendance:*

New Reporting Code (Attendance - SACL and Wage Type

*Rules to allow:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for HOWB** | |
| **Personnel Areas** | Classified Salaried Management - 1LMX, 1VAD, 1VEX, 1VVX |
| **Personnel subareas:** | n/a |
| **Jobs: Will be done through** |  |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | n/a |
| **Core / Additional:** | This is Additional Attendance Type – additional hours |
| **Generated Wage Types :** | 0103 - Special Assign CL X Duty (for On-track); No Z-time |
| **Quota Deduction:** | N/A |
| **Date eligibility** | 6/8/21 |
| **Override Time type** |  |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

Maximum of 200 hours with core hours and additional time (with pre approval maximum 40 additional hours)

***Exceptions:***

None

# ABSENCES:

An employee who is not physically present or is not actively performing the assigned job is considered absent.

There are two types of absences: **Paid and Unpaid**.

1. **Paid Absences**

* Paid absences such as but not limited to: VA-Vacation, IL-Illness, PN-Personal Necessity, or KC-Kin Care are processed based on the quota deduction rules (*please see ‘Absence Quotas Processing Document’*.)
* Teacher Assistants [PA=2FDX & 2FNX] accrue generic days off which is tracked using PNWD Quota (Quota type = 12 - ‘PNWD or Paid Non-Working Days’).

For more information on Absence Quotas, please see: ***“Absence Quotas Processing Documents for the rules in processing absence quotas including quota generation, entitlement, projections, usage, eligibility, and payouts associated with Illness, Vacation, Personal Necessity, Kin Care PNWD and Compensation Time Quotas“ found on Sharepoint.***

* Paid absences such as: BV-Bereavement, MSAP-Miscellaneous Annual Physical, JU-Jury Duty, and MSND-Miscellaneous Natural Disaster are not deducted from any quota balances.

1. **Unpaid Absences**

***Kinds of Unpaid Absence*s:**

* Authorized

Upon request, an unpaid personal leave may be granted to a permanent employee for a period not to exceed 52 consecutive calendar weeks.

The authorized unpaid absence may be due to any of the following reasons:

* to be with a member of the immediate family who is ill
* to accompany spouse if a change of residence is required
* to pursue a program of study in residence in an approved institution of higher learning or under a fellowship foundation approved by the State Board of Education
* to serve as a State Legislator
* Unauthorized
* The unauthorized unpaid absence may be due to absence without leave (AWOL).
* Job Action
* Strike

1. **PAID ABSENCES**

**BEREAVEMENT TIME (BV):**

*Objective of the Absence:*

To be able to report eligible employees for an absence taken because of a death in the family.

*Rules to allow BEREAVEMENT Time (BV)****:***

**Bereavement Time (BV)** – is a code used to report an absence because of a death in the employee’s family.

* Relationship of the family member to the employee is as follows: an immediate family member meaning under LLSD’s definition for bereavement, either your family or spouse’s family, such as parent, child, grandparent, grandchild, brother, sister, step/foster child or other relative living in employee’s immediate household. (*The specific section of the bargaining agreement must be referenced if another relationship is claimed.)*
* Bereavement absence is limited to three (3) working days. However, if more than one death occurs simultaneously, leaves may be taken consecutively. If out-of-state travel is required and requested, an additional two (2) working days shall be granted.

*Note:* For classified employees, the two (2) additional days may be granted if more than 200 miles of one-way travel is required and requested.

* Bereavement is reported during the on-track period only.
* Bereavement leave must commence within 10 calendar days after the death. If more than one such death occurs simultaneously, the leaves may be taken consecutively.
* A permanent employee may interrupt or terminate a vacation period in order to take bereavement leave.
* Bereavement absence for certificated substitutes and temporary employees are allowed.
* Classified substitutes are not entitled to bereavement absence.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for BV** | |
| **Personnel Areas** | 1\*, 2\* |
| **Personnel subareas:** | All except RXXX and NONE |
| **Employee Groups:** | No restrictions |
| **Employee Subgroups:** | No restrictions |
| **Core / Additional:** | Core Paid |
| **Absence category:** | No Quota |
| **Wage Types :** | 0410 on an ON Track day |
| **Quota Deduction:** | N/A |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

**BEREAVEMENT TIME (Protected) (BVPN, BVVA, BVUP):**

*Objective of the Absence:*

To be able to report eligible employees for an absence taken because of a death in the family.

**Effective: 1/1/23**

**See Payroll Mod in Sharepoint folder- R10621 - 3 new ATT & WT for BV under Time-> “Attendances and Absences”->Requests**

**Link -** [PY Mod 12 Create 3 new ATT WT for BV.pdf](https://lausd.sharepoint.com/:b:/r/sites/ITD/base/Time/Attendances%20and%20Absences/Requests/R10621%20-%203%20new%20ATT%20%26%20WT%20for%20BV/PY%20Mod%2012%20Create%203%20new%20ATT%20WT%20for%20BV.pdf?csf=1&web=1&e=vqyyZW)

**COMPENSATORY TIME USAGE (CU):**

*Objective of the Absence:*

This is needed in order to report eligible employees for an absence taken using the absence quota rules for Compensatory Usage. Compensatory time-off is to be taken in future time in lieu of overtime pay that is entitled from working OT Hours. The use of compensatory time-off in lieu of paid overtime is only currently authorized for Bargaining Unit A (School Police Officers) and certain Unit A aligned employees (Assistant Officer, Senior Officer, Supervising Officer, Investigator, & Supervising Investigator) who are authorized to receive a limited amount of compensatory time-off in lieu of overtime pay.

Usage of compensatory time is reported as time code ‘**CU**’.

*Rules to allow COMPENSATORY Time Usage (CU)****:***

**Compensatory Time Usage (CU)** – is a code used to report a time off for Sworn Police Officers.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for CU** | |
| **Personnel Areas** | 1AOX, 1SAX |
| **Personnel subareas:** | All PSA's except X\*, R\*, NONE |
| **Employee Groups:** | No restrictions |
| **Employee Subgroups:** | No restrictions |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Wage Types :** | 0600 |
| **Quota Deduction:** | Quota Type 11 – Compensatory Balance |
|  |  |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

Holiday - Admission Day (HOAD)**:**

*Objective of the Absence:*

If an eligible employee works on the Admission Day holiday, then the time keeper needs to capture the work hours on that day with attendance type ‘RG’. However, in lieu of the RG hours worked on Admission day, the employee can take off on another regular day within 60 days from the admission day. The time keeper uses the absence type ‘HOAD’ to capture those hours.

These hours are captured by the absence type ‘**HOAD**’ except for 2UTH where it is configured as attendance. HOAD will be delimited for the Personnel SubGroup Grouping or PSG of PA=2UTH.

*Rules to allow HOAD:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for HOAD** | |
| **Personnel Areas** | 2UTK, 2USX, 2M\* |
| **Personnel subareas:** | A\*, B\*, D\*, E\* except RXXX and NONE |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | Except Z1, Z2, S1 |
| **Core / Additional:** | yes |
| **Generated Wage Types :** | 0440 on an ON Track day |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations:***

1. *Prior to 7/1/12 the rules were a little different, check the Holiday Document for those details.*
2. *For the current requirements regular bridging rules apply and refer to the Holiday Document for that.*

***Exceptions:***

None

**FFCRA – Families First Coronavirus Response Act:**

**Please refer to FFCRA Requirement document for more info.**

|  |  |  |  |
| --- | --- | --- | --- |
| **PA** | **PSA** | **EG** | **ESG** |
| **PA**  1\* | **PSA**  All | **EG**  All | **ESG**  All |
| 2\* | All | All | All |
| 3\* except 3YYX and 3PYX | All | All | All |

The following Absence Codes and Wage Types will be used:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AAbsence Code** | **Wage type** | **Wage Type Description** | **Posting Wage Type** | **Z-Wage Type Description** |
| EPSL | 0420 | Emergency Paid Self Leave | 0J20 | Emergency Pd Self Leave |
| EPFL | 0421 | Emergency Pd Family Leave | 0J21 | Emergency Pd Family Leave |
| FMSL | 0422 | FMLA FFCRA Leave | 0J22 | FMLA+ FFCRA Leave |
| FMUP | 0423 | FMLA+ FFCRA Unpaid | 0423 | FMLA+ FFCRA Unpaid |
| EPSL | 0650 | Z-Emergency Pd Self Leave | 0650 | Z-Emergency Pd Self Leave |
| EPFL | 0651 | Z-Emergency Pd Family Lv | 0651 | Z-Emergency Pd Family Lv |
| FMSL | 0652 | Z-FMLA+ FFCRA Leave | 0652 | Z-FMLA+ FFCRA Leave |
| FMUP | 0653 | Z-FMLA+ FFCRA Unpaid | 0653 | Z-FMLA+ FFCRA Unpaid |

**ILLNESS (IL):**

*Objective of the Absence:*

To be able to report eligible employees for an absence taken because of illness based on quota deduction rules. Currently, IL is open to all Personnel SubGroup Groupings because at this time, any employee with illness balance regardless of PA [Personnel Area] & PSA [Personnel Subarea] upon the Administrator’s approval will be allowed to use it.

*Rules to allow ILLNESS Time (IL)****:***

**Illness Time (IL)** is a code used to report an absence of employee in a given assignment due to personal health related condition.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for IL** | |
| **Personnel Areas** | 1\*, 2\* |
| **Personnel subareas:** | All PSA's except X\*, R\*, NONE  **EXCEPTION:** **PA=1DTX with PSA=XXXX is eligible**  **PA=2F\*\* with PSA=XXXX is eligible** |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, ~~S1~~, X2, Z1 & Z2  **10/24/2012 R2992- Modified ZTMTT\_AA\_ELIG table to remove exclusion of S1 per UTLA contract. Please see Appendix B.** |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Wage Types :** | 0444 on an ON Track day (if the quota deduction is from Full Pay Quota or PNWD Quota)  0620 on an OFF Track-day (if the quota deduction is from Full Pay Quota or PNWD Quota)  0442 on an ON Track day (if the quota deduction is from Half Pay Quota)  0619 on an OFF Track-day (if the quota deduction is from Half Pay Quota) |
| **Quota Deduction:** | Quota Type 01 (Full Pay Illness Quota balance), Quota Type 02 (Half pay Illness Quota),  Quota type 12 (PNWD) for Teacher Assistants |

**Pay when Illness is exhausting and there are concurrent Assignments –**

Scenario– Full pay is exhausting and will go into Half today and there are multiple Illness reported across assignments and it’s not enough for Full pay for all hours.

Then the Main assignment will be paid full pay first whatever is left. And if there is still any remaining Full Pay quota, then it will be distributed equally to remaining assignments by pro-rating the Full and Half pay.

Example there is 6 hrs Full pay left today and we have 3 assignments. Main reports 2, assignment 2 reports 4 hrs IL, and assignment 3 reports 2 hrs for total 8 hrs Illness.

Then Main assignment will be paid the 2 hrs Full pay first, remaining 4 hrs full pay quota left will be pro-rated as

– Remaining hrs Full Pay left after Main is allotted \* Current assignment reported IL / total remaining illness hours reported other than main on all other assignments.

So for assignment 2 formula is 4 \* 4/6 = 2.6667 and

Assignment 3 formula is 4 \* 2/6 = 1.333

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

**JURY DUTY TIME (JU):**

*Objective of the Absence:*

To be able to report for an absence taken to attend jury service.

*Rules to allow JURY DUTY (JU)****:***

**Jury Duty Time (JU)** – is used to report absence of an employee who is required to serve jury service in any court within the state. Leave may be granted for the days of attendance in court as certified by the clerk or its authorized officer.

* Jury duty or witness hours shall be reported as ’JU‘ absence for the on-track period only.
* Certificated employees other than ’A‘ basis that are called to serve jury service during winter/spring recess are reported holiday (HO) not jury duty service.
* Classified substitutes are not entitled to jury service absence.
* A classified employee called to serve jury service while on an approved vacation time or during winter/spring recess should be reported jury service (JU).

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for JU** | |
| **Personnel Areas** | 1\*, 2\* |
| **Personnel subareas:** | All except X\*, AXSX, CXSX, R\*, NONE  **Exception:** **PA=1DTX with PSA=XXXX and**  **PA=2F\* with PSA=XXXX are eligible** |
| **Employee Groups:** | No restrictions |
| **Employee Subgroups:** | No restrictions |
| **Core / Additional:** | Core Paid |
| **Absence category:** | No Quota |
| **Wage Types :** | 0135 on an ON Track day |
| **Quota Deduction:** | Will deduct from PNWD for 2F\* |
|  |  |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

**KIN CARE TIME (KC):**

*Objective of the Absence:*

To be able to report eligible employees for an absence taken based on quota deduction rules.

*Rules to allow KIN CARE Time (KC)****:***

**Kin Care (KC)** – is a code used to report an absence for attending to the illness of a parent, spouse or child. To be able to use Kin Care, an employee must have both Full Pay Illness and Kin Care balance. If either balance is zero then the employee should not be allowed to charge KC.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for KC** | |
| **Personnel Areas** | '1\*', '2\*' |
| **Personnel subareas:** | All except X\*, AXSX, CXSX, R\* and NONE  **Exception:** **PA=1DTX with PSA=XXXX is eligible**  **PA=2F\*\* with PSA=XXXX is eligible** |
| **Employee Groups:** | A, C, D, E, G, H |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Wage Types :** | 0514 on an ON Track day  0621 on an OFF Track-day |
| **Quota Deduction:** | Quota Type 01 (Full Pay Illness Quota balance), Quota Type 06 (Kin Care Quota balance)  Quota type 12 (PNWD) for Teacher Assistants |

**Validations during Time Entry**

***Existing validations***

*Employee should have sufficient Full pay Quota balance to allow the PN hours*

***Exceptions:***

**MILITARY DUTY Time (MD):**

*Objective of the Absence:*

To be able to report eligible employees for an absence because of military duty.

*Rules to allow MILITARY DUTY (MD)****:***

**Military Duty Time (MD)** – a code used to report an employee’s absence due to Military Service.

* Employees who are to be paid for Military Service must have been employed with the District for at least one year.
* Employees with less than one year of service with the District will be unpaid for the MD days. **For more information on Military Service, please see:** ***“Military Leave Requirement Documents for the rules & policies for Military Duty and Military Leave and for details on how Military Absence or Leave is processed and its end-to-end validation” on Sharepoint.***

|  |  |
| --- | --- |
| ***Employees belonging to the following Enterprise structure are eligible for MD*** | |
| ***Personnel Areas*** | All PAs |
| **Personnel subareas:** | All PSAs other than RXXX and NONE |
| **Employee Groups:** | No restrictions |
| **Employee Subgroups:** |  |
| **Core / Additional:** | Core Paid |
| **Absence category:** | No Quota |
| **Wage Types :** | 0605, 0606, 0607, 0608 on an ON Track day  0238 on an OFF Track day |
| **Quota Deduction:** | N/A |
|  |  |

**Validations during Time Entry [*Please refer to the Military Leave Document for details regarding Military Leave*]**

***Exceptions:***

**MISCELLANEOUS TIME-ANNUAL PHYSICAL (MSAP):**

*Objective of the Absence:*

To be able to report classified employees for an absence taken because of an annual physical examination based on collective bargaining agreement and Personnel Commission Rule.

*Rules to allow MISCELLANEOUS TIME-ANNUAL PHYSICAL (MSAP)****:***

**Miscellaneous Time- Annual Physical (MSAP)** – is used to report an employee’s absence due to an annual physical examination.

* Applicable to permanent classified employees only.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for MSAP** | |
| **Personnel Areas** | 1\* |
| **Personnel subareas:** | All except X\*, RXXX, NONE  **Exception:** **PA=1DTX with PSA=XXXX is eligible** |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | R1, **V1** (added thru R3095); **Note: ESG=T1** **should also be added per issue brought up by PC (Mary) on 04/16/2013 but it may be better to remove R1 & V1 instead because restriction is already done through PSA.**  **Exception:** **PA=1DTX with PSA=XXXX is eligible** |
| **Core / Additional:** | Core Paid |
| **Absence category:** | No Quota |
| **Wage Types :** | 0447on an ON Track day  0624 on an OFF Track day |
| **Quota Deduction:** | N/A |
|  |  |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

**MISCELLANEOUS TIME-NATURAL DISASTER (MSND):**

*Objective of the Absence:*

To be able to report eligible employees for an absence because of unforeseen disasters.

*Rules to allow MISCELLANEOUS TIME-NATURAL DISASTER (MSND)****:***

**Miscellaneous Time- Natural Disaster (MSND)** – a code used to report an employee’s absence due to epidemics and emergencies such as earthquakes, riots etc.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for MSND** | |
| **Personnel Areas** | 1\*, 2\*, 3\* |
| **Personnel subareas:** | All except RXXX and NONE |
| **Employee Groups:** | No restrictions |
| **Employee Subgroups:** | No restrictions |
| **Core/Additional:** | Core Paid |
| **Absence category:** | No Quota |
| **Wage Types :** | 0449 on an ON Track day  0625 on an OFF Track day |
| **Quota Deduction:** | No |
|  |  |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

**PERSONAL NECESSITY (PN):**

*Objective of the Absence:*

To be able to report eligible employees for an absence taken based on quota deduction rules.

*Rules to allow PERSONAL NECESSITY Time (PN)****:***

**Personal Necessity (PN)** is a code used to report an absence of employee in a given assignment for the following reasons:

* Death of a member of his or her immediate family when additional leave is required beyond standard bereavement leave
* Accident, to a member of his or her immediate family.
* Appearance in any court a litigant, party, or witness under subpoena.
* Other reasons that the governing board may prescribe.

To be able to use Personal Necessity an employee must have both, sufficient Full Pay Illness and Personal Necessity balances. If either balance is zero then the employee may not use PN absence. System will reject the hours.

For Classified Employees, only six (6) days of absence (any one or combination of Illness, Personal Necessity, or Kin Care) may be used while on Probationary status.

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for PN** | |
| **Personnel Areas** | 1\* and 2\* |
| **Personnel subareas:** | All except X\*, AXSX, CXSX, R\*, and NONE  **Exception: PA=1DTX with PSA=XXXX is eligible**  **PA=2F\*\* with PSA=XXXX is eligible** |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Wage Types :** | 0518 on an ON Track day  0626 on an OFF Track-day |
| **Quota Deduction:** | Quota Type 01 (Full Pay Illness Quota balance), Quota Type 05 (Personal Necessity Quota balance)  Quota type 12 (PNWD) for Teacher Assistants |

**Validations during Time Entry**

***Existing validations***:

Employee should have sufficient Full pay Quota balance to allow the PN hours

***Exceptions:***

**VACATION (VA):**

*Objective of the Absence:*

**Vacation Time (VA)** is the code used to report a vacation absence that is scheduled in advance and, approved by the employee’s supervisor to not interfere with the operation of the unit. Currently, VA is open to all Personnel SubGroup Groupings. At this time, any Certificated employee with vacation quota balance regardless of PA [Personnel Area] & PSA [Personnel Subarea] upon the Administrator’s approval is allowed to use it.

*Rules to allow VACATION Time (VA):*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for VA** | |
| **Personnel Areas** | 1\*, 2\* |
| **Personnel subareas:** | All except X\*, R\* and NONE  **Exception:**  **PA=1DTX with PSA=XXXX is eligible**  **PA=2F\*\* with PSA=XXXX is eligible** |
| **Employee Groups:** | No restrictions |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Core Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Wage Types :** | 0474 on an ON Track day  0629 on an OFF Track-day |
| **Quota Deduction:** | Quota Type 08 (Vacation Quota balance), Quota Type 09 (Detached Service Vacation Quota balance)  Quota type 12 (PNWD) for Teacher Assistants |
|  |  |

**Validations during Time Entry**

***Existing validations***

***Exceptions:***

**VESTED (VS):**

*Objective of the Absence:*

***See functional Spec***

***ZHREH1020 - Vested Absence codes validations.docx***

***In***

[ZHREH1020 - Vested Absence codes validations.docx](https://lausd.sharepoint.com/:w:/r/sites/ITD/base/Spec/ZHREH1020%20-%20Vested%20Absence%20codes%20validations.docx?d=w6ce5ad8ceeb84794b098649c018fb708&csf=1&web=1&e=uQhwc0)

**PARENTAL LEAVE ILLNESS (PLIL):**

All Classified and Certificated employees except substitute employees, temporary employees, employees who are neither classified nor certificated, and unclassified employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **PA** | **PSA** | **EEG** | **ESG** |
| 1\* | A\*, B\*, C\*, E\* | A, C, D, E, G, H | R1, W1, V1, T1 |
| 2U\*, 2P\*, 2M\* | A\*, B\*, C\*, D\*, E\*, K\* | A, C, E, G | B1, B2, D1, E1, F1, F2, G1, G2, K1 L1, Q1, Q2, R1, T1, V1, X1 |

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for PLVA** | |
| **Personnel Areas** | See above table. |
| **Personnel subareas:** | See above table |
| **Employee Groups:** | See above table |
| **Employee Subgroups:** | See above table |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Wage Types :** | 0452 Parental Leave Pay  0453 PL Half Pay Illness  0454 PL Full Pay Illness |
| **Quota Deduction:** | Quota Type 01 (Full Pay Illness Quota balance), Quota Type 02 (Half pay Illness Quota), Quota Type 15 (Parental Leave Balance) |

**PARENTAL LEAVE VACATION (PLVA):**

All Classified and Certificated employees except substitute employees, temporary employees, employees who are neither classified nor certificated, and unclassified employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **PA** | **PSA** | **EEG** | **ESG** |
| 1\* | A\*, B\*, C\*, E\* | A, C, D, E, G, H | R1, W1, V1, T1 |
| 2U\*, 2P\*, 2M\* | A\*, B\*, C\*, D\*, E\*, K\* | A, C, E, G | B1, B2, D1, E1, F1, F2, G1, G2, K1 L1, Q1, Q2, R1, T1, V1, X1 |

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for PLVA** | |
| **Personnel Areas** | See above table |
| **Personnel subareas:** | See above table |
| **Employee Groups:** | See above table |
| **Employee Subgroups:** | See above table |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Wage Types :** | 00456 PL Vacation Pay |
| **Quota Deduction:** | Quota type 08 (Vacation Balance) for PLVA |

**SUPPLEMENTAL PAID SICK LEAVE (SPSL) & Suppl Pd Benefit (SPBN)**

Please refer to requirement documents – SB95 Requirements Document SPSL SPSBN.doc

**Under Time -> Attendances and Absences -> Special Abs-Att requirements -> SenateBill 95-Covid19**

**COVID Illness (CVIL) & COVID Unpaid Time (CVUP)**

CVIL will behave just like IL and deduct from Illness quota. So will pay Full when full pay is available and pay half when employee is into Half pay.

Please refer below

**Under Time -> Attendances and Absences -> Requests -> R11086 - 5 new WT ATT for Covid19 absences**

**[B] UNPAID ABSENCES**

JOB ACTION (JA)**:**

*Objective of the Absence:*

To report an absence due to a temporary site specific work stoppage taken by employees as a protest.

These hours are captured by the attendance type ‘JA’.

*Rules to allow JA:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for JA** | |
| **Personnel Areas** | 1\*, 2\* |
| **Personnel subareas:** | All except R\*, NONE |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Core |
| **Generated Wage Types :** | 0470 on ON Track day |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

Strike (STRK)**:**

*Objective of the Absence:*

To report an absence taken by employees due to District wide work stoppage in support of union demands.

These hours are captured by the attendance type ‘STRK’.

*Rules to allow STRK:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for STRK** | |
| **Personnel Areas** | 1\* and 2\* |
| **Personnel subareas:** | All except RXXX and NONE |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Core Unpaid |
| **Generated Wage Types :** | 0468 |
| **Quota Deduction:** | None |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

UNPAID (UP)**:**

*Objective of the Absence:*

To be able to report an employee’s absence for assigned time not worked and not paid. Unpaid absence may either be authorized or unauthorized. Upon request, an unpaid personal leave may be granted to a permanent employee for a period not to exceed 52 consecutive calendar weeks.

The authorized unpaid absence may be due to any of the following reasons: (1) to be with a member of the immediate family who is ill

(2) To accompany spouse if a change of residence is required

(3) To pursue a program of study in residence in an approved institution of higher learning or under a fellowship foundation approved by the State Board of Education.

The unauthorized unpaid absence may be due to an absence without leave (AWOL).

These hours are captured by the attendance type ‘**UP**’.

*Rules to allow UP:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for UP** | |
| **Personnel Areas** | All except 3\* |
| **Personnel subareas:** | All except RXXX and NONE |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Core |
| **Generated Wage Types :** | 0485 on ON Track day |
| **Quota Deduction:** |  |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Validations:***

*Unpaid time should be reported during the on-track period only.*

***Exceptions:***

None

UNPAID COVID-19 Vaccination (UPVX)**:**

*Objective of the Absence:*

To be able to report an employee’s absence for non-compliant to the mandatory COVID-19 vaccination requirements by October 15, 2021.

As part of Los Angeles Unified School District’s efforts to provide the safest possible environment in which to learn and work, all District employees will be required to be fully vaccinated against COVID-19 no later than October 15, 2021. The Failure to Comply with Vaccination Requirement states “Failure to comply with the mandate to be vaccinated and/or failure to provide the appropriate qualifying exemption documentation may result in disciplinary action, being placed on unpaid leave, and/or separated from District service.

These hours are captured by the absence type ‘**UPVX**’.

*Rules to allow UP:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for UPVX** | |
| **Personnel Areas** | All |
| **Personnel subareas:** | All |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | No restriction |
| **Core / Additional:** | Core |
| **Generated Wage Types :** | 0479 on ON Track day |
| **Quota Deduction:** |  |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Validations:***

*Unpaid time should be reported during the on-track period only.*

***Exceptions:***

None

# 3. WORKER’S COMPENSATION

Refer to Workers Comp Requirements Document in SharePoint in the Payroll area for details of processing.

WORKER’S COMP REGULAR -UNIT A (WA)**:**

*Objective of the Attendance:*

In order for the sworn police officers to be reported Worker’s Comp absence, Time Keepers from School Police use WA to pay employees the workers comp regular time. *Per Linda Cass, ‘Rule 4850 – Police Officer Worker’s Comp Pay’; the sworn police officers are entitled to one year which is counted to equal 2,080 work hours[260 days]. Any holiday that falls into the time period being paid are counted toward the 2,080 hours. [For example, a Police Officer is on Worker’s Comp from July 1st thru June 30th, WA could be reported*

These hours are captured by the attendance type ‘**WA**’

*Rules to allow WA:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for WA** | |
| **Personnel Areas:** | 1AOX, 1LAX, 1SAX, 1VAC, 1VAD |
| **Personnel subareas:** | All except RXXX and NONE |
| **Employee Group:** | All |
| **Employee Subgroups:** | All except Z1 & Z2 |
| **Core / Additional:** | Core |
| **Wage Types :** | 0500 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| Currently NONE but need to be able to validate maximum hours or days per year. |

***Exceptions:***

None

WORKER’S COMP (WC)**:**

*Objective of the Absence:*

These hours are captured by the attendance type ‘WC’, meant to be place holder, which eventually will be replaced with a suitable Workers Comp absence code by Payroll Services Branch prior to the payroll run.

*Rules to allow WC:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for WC** | |
| **Personnel Areas:** | 1\*, 2\* (other than ‘2F\*’), 3GXX, 3NBP. |
| **Personnel subareas:** | All except X\*\*\*, RXXX and NONE |
| **Employee Group:** | All |
| **Employee Subgroups:** | All except Z1 &Z2 |
| **Core / Additional:** | Core |
| **Wage Types :** | No WT are generated |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** |  |

**Validations during Time Entry**

***Existing validations***

Time evaluation errors out when the absence type WC is encountered during the processing.

WC should be replaced with only the regular workers comp absences (WR, WI or WV) in the timesheet.

|  |
| --- |
| There are no max hour limitations. |

***Exceptions:***

None

WORKER’S COMP ILLNESS - PAYROLL USE ONLY (WI)**:**

This is to report Workers comp Illness hours

*Objective of the Absence:*

These hours are captured by the attendance type ‘WI’

*Rules to allow WI:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for WI** | |
| **Personnel Areas:** | 1\*, 2\* (other than ‘2F\*’) |
| **Personnel subareas:** | All except X\*\*\*, RXXX and NONE |
| **Employee Group:** | All |
| **Employee Subgroups:** | All |
| **Core / Additional:** | Core |
| **Wage Types :** | 0508 Full Pay Illness on ON Track day  0506 Half-Pay Illness on ON Track day  0632 Full Pay Illness on OFF Track Day  0631 Half-Pay Illness on OFF Track day |
| **Quota Deduction:** | Full Pay Illness – Quota 01  Half-Pay Illness – Quota 02 |
| **Organizational attributes:** | No restriction |
| **Role:** | Only users with the Workers Comp Processor role RH072\_0000 can report this code. |

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| Currently NONE but need to be able to validate maximum hours or days per year. However we need the exact requirements to place this validation in the time sheet.  There are no max hour limitations, but Full and Half Pay Illness Quotas will be charged until both are exhausted. |

***Exceptions:***

WORKER’S COMP REGULAR – PAYROLL USE ONLY (WR)**:**

*Objective of the Attendance:*

All employees (other than sworn police officers) who initially get reported with Workers’ Comp (WC) time by the Time Keeper must be adjusted by Payroll Services Branch (PSB) after Sedgwick, the 3rd Party vendor identifies the employee as approved for Workers Comp absence. If approved for workers comp, PSB changes the first 60 working days (excluding holidays, winter and spring recess, furlough days) to WR to pay them regular pay.

PSB staff uses the attendance type ‘**WR**’ to report this.

*Rules to allow WR:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for WR** | |
| **Personnel Areas:** | 1\* (~~other than 1AOX, 1LAX, 1SAX, 1VAC, 1VAD~~\*\*),  2\* (other than ‘2F\*’),  3GXX, 3NBP  \*\*R3004- Per Iris, School Police with the PA=1AOX, 1LAX, 1SAX, 1VAC, & 1VAD should be able to use WR because they are doing proration when they process the Workers’ Comp for them. |
| **Personnel subareas:** | All except X\*\*\*, RXXX and NONE |
| **Employee Group:** | All |
| **Employee Subgroups:** | All Except Z1 & Z2 |
| **Core / Additional:** | Core |
| **Wage Types :** | 0512 |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |
| **Role:** | Only users with the Workers Comp Processor role RH072\_0000 can report this code. |

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| WR should not be entered by the time keepers.  There are no max hour limitations. |

***Exceptions:***

WORKER’S COMP VACATION - PAYROLL USE ONLY (WV)**:**

This is to report Workers comp vacation hours

*Objective of the Absence:*

These hours are captured by the attendance type ‘**WV**’

*Rules to allow WV:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for WV** | |
| **Personnel Areas:** | 1\*, 2\* (other than ‘2F\*’) |
| **Personnel subareas:** | All except X\*\*\*, RXXX and NONE |
| **Employee Group:** | All |
| **Employee Subgroups:** | All |
| **Core / Additional:** | Core |
| **Wage Types :** | 0504 on ON Track day  0634 on OFF Track day |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |
| **Role:** | Only users with the Workers Comp Processor role RH072\_0000 can report this code. |

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| Time Keepers should NOT be able to enter WV in CATS.  There are no max hour limitations, but Vacation Quota will be charged until exhausted. |

***Exceptions:***

FMLA WORKER’S COMP

Refer to Workers Comp Requirements Document in SharePoint in the Payroll area for details of processing.

There will be 5 new FMLA time codes for Workers Comp namely: FWA, FWC, FWR, FWI, and FWV.

FMLA WORKER’S COMP REGULAR UNIT A ONLY (FWA)**:**

*Objective of the Attendance:*

In order for the sworn police officers to be reported FMLA Worker’s Comp absence, Time Keepers from School Police use FWA to pay the workers comp regular time. *Per Linda Cass, ‘Rule 4850 – Police Officer Worker’s Comp Pay’; the sworn police officers are entitled to one year which is counted to equal 2,080 work hours. Holidays that fall into the time period being paid are counted toward the 2,080 hours.*

These hours are captured by the attendance type ‘FWA’

*Rules to allow FWA:*

Same as the eligibility rules for the absence type ‘WA’.

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| Currently NONE but please elaborate on the business process validations such as: maximum number of allowed days per particular period. |

**Exceptions:**

None

FMLA WORKER’S COMP (FWC)**:**

*Objective of the Absence:*

These hours are captured by the attendance type ‘FWC’, meant to be place holder, which eventually will be replaced with a suitable FMLA Workers Comp absence code by Payroll Services Branch prior to the payroll run.

*Rules to allow FWC:*

Same as the eligibility rules for the absence type ‘WC’.

**Validations during Time Entry**

Time evaluation should error out when the absence type FWC is encountered during the processing

FWC should be replaced with only the FMLA workers comp absences (FWR, FWI or FWV) in the timesheet.

|  |
| --- |
|  |

***Exceptions:***

None

FMLA WORKER’S COMP ILLNESS - PAYROLL USE ONLY (FWI)**:**

This is to report FMLA covered Workers comp Illness hours

*Objective of the Absence:*

These hours are captured by the attendance type ‘FWI’

*Rules to allow FWI:*

Same as the eligibility rules for the absence type ‘WI’.

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| FWI should not be entered by the time keepers. |

***Exceptions:***

FMLA WORKER’S COMP REGULAR - PAYROLL USE ONLY (FWR)**:**

*Objective of the Attendance:*

All employees other than sworn police officers who initially get reported with FMLA Workers Comp (FWC) time by the Time Keeper must be adjusted by PSB (Payroll Services Branch) after Sedgwick, the 3rd Party vendor identifies the employee as approved for FMLA Workers Comp absence. If approved for FMLA workers comp, PSB changes the first 60 working days (excluding holidays, winter and spring recess, furlough days) of the FMLA Workers Comp absence (FWC) to FWR to pay them regular pay.

PSB staff uses the attendance type ‘FWR’ for this.

*Rules to allow FWR:*

Same as the eligibility rules for the absence type ‘WR’.

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| FWR should not be entered by the time keepers. |

***Exceptions:***

FMLA WORKER’S COMP VACATION- PAYROLL USE ONLY- (FWV)**:**

This is to report FMLA covered Workers comp vacation hours

*Objective of the Absence:*

These hours are captured by the attendance type ‘FWV’

*Rules to allow FWV:*

Same as the eligibility rules for the absence type ‘WV’.

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| FWV should not be entered by the time keepers. |

***Exceptions:***

# 4. FMLA/CFRA: Family and Medical Leave Act and the California Family Rights Act

The federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide certain rights and obligations for both employees and employers.

They provide eligible employees with twelve weeks of protected absence or leave per year when the

Employee or a covered family member experiences a “serious health condition,” or when an employee

requests time to bond with a new child after the child’s birth or the child’s placement through adoption or foster care. The laws provide that employers are to designate such leave time concurrently with other types of absences normally given by the employer – such as paid illness, personal necessity, worker’s compensation leave, or paid vacation. In addition, under many circumstances, employers can require employees to utilize vacation or illness time, while taking an absence and/or leave under FMLA or CFRA. FMLA and CFRA are important because these laws provide employees with rights of return to the job, rights to take FMLA/CFRA absences without being criticized for having taken this time off work, rights of paid health benefits, and rights to make sure that there is no loss of any employment benefit that accrued prior to the start of the employee’s FMLA leave. Just as importantly, employees have these rights even if there is no request for these protections and no mention of FMLA or CFRA. It is the employer’s responsibility to recognize and designate FMLA/CFRA.

FMLA and CFRA are also important from the perspective of District management. Managers need to be sufficiently knowledgeable to discuss FMLA with employees when questions arise about rights regarding absences and leaves, and to inform employees of their FMLA obligations. Management should also provide guidance about FMLA procedures for employees when they sometimes need to take an FMLA qualifying absence. Occasionally a conference or conference memo is needed for an employee with excessive absenteeism. If such a situation arises, it is essential that the manager have a continuing system which is able to recognize all previous FMLA and other protected absences. In this way, the manager can base proper progressive discipline on the remaining absences that were not and are not protected. Similarly if discipline is to be sustained, management must consider avoiding the timing of any progressive discipline in close proximity to the time immediately during or after an FMLA absence. Additionally, to make sure that reduction in employees’ absenteeism occurs, management must understand the concept of FMLA concurrence.

Therefore, the District, in an effort to reduce excessive absenteeism and its serious impact on District

Operations and instructional programs, intends to have managers recognize FMLA-qualifying absences, and require employees to utilize such benefits under FMLA/CFRA and to take concurrent absences/leaves. The LLSD also seeks to ensure that employees receive the protected absence and leave of which they may use, when qualifying. This policy promotes the goal of minimizing lost time (and resulting costs that arise from hiring substitutes or temporary help, as well as related costs) and addressing “attendance management”.

FMLA-CFRA Illness (FCIL)**:**

*Objective of the Absence:*

To be able to report an employee for an FMLA covered absence due to the employee’s own illness.

These hours are captured by the attendance type ‘**FCIL**’

*Rules to allow FCIL:*

Same as the eligibility rules for the absence type ‘IL’.

|  |  |
| --- | --- |
| **Wage types and Quota deduction for FCIL** | |
| **Generated Wage Types :** | 0430 Full Pay Illness on ON Track day  0613 Full Pay Illness on OFF Track day  0432 Half-Pay Illness on ON Track day  0612 Half-Pay Illness on OFF Track day |
| **Quota Deduction:** | Quota Type 01 (Full Pay Illness Quota balance), Quota Type 02 (Half pay Illness Quota),  Quota type 12 (PNWD) for Teacher Assistants |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

FMLA-CFRA KIN CARE (FCKC)**:**

*Objective of the Absence:*

To be able to report an FMLA covered Kin Care absence to care for an employee’s family member.

These hours are captured by the attendance type ‘**FCKC**’.

*Rules to allow FCKC:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for FCKC** | |
| **Personnel Areas** | '1\*', '2\*' |
| **Personnel subareas:** | All except X\*, AXSX, CXSX, R\* and NONE  **Exception:** **PA=1DTX with PSA=XXXX is eligible** |
| **Employee Groups:** | A, C, D, E, G, H |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Generated Wage Types :** | 0434 on ON Track day  0614 on OFF Track day |
|  |  |
| **Quota Deduction:** | Quota Type 01 (Full Pay Illness Quota balance), Quota Type 06 (Kin Care Quota balance) |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

FMLA-CFRA PERSONAL NECESSITY (FCPN)**:**

*Objective of the Absence:*

To be able to report an FMLA covered Personal Necessity absence for a family member.

These hours are captured by the attendance type ‘**FCPN**’.

*Rules to allow FCPN:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for FCPN** | |
| **Personnel Areas** | 1\* and 2\* |
| **Personnel subareas:** | All except X\*, AXSX, CXSX, R\*, and NONE  **Exception: PA=1DTX with PSA=XXXX is eligible** |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Generated Wage Types :** | 0436 on ON Track day  0615 on OFF Track day |
| **Quota Deduction:** | Quota Type 01 (Full Pay Illness Quota balance), Quota Type 05 (Personal Necessity Quota balance) |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

FMLA-CFRA UNPAID (FCUP)**:**

*Objective of the Absence:*

To be able to report an FMLA covered unpaid absence when an employee has exhausted the Illness & Vacation balances.

These hours are captured by the attendance type ‘**FCUP**’.

*Rules to allow FCUP:*

Same as the eligibility rules for the absence type ‘UP’.

|  |  |
| --- | --- |
| **Wage types and Quota deduction for FCUP** | |
| **Generated Wage Types :** | 0485 on ON Track day  0628 on OFF Track day |
| **Quota Deduction:** | None |

FMLA-CFRA VACATION (FCVA)**:**

*Objective of the Absence:*

To be able to report an FMLA-covered vacation absence.

These hours are captured by the attendance type ‘**FCVA**’.

*Rules to allow FCVA:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for FCVA** | |
| **Personnel Areas** | 1\*, 2\* |
| **Personnel subareas:** | All except X\*, R\* and NONE  **Exception:**  **PA=1DTX with PSA=XXXX is eligible** |
| **Employee Groups:** | No restrictions |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Core Additional:** | Core Paid |
| **Absence category:** | Normal |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Wage types and Quota deduction for FCVA** | |
| **Generated Wage Types :** | 0438 on ON Track day  0617 on OFF Track day |
| **Quota Deduction:** | Quota Type 08 (Vacation Quota balance), Quota Type 09 (Detached Service Vacation Quota balance) |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

FMLA-CFRA ILL Non-Deduction (FNIL)**: *Per ORMIS this code should be delimited and would no longer be in use.***

FMLA-CFRA KC Non-Deduction (FNKC)**: *Per ORMIS this code should be delimited and would no longer be in use.***

FMLA-CFRA PN Non-Deduction (FNPN)**: *Per ORMIS this code should be delimited and would no longer be in use.***

FMLA-CFRA UP Non-Deduction (FNUP)**: *Per ORMIS this code should be delimited and would no longer be in use.***

FMLA-CFRA VA Non-Deduction (FNVA)**: *Per ORMIS this code should be delimited and would no longer be in use.***

Preg Dis ILL w/o FMLA (PDIL)**:**

*Objective of the Absence:*

To be able to report a CFRA covered absence because of employee’s pregnancy that is not covered by FMLA.

This illness absence is to be reported for employees who have not worked 130 days or 12 months to be qualified to use FMLA protected pregnancy leave. PDIL is job protected under California Pregnancy Disability Law (PDL).

These hours are captured by the attendance type ‘**PDIL**’.

*Rules to allow PDIL:*

Same as the eligibility rules for the absence type ‘IL’.

|  |  |
| --- | --- |
| **Wage types and Quota deduction for PDIL** | |
| **Generated Wage Types :** | 0430 on ON Track day  0613 on OFF Track day |
| **Quota Deduction:** | Same Quota deduction rules as that of absence Type ‘IL’ |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

Preg Dis UP w/o FMLA (PDUP)**:**

*Objective of the Absence:*

To be able to report a CFRA covered unpaid absence because employee has exhausted the Illness & Vacation Quota balances.

This unpaid absence is to be reported for employees who have not worked 130 days or 12 months to be qualified to use FMLA protected pregnancy leave. PDIL is job protected under California Pregnancy Disability Law (PDL).

These hours are captured by the attendance type ‘**PDUP**’~~.~~

*Rules to allow PDUP:*

Same as the eligibility rules for the absence type ‘UP’.

|  |  |
| --- | --- |
| **Wage types and Quota deduction for PDUP** | |
| **Generated Wage Types :** | 0446 on ON Track day  0627 on OFF Track day |
| **Quota Deduction:** | None |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

Preg Dis VA w/o FMLA (PDVA)**:**

*Objective of the Absence:*

To be able to report a CFRA covered absence because of employee’s pregnancy leave not covered by FMLA.

This vacation absence is to be reported for employees who have not yet worked 130 days or 12 months to be qualified to use FMLA protected pregnancy leave. PDIL is job protected under California Pregnancy Disability Law (PDL).

These hours are captured by the attendance type ‘**PDVA**’.

*Rules to allow PDVA:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for PDVA** | | | |
| **Personnel Areas** | 1\*, 2\* | |
| **Personnel subareas:** | All except X\*, R\* and NONE  **Exception:**  **PA=1DTX with PSA=XXXX is eligible** | |
| **Employee Groups:** | No restrictions | |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 | |
| **Core Additional:** | Core Paid | |
| **Absence category:** | Normal | |
| **Quota Deduction:** | Quota Type 08 (Vacation Quota balance), Quota Type 09 (Detached Service Vacation Quota balance) | |
| **Wage types and Quota deduction for PDVA** | | | |
| **Generated Wage Types :** | | 0438 on ON Track day  0617 on OFF Track day | |
| **Organizational attributes:** | | No restriction | |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

Preg Dis Vac Non-Deduct (PDVP)**: *Per ORMIS this code should be delimited and would no longer be in use.***

Preg/FMLA Dis ILLNESS (PFIL)**:**

*Objective of the Absence:*

To report an illness absence up to 18 weeks of job protected pregnancy leave for employees qualified for FMLA based on Illness balance. PFIL will continue to earn illness.

These hours are captured by the attendance type ‘**PFIL**’.

*Rules to allow PFIL:*

Same as the eligibility rules for the absence type ‘IL’.

|  |  |
| --- | --- |
| **Wage types and Quota deduction for PFIL** | |
| **Generated Wage Types :** | 0430 on ON Track day  0613 on OFF Track day |
| **Quota Deduction:** | Same Quota deduction rules as that of absence Type ‘IL’ |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

## Preg/FMLA Dis Vacation (PFVA):

*Objective of the Absence:*

To report vacation absence up to 18 weeks of job protected pregnancy leave for employees qualified for FMLA based on vacation balance. PFVA will continue to accrue vacation.

These hours are captured by the attendance type ‘**PFVA**’.

*Rules to allow PFVA:*

|  |  |  |
| --- | --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for PFVA** | | |
| **Personnel Areas** | 1\*, 2\* |
| **Personnel subareas:** | All except X\*, R\* and NONE  **Exception:**  **PA=1DTX with PSA=XXXX is eligible** |
| **Employee Groups:** | No restrictions |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Core Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Quota Deduction:** | Quota Type 08 (Vacation Quota balance), Quota Type 09 (Detached Service Vacation Quota balance) |
| **Organizational attributes:** | No restriction | |
| **Wage types and Quota deduction for PFVA** | | |
| **Generated Wage Types :** | 0438 on ON Track day  0617 on OFF Track day | |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

Preg/FMLA Dis Unpaid (PFUP)**:**

*Objective of the Absence:*

To be able to report an FMLA covered unpaid absence due to pregnancy when an employee has exhausted the Illness & Vacation balances.

These hours are captured by the attendance type ‘**PFUP**’~~.~~

*Rules to allow PFUP:*

Same as the eligibility rules for the absence type ‘UP’.

|  |  |
| --- | --- |
| **Wage types and Quota deduction for PFUP** | |
| **Generated Wage Types :** | 0446 on ON Track day  0627 on OFF Track day |
| **Quota Deduction:** | None |

**Validations during Time Entry**

***Existing validations:***

***Exceptions:***

None

# 5. PROTECTED ABSENCES

Going forward 7/1/17, Risk Management requested to add two new protected unpaid absence code “PUP” and “SAUP” and two new protected personal necessity absence codes “PPN” and SAPN” so that employee will not have any negative impact due to the unpaid time off or personal necessity time off. Assumption is that ORMIS will communicate to Time Keepers regarding the usage of protected absences.

# PROTECTED UNPAID (PUP)

*Objective of the ABSENCE CODE:*

Protected Unpaid (PUP) time will behave same as UP time. PUP can be used for the following cases:

1. Civil Air Patrol Labor Code 1500-1503
2. Military Spouse Leave & Military Veterans Code 395.10
3. Victims of Crime Labor Code 230 b
4. Victims of Crime Labor Code 230 c, Labor Code 230.2 b
5. Victims of Crime Labor Code 230.5
6. Volunteer firefighting, reserve peace officer & emergency duty rescue personnel Labor Code 230.3
7. Volunteer firefighting, reserve peace officer & emergency rescue personnel or emergency rescue training Labor Code 230.4

*Rules to allow PUP:*

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for PUP** | |
| **Personnel Areas:** | All (1\*, 2\*, 3\*) |
| **Personnel subareas:** | All except RXXX and NONE |
| **Employee Group:** | All |
| **Employee Subgroups:** | All except Z1 & Z2 |
| **Core / Additional:** | Core |
| **Wage Types :** | 0488 on an ON track-day  0640 on a Z-day (summer assignment day on Z basis).  Note: Do not allow on unassigned day (z0 day) on base assignment |
| **Quota Deduction:** | N/A |
| **Organizational attributes:** | No restriction |

**Validations during Time Entry**

***Existing validations***

|  |
| --- |
| Currently NONE but need to be able to validate maximum hours or days per year. |

***Exceptions:***

None

# SCHOOL ACTIVITES UNPAID (SAUP)

*Objective of the Absence:*

School activities unpaid time (SAUP) will behave same as UP time.

This protected unpaid time can be used to support child’s school activities for the following cases where employee cannot use SAPN time:

1. Personal Necessity quota balance or Full Pay Illness quota balance is exhausted
2. Used SAPN hours reached yearly maximum hours.

For further information regarding the school activities unpaid time refer to “School Activities Labor Code 230.8”

*Rules to allow PROTECTED SCHOOL ACTIVITES UNPAID Time (SAUP)****:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for SAUP** | |
| **Personnel Areas** | 1\* and 2\* **except 2F\*** |
| **Personnel subareas:** | All except X\*, AXSX, CXSX, R\*, and NONE  **Exception**: PA=1DTX with PSA=XXXX is eligible |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Wage Types :** | 0489 on an ON Track day  0644 on a Z-day (summer assignment day on Z basis).  Note: Do not allow on unassigned day (z0 day) on base assignment |
| **Quota Deduction:** | None |

**Validations during Time Entry**

Maximum hours can be reported per calendar month: 8 hours (total of SAUP and SAPN)

Maximum hours can be reported per fiscal year: 40 hours (total of SAUP and SAPN)

Refer to SAPN area for more details.

***Exceptions:***None

## PROTECTED PERSONAL NECESSECITY ABSENCES

Two new protected personal necessity absence codes (PPN, SAPN) may be used to protect the employees from any disciplinary actions, in any manner of discrimination, or retaliation. To be able to use Protected Personal Necessity, an employee must have both sufficient Full Pay Illness and Personal Necessity balances. If either balance is zero then the employee may not use PPN absence. System will reject the hours.

For Classified employees, only six (6) days of absence (any one or combination of Illness, Personal Necessity, Protected Personal Necessity, or Kin Care) may be used while on Probationary status.

# PROTECTED PERSONAL NECESSITY (PPN):

*Objective of the Absence:*

Per OTMIS, **Protected Personal Necessity (PPN)** can be used for the list of categories mentioned below:

1. Court Appearance as Witness/Litigant Labor Code 230 b
2. Domestic Abuse/Sexual Assault/Stalking Labor Code 230.1, Labor Code 230.2 b, Labor Code 230 c Domestic
3. School Child Suspension Ed Code 48900.1
4. Religious Accommodations Title VII FEHA 12940

*Rules to allow PROTECTED PERSONAL NECESSITY Time (PPN)****:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for PPN** | |
| **Personnel Areas** | 1\* and 2\* |
| **Personnel subareas:** | All except X\*, AXSX, CXSX, R\*, and NONE  **Exception:** PA=1DTX with PSA=XXXX is eligible |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Wage Types :** | 0519 on an ON Track day  0641 on a Z-day (summer assignment day on Z basis).  Note: Do not allow on unassigned day (z0 day) on base assignment  0488 Unpaid PPN time on an ON Track day (same as PUP on track-day)  0640 Unpaid PPN time on Z-day (same as PUP on Z-day) |
| **Quota Deduction:** | Quota Type 01 (Full Pay Illness Quota balance) and  Quota Type 05 (Personal Necessity Quota balance)  Quota type 12 (PNWD) for Teacher Assistants (PA=2F\*) |

**Validations during Time Entry**

***Existing validations***:

Employee should have sufficient Full pay Quota balance to allow the PPN hours

***Exceptions:*** None

# SCHOOL ACTIVITES PERSONAL NECESSITY (SAPN):

*Objective of the Absence:*

Per ORMIS, **Protected School Activities Personal Necessity (SAPN)** time can be used for the categories mentioned in the below labor code:

1. School Activities Labor Code 230.8

*Rules to allow PROTECTED SCHOOL ACTIVITES PERSONAL NECESSITY Time (SAPN)****:***

|  |  |
| --- | --- |
| **Employees belonging to the following Enterprise structure are eligible for SAPN** | |
| **Personnel Areas** | 1\* and 2\* **except 2F\*** |
| **Personnel subareas:** | All except X\*, AXSX, CXSX, R\*, and NONE  **Exception:** PA=1DTX with PSA=XXXX is eligible |
| **Employee Groups:** | No restriction |
| **Employee Subgroups:** | All ESG's except A2, N1, N2, N3, S1, X2, Z1 & Z2 |
| **Core / Additional:** | Core Paid |
| **Absence category:** | Normal |
| **Wage Types :** | 0521 on an ON Track day  0643 on a Z-day (summer assignment day on Z basis).  Note: Do not allow on unassigned day (z0 day) on base assignment  0489 Unpaid SAPN time on an ON Track day (same as SAUP on track-day)  0644 Unpaid SAPN time on Z-day (same as SAUP on Z-day) |
| **Quota Deduction:** | Quota Type 01 (Full Pay Illness Quota balance) and  Quota Type 05 (Personal Necessity Quota balance) |

**Validations during Time Entry**

***Existing validations***:

1. Employee should have sufficient Full pay Quota balance to allow the SAPN hours

b. Maximum hours per fiscal year:

1. UTLA, AALA, Units A, D, E, H, District Represented: 4 hours
2. Unit B, C, S, J: One day based on assignment hours

(Ex: if assignment hours=8, 1 day is 8 hours, if assignment hours=4, 1 day is 4 hours)

1. Unit F: N/A
2. **When SAPN is reported,**

Validate if total SAPN hours for the fiscal year is not exceeding at person level

1. 4 hours for bargaining Units mentioned in b(i) above
2. or one day for bargaining Units mentioned in b(ii) above

If there was any SAPN time already reported under different assignment (note: different assignment means different Bargaining Unit or different assignment hours), do NOT re-validate them using current assignment unless changing existing SAPN time.

1. **When SAUP is reported**,

Check the below conditions to allow the time entry of SAPN & SAUP

1. If exceeding 8 hours for the calendar month (based on reporting date)
2. or if exceeding 40 hours for the fiscal year

**UPDATE on 5/8/2018**: R8459 – Increase the max SAPN hours for District represented employees

Change monthly max hours of SAPN to 8 hours and change fiscal year max hours to 40 hours. These employees will be assigned to a variable in ZTVARVC called ZTM\_PA\_PROTECTED\_SA\_40HOURS.

***Exceptions:* None**

# TECHNICAL ASPECTS

# Custom Tables:

Create custom tables that will determine employees’ eligibility based on PA/PSA/EG/ESG/Jobs and with the eligibility will be able to establish control over the access to the codes even if the codes were grouped under the same PSG (Personnel SubGroup Grouping).

1. **ZTMTT\_AA\_ELIG** - **Att. & Abs. Eligibility**

The table will have **all Attendance and Absence codes** with the following fields/columns:

1. A/AType – Att/Abs Type
2. PA – Personnel Area
3. PSA – Personnel Subarea
4. JobRef# - Job Code Ref
5. EG – Employee Group
6. ESG – Employee Subgroup
7. Cost Center
8. Start Date
9. End Date
10. PA (exclude)
11. PSA (exclude)
12. Job (exclude)
13. EG (exclude)
14. ESG (exclude)
15. Cost Center (exclude)
16. DWS Class (exclude)
17. Blocked
18. Changed on
19. Changed by

This table will be populated based on this Requirement Document.

* (1) A/Atype will be for each of the Attendance and Absence type.
* (2) thru (7) PA, PSA, Job#, EG, ESG, Cost Center: when entered would indicate the ‘valid’ values to be used when validating the Att/Abs entered.
* (8) & (9) Start Date & End Date of the effectivity of the validation(s).
* (10) Thru (16) PA (exclude), PSA (exclude), Job (exclude), EG (exclude), ESG (exclude), Cost Center (exclude), DWS class (exclude): when entered would indicate the values to be excluded when validating the Att/Abs entered.
* (17) Blocked the time entry for the summer (added during 2018 summer due to the issue caused by summer days
* (18) thru (19): use for history and/or audit trail info

1. **ZTMTT\_AA\_ELIG\_DT** – **Att. & Abs. codes allowed during the summer dates**

This new custom table is created to separate all summer dates from ZTMTT\_AA\_ELIG table

To make sure to allow only the Attendance/Absence code during the summer.

1. PA – Personnel Area
2. PSA – Personnel Subarea
3. JobRef# - Job Code Ref
4. EG – Employee Group
5. ESG – Employee Subgroup
6. Cost Center
7. Start Date (usually summer stating date)
8. End Date (usually summer stating date)
9. Blocked (if “X”, blocking the time entry for this period)
10. PA (exclude)
11. PSA (exclude)
12. Job (exclude)
13. EG (exclude)
14. ESG (exclude)
15. Cost Center (exclude)
16. DWS Class (exclude)
17. Changed on
18. Changed by

This table structure is same as ZTMTT\_AA\_ELIG table.

Yet, it will be populated based on the summer dates for every school year.

Therefore, the 1st level of validation for attendance/absence time is done against the ZTMTT\_AA\_ELIG

and then validated against ZTMTT\_AA\_ELIG\_DT after past 1st level validation.

**(C) ZTMTT\_AA\_ELIGJOB – Att. & Abs. Eligibility Jobs**

When multiple Job classifications are specified in the Requirement document,

ZTMTT\_AA\_ELIG will read this table to get the Job classes stated in the requirement.

The Job classes would be entered in this custom table to simplify multiple repeated entries.

The table will have the following fields/columns:

1. Job (Ref#) – Number entered in the ZTMTT\_AA\_ELIG table and point to 2, 3, 4, & 5 below.
2. No. – Number assigned to the Jobs in sequence. [For example there are 3 Jobs then it would be 1, 2, & 3]
3. Start Date – Effective Date
4. End Date – End of validity
5. Job – actual Job Classes. [For example, the 3 Jobs assigned to numbers 1, 2, & 3 in #2,

would be listed here].

1. Chngd on – Data changed date
2. By – userID who changed the data

**\*\* Sample:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job (Ref#) | No | Start | End | Job | Chngd on | By |
| 1 | 1 | 7/1/2012 | 12/31/9999 | 11100840 | 5/13/2015 | REDENS |
| 1 | 2 | 7/1/2012 | 12/31/9999 | 11100841 |  |  |
| 1 | 3 | 7/1/2012 | 12/31/9999 | 19100555 |  |  |

1. **T-Code - ZTM\_AA\_VALID - Att/Abs types – PA/PSA Validation**

Create a Program and Transaction Code with three Run Options so we can validate the attendance or absence against the PA/PSA combination. For each Attendance and Absence type listed above, we should be able to run a program to get a list of invalid records and/or missing records and their corresponding PSG – Personnel Subgroup Grouping.

1. **If the Run Option is “Requirements vs Config validation”**:

* Attendance or Absence type
* PA-Personnel Area
* PSA- Personnel Subarea

**The Process is:**

1. Take the att/abs code and get all the groupings that exists.
2. For each grouping, get all the PA/PSA combinations and store in TABLE STEP 2.
3. With the entries from TABLE STEP 2, validate that with the requirements from ‘Selections’. If it does NOT meet the requirement, output the PA/PSA combination as ‘invalid PA/PSA combinations’.
4. Take each PA from Requirements on Selection screen and get all the PA/PSA combination that are in the Configuration. Take each entry here that is valid PA/PSA as per the Requirement and on only the one that is VALID, make sure the Grouping number exists in TABLE STEP 2. If it does NOT exist, then LIST that in the report as ‘missing PA/PSA combinations’.
5. **If the Run Option is “PSG Comparison”:**

* PSG – Personnel Subgroup Grouping Comparison PSG 1 & 2

**The Process is:**

Compare the Attendance & Absence codes in each PSG and display the Attendance/Absence type that is in one PSG and missing on the other and vice-versa.

(C)**If the Run Option is “Att/Abs Type Filter”:**

* Att/Abs Type Filter test – where any one or more of the following: PA/PSA/Job/EG/ESG/CostCtr or Pernr is selected.

**The Process is:**

Take the Att/Abs from the Employee’s PSG and validate its eligibility from a custom Z-Table that will also be created and will list or display whether the Att/Abs is ‘valid’ or ‘invalid’.

**(E) ZTMBTB – Beyond the Bell Funds Table**

Whenever BL or BLNC is entered in CATS, a user exit requires the Time Keeper to enter an account string:

Receiver Cost Center, Receiver Fund, & Receiver Functional Area. The Time Keeper would enter their

authorized Cost Center as Receiver Cost Center and the Fund & Functional Area comes from

ZHRTT\_CATS\_ACC Change View ‘Valid accounting strings for A/A Type’.

This table is maintained by BASE-Time and holds the valid values of the Fund/Functional Area that could be

entered in the account string whenever BL or BLNC is reported in CATS. Effective 07/01/2012, this table

would be delimited and a new updatable transaction code would be made available to Beyond the Bell. A

Validation Rules:

NOTE – Please refer to Functional Specs Catalogue and other Functional Specs for latest information. These are listed as is at the time of this project.

1. *CATS User-Exits*:

CATS User-Exits are important tools that could be used to customize the functionality of CATS. There are 13 of them and could be accessed via IMG (Implementation Guide)  Cross Application components  Time sheet  Customer specific modifications  Create SAP enhancements for the time sheet. The User-exits are developed to lay down the validation of certain business rules in the front end or before time entry.

By having these validations, Time Keepers would be prevented from entering inaccurate data that could cause errors in time transfer, time evaluation, payroll, and posting. Other validations are done through Time Evaluation.

There are 13 user-exits in SAP:

|  |  |
| --- | --- |
| **Seq. No.** | **List of the 13 User-exits and their description** |
| **1** | **CATS0001 (Set up worklist): This one defines a worklist in the upper part of the CATS screen** |
| **2** | **CATS0002 (Supplement recorded data): Here you can add values to customer defined additional fields or even modify the data entered by the user** |
| **3** | **CATS0003 (Validate recorded data): This one is to check entries for whatsoever** |
| **4** | **CATS0004 (Deactivate functions on the interface): CATS got a lot of buttons. Here you can get rid of the ones you don't need.** |
| **5** | **CATS0005 (Customer field enhancements): You can add fields to CI\_CATSDB here to later on use to display or enter additional data** |
| **6** | **CATS0006 (Validate entire time sheet): Mainly serves to validate the hours entered if you don't use HR** |
| **7** | **CATS0007 (Subscreen on Initial screen): Customer popup, defines data valid for the entire time sheet(row)** |
| **8** | **CATS0008 (Determine recipients for the approval workflow): You can connect CATS to a standard workflow so that superiors can approve times entered before they are transferred (HR, CO, PS...)** |
| **9** | **CATS0009 (User-Defined Text Fields in the Data Entry Section): You got two 40 character text fields in the data entry part you can fill with this exit - display only** |
| **10** | **CATS0010 (Display User-Defined Fields in the Worklist): Same as above for the worklist** |
| **11** | **CATS0011 (Customer-Defined Functions): Add your own functions to the menu** |
| **12** | **CATS0012 (Customer Subscreen): Define CATS header** |
| **13** | **CATP0001 (Determine Target Hours): Define your own target hours** |

**These are some of the CATS User-exits that are currently active in the system.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **Object ID** | **BADI** | **CATS User Exit Class** | **Title** |
| 1 | ZHREH0374 | ZTMIM\_DEF\_REC\_KOSTL | ZCL\_IM\_HR\_DEF\_CATS\_RKOSTL | Default receiver cost center for substitute employee subgrp |
| 2 | ZHREH0374 | ZTMIM\_VALIDTE\_RKOSTL | ZCL\_IM\_HR\_VALIDATE\_RKOSTL | Validate receiver cost center for substitute time entry |
| 3 |  | ZTM\_PERIOD\_CHECK | ZCL\_IM\_TM\_PERIOD\_CHECK | Bypass Posting Period Check in CAT2 & ZCAT2 |
| 4 | ZHREH0419 | ZHREH0419\_CHECK\_HO | ZCL\_IM\_HREH0419\_CHECK\_HO | Check Holiday |
| 5 | ZHREH0420 | ZTMIM\_CHECK\_BB | ZCL\_IM\_TMIM\_CHECK\_BB | Check BB Time |
| 6 | ZHREH0420 | ZTMIM\_CHECK\_RGZND\_ZT | ZCL\_IM\_TMIM\_CHECK\_RGZND\_ZT | Check RGZN, RGZD, ZT |
| 7 | ZHREH0461 | ZTMIM\_CHECK\_AA | ZCL\_IM\_TMIM\_CHECK\_AA | Check AA Hours for Certificated Subs |
| 8 | ZHREH0477 | ZTM\_CHECK\_RGHO | ZCL\_IM\_TM\_CHECK\_RGHO | Validate RGHO |
| 9 | ZHREH0484 | ZTMIM\_CHECK\_DIFF | ZCL\_IM\_TMIM\_CHECK\_DIFF | Check Differentials |
| 10 | ZHREH0496 | ZHREH0496\_CHK\_TOT\_HRS | ZCL\_IM\_TMIM\_CHECK\_TOT\_HRS | Validation to restrict Absences past schedule hour |
| 11 | ZHREH0497 | ZHREH0497\_COMP\_CAP | ZCL\_IM\_HREH0497\_COMP\_CAP | Limit Comp time cap to 130 hours for Police Officers |
| 12 | ZHREH0498 | ZHREH0498\_QUOTA\_CHK | ZCL\_IM\_HREH0498\_QUOTA\_CHK | Concurrent - Absence Type from Quota deduction validation |
| 13 | ZHREH0511 | ZHREH0511\_FH\_DWS | ZCL\_IM\_HREH0511\_FH\_DWS | Validate Furlough DWS Days |
| 14 | ZHREH0452 | ZTMIM\_CHECK\_VBID | ZCL\_IM\_TMIM\_CHECK\_VBID | Validate VBID attendance type |
| 15 | ZHREH0453 | ZTMIM\_CHECK\_HOAD | ZCL\_IM\_TMIM\_CHECK\_HOAD | Validate HOAD time |
| 16 | ZHREH0456 | ZTMIM\_CHECK\_ABSENCE2 | ZCL\_IM\_TMIM\_CHECK\_ABSENCE2 | Validate Absence ->Part time, Concurrent limit, two weeks check |
| 17 | none | ZTMIM\_CHECK\_WAGE\_TY | ZCL\_IM\_TMIM\_CHECK\_WAGE\_TY | Check CATS wage type field for valid entries |

**The current CATS User-Exits with descriptions:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Title** | **Description of Validations** |
| **1** | Default receiver cost center for substitute employee subgrp | \* Default the receiver cost center for substitutes (pool cost center employees) |
| **2** | Validate receiver cost center for substitute time entry | \* Purpose : 1. For substitutes, get person's time administrator and get his cost center \* Get all Org.Units underneath him and if the employee's cost center is not \* in one of those give warning message \* 2. If employee's position is funded by 1XXXX/1WWWW/1ZZZZ functional area then \* cost assignment should be overridden with proper values. \* 3. If cost center or fund or functional area is entered, all three must be present \* 4. If functional area ends with 1XXXX/1WWWW/1ZZZZ give error message \* 5. If employee position is super position or pool position then cost assignment should be \* override with proper values \* 6. If given cost center is pool cost center give error message \* 7. Buy back time should be charged to functional area ending with 3941  \* Don't allow any cost center that is pool location \* make sure no changes are made to days that are blocked for the user (TK/TA). |
| **3** | Bypass Posting Period Check in CAT2 & ZCAT2 | This user exit is not a CATS user-exit but a FI user-exit, specifically created to bypass the Period checking in the Finance Posting Simulation during CATS (CAT2&ZCAT2) |
| **4** | Check Holiday | \* Overview : 1. HO/HOSB/HOWB is Not allowed for Z Basis on non 2UTA \* For 2UTH/2UTA: \* 2. Check ESG/PSA/PA Permissibility \* not allowed for ESG S1 or Z1, Z2 other than PA ZUTH, PSA X--- or -XSX, \* 3. Z Basis is allowed only on summer holidays (July 4, Admission day, Labor day) \* 4. July4Th holiday is not allowed for ZUTH- B, C, D, E and K basis \* 5. Admission Day/Labor day is not allowed for ZUTH- C and K basis \* 6. HO is only allowed on legal holidays \* 7. HOWB is only allowed on winter break holidays and not a legal holiday \* 8. HOSB is only allowed on spring break holidays and not a legal holiday \* 9. HOWB/HOSB for 2UTA is only allowed if the combined assigned hrs is <= 2. |
| **5** | Check BB Time | \* Overview : 1. Check total no. of days allowed \* 2. Check no. of hours and limit to either DWH or 6 |
| **6** | Check RGZN, RGZD, ZT | \* Overview : 1. A/A Type RGZN/RGZD is not allowed on off-track day \* 2. Allow RGHO only on legal holidays, moved to a different Badi \* 3. Restrict RG on legal holiday D4601 \* D3821 - Check calendar day. If it is SPRG or WNTR they must change calendar to SN\* or SD\* for SPRG or WN\* or WD\* for WNTR, D4601 - Check legal holiday \* 3. Allow RG on admission day for specific group of people & limit to DWH \* 4. RGMK not allowed for the employee based on PSA \* . Allow RGMK on certain off track days  \* Overview : 1. ZT Hrs after two consecutive months not allowed (removed) \* 2. ZT hours exceeding 15hrs/month not allowed |
| **7** | Check AA Hours for Certificated Subs | \* Overview : 1. Check AA -> Allow only 1 Hour of AA reported per day \* 2. AA is allowed only on On-Track day \* 3. RG time must be present in order to report AA Allow 2Hours for 6Hrs assignments |
| **8** | Validate RGHO | \* Overview : 1. A/A Type RGZN/RGZD is not allowed on off-track day \* 2. D4601:Allow RGHO only on legal holidays, restrict RG on legal holiday |
| **9** | Check Differentials | \* Purpose : This user exit is designed to check Differentials for their validity (Month) Get wage type validity based on process class 95  \* Purpose : This user exit is designed to check Differentials total %age in the month |
| **10** | Validation to restrict Absences past schedule hour | \* Overview : 1. Sum up hours for each day and checks against max allowed. |
| **11** | Limit Comp time cap to 130 hours for Police Officers | \* Purpose : To Check and Cap the Comp time for Police officers \* to limit 130 hours beginning OCT 1st XXXX year to \* SEP 30th (XXXX +1) next Year. |
| **12** | Concurrent - Absence Type from Quota deduction validation | \* Purpose :This enhancement is to check entered absences (across assignments) \* against the allowed quota balance (per person) |
| **13** | Validate Furlough DWS Days | \* FH time entry \* 1) check if FH change is allowed (user/day) 1180 \* 2) check for assignments who CAN / CANNOT report FH in CAT2 \* 3) check if Furlough (FH) is allowed on this day \* 4) Check hours for Part Time \* 5) Check for Partial FH, Partial Hours \* FH calendar day \* validate any Att/Abs types entered on a Furlough Day  \* re-validate the '0003\_validate\_record' user-exit but now will the full number of FH hours for each day \* also include deleted FH records |
| **14** | Validate VBID attendance type | \* Overview : 1. Check VBID for whole numbers \* 2. Check VBID for specific job class people & people in specific cost centers  \* Overview : 1. Check VBID for entire fiscal year |
| **15** | Validate HOAD time | \* Overview : 1. Allow HOAD on none On-track days for specific group of people  \* Overview : 1. Check HOAD eligibility -> Allow only if RG reported on \* admission day & allow it only before 2 pay periods for SM & 1months \* for CE/CL excluding current one |
| **16** | Validate Absence ->Part time, Concurrent limit, two weeks check | \* Overview : 1. Check total no. of part-time absences against benefit average hours (ZHRTT\_PT\_AVG\_HRS) \* 2. If Part-time check total absences for two weeks against assignment hours |
| **17** | Check CATS wage type field for valid entries | \* Purpose : This method will check the wage type field on CATS and \* send an error message if you pick an incorrect one  (40P5 40P7 40R7 are not allowed!) |

1. Time Evaluation consists of three parts:
2. Time Evaluation Report RPTIME00
3. Schema processing
4. Customizing time evaluation

**I.** **Time Evaluation Report RPTIME00**

The *time evaluation report RPTIME00* forms the core of time evaluation in the SAP System.

It takes on a general control role in time evaluation.

This includes:

* Selecting employees for time evaluation
* Retrieving data
* Determining the evaluation period
* Storing the evaluation results

The time evaluation report triggers function pool SAPFP51T to valuate the time data. The function pool calls application components, which process the time data.

**II.** **Schema processing**

Time data processing is made up of individual processing steps, which are controlled by rules. Schema processing defines which processing steps should be performed in which order to valuate the time data, and specifies how the individual steps should be executed.   
The execution of the processing steps is defined in function pool SAPFP51T and is hard-coded. Actual processing takes place according to the rules specified when the system was customized.

**III.** **Customizing the evaluation**

Certain steps and global settings in time evaluation are determined in greater detail by making entries in customizing tables, independently of schema processing.

# Appendix A: Absence and Attendance Table (Detail) – T-code ZTMAAWAGE or table ZHRTT\_AWART\_WAGE (please look at the actual table for latest information although its listed here)

*The following table provides a detailed list of the attendance & absences which are “core hours” and which are labeled “additional time,” which absences deduct from absence quotas, & the time types.*

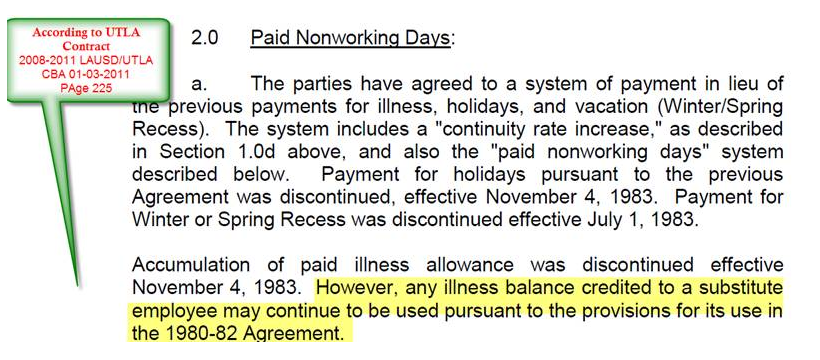
|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A/AType** | **A/A Type** | **Regular Wage type** | **Z-Time Wage type** | **Att./Abs. type text** | ***CATEGORY*** | ***Absence Quota Type*** | **Time Type** | **Time Type Text** |
| AA |  | 0175 |  | Auxiliary Assignment | addh-att:addtional hours |  |  |  |
| BL |  | 0179 |  | Beyond Bell -ClassRm Diff | addh-att:addtional hours |  |  |  |
| BLNC |  | 0179 |  | Bynd Bell -NonCl no Diff | addh-att:addtional hours |  |  |  |
| BV |  | 0410 | 0611 | Bereavement Time | core-abs |  |  |  |
| CA |  | 0138 |  | Comp Accrual | quota-abs |  |  |  |
| CU |  | 0121 |  | Comp Time Usage-Sch Police | core-abs:Comp Time usage only for school police (retirement project) |  |  |  |
| CU |  | 0600 |  | Comp Time Usage | core-abs |  |  |  |
| DF26 |  | 1391 |  | 0926 - Supv Elem-Voluntary | addd-att:additional-diff |  |  |  |
| DF27 |  | 1392 |  | 0927 Sup Elem-Non-Vol | addd-att:additional-diff |  |  |  |
| DH |  | 0152 | 0237 | Regular Time | core-att for Dead Head.("DH"is dummy att code Schema generates the wage type) |  |  |  |
| ECAS |  | 1449 |  | ECAS -Extend Couns Asgnmt | addh-att:addtional hours |  |  |  |
| ETAS |  | 1450 |  | ETAS -Extend Teach Asgnmt | addh-att:addtional hours |  |  |  |
| FCIL |  | 0430 | 0613 | FMLA-CFRA Illness | core-abs | 01 |  |  |
| FCIL | FCIH | 0432 | 0612 | FMLA-CFRA Illness | core-abs | 02 |  |  |
| FCKC |  | 0434 | 0614 | FMLA-CFRA Kin Care | core-abs | 06 |  |  |
| FCPN |  | 0436 | 0615 | FMLA-CFRA PN | core-abs | 05 |  |  |
| FCUP |  | 0446 | 0627 | FMLA-CFRA Unpaid | core-abs:unpaid hrs |  |  |  |
| FCVA |  | 0438 | 0617 | FMLA-CFRA Vacation | core-abs | 08 |  |  |
| FH |  | 0602 | 0602 | Furlough | core-abs - Changed from 604 -R362 |  |  |  |
| FNIL |  | 0430 | 0613 |  |  | 01 |  |  |
| FNIL | FNIH | 0442 | 0619 | FMLA-CFRA ILL Non-Deduct | core-abs - Changed from 619 -R362 | 02 |  |  |
| FNIL |  | 0444 | 0620 | FMLA-CFRA ILL Non-Deduct | core-abs | 01 |  |  |
| FNKC |  | 0434 | 0614 |  |  | 06 |  |  |
| FNKC |  | 0514 | 0621 | FMLA-CFRA KC Non-Deduct | core-abs | 06 |  |  |
| FNPN |  | 0436 | 0615 |  |  | 05 |  |  |
| FNPN |  | 0518 | 0626 | FMLA-CFRA PN Non-Deduct | core-abs | 05 |  |  |
| FNUP |  | 0446 | 0627 |  |  |  |  |  |
| FNUP |  | 0485 | 0628 | FMLA-CFRA UP Non-Deduct | unpd-abs:unpaid hrs |  |  |  |
| FNVA |  | 0438 | 0617 |  |  |  |  |  |
| FNVA |  | 0474 | 0629 | FMLA-CFRA VA Non-Deduct | core-abs |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A/AType** | **A/A Type** | **Regular Wage type** | **Z-Time Wage type** | **Att./Abs. type text** | ***CATEGORY*** | ***Absence Quota Type*** | **Time Type** | **Time Type Text** |
| HO |  | 0440 | 0618 | Holiday - Legal Holiday | core-abs |  |  |  |
| HOAD |  | 0440 | 0618 | Holiday -Admission Day | core-abs |  |  |  |
| ~~HOSB~~ |  | ~~0440~~ | ~~0618~~ | ~~Holiday - Spring Break~~ | ~~core-abs~~ |  |  |  |
| ~~HOWB~~ |  | ~~0440~~ | ~~0618~~ | ~~Holiday - Winter Break~~ | ~~core-abs~~ |  |  |  |
| IL | IH | 0442 | 0619 | Illness | core-abs | 02 |  |  |
| IL |  | 0444 | 0620 | Illness | core-abs | 01 |  |  |
| JA |  | 0470 |  | Job Action | core-abs |  |  |  |
| JU |  | 0135 | 0232 | Jury Duty | core-abs |  |  |  |
| KC |  | 0514 | 0621 | Kin Care Pay | core-abs | 06 |  |  |
| MD |  | 0605 | 0238 | Military Duty Leave | core-abs - Z-Time Wty is used for PY Flipping Only |  | 9086 | MD Counting in Days |
| MD |  | 0606 |  | Military Duty Leave | core-abs |  | 9087 | MD Difference Pay Hours |
| MD |  | 0607 |  | Military Duty Leave | core-abs |  | 9088 | MD Unpaid (20/22+) Hours |
| MD |  | 0608 |  | Military Duty Leave | core-abs |  | 9089 | MD Unpaid (180+) Hours |
| MS |  | 0448 | 0622 | Miscellaneous Time | core-abs |  |  |  |
| MSAP |  | 0447 | 0624 | MS-Annual Physical Exam | core-abs |  |  |  |
| MSND |  | 0449 | 0625 | Misc. Natural Disaster | core-abs |  |  |  |
| OT |  | 0118 |  | Overtime | addh-att:addtional hours |  |  |  |
| OT |  | 0120 |  | Overtime-Sch Police | addh-att:addtional hours-OT for sch police reported on holiday thru retirement proj |  |  |  |
| PD |  | 0450 | 0623 | Professional Development | core-abs |  |  |  |
| PDIL |  | 0430 | 0613 | Preg Dis ILL w/o FMLA | core-abs | 01 |  |  |
| PDIL | PDIH | 0432 | 0612 | Preg Dis ILL w/o FMLA | core-abs | 02 |  |  |
| PDUP |  | 0446 | 0627 | Preg Dis UP w/o FMLA | core-abs: unpaid hrs |  |  |  |
| PDVA |  | 0438 | 0617 | Preg Dis VA w/o FMLA | core-abs | 08 |  |  |
| PDVP |  | 0474 | 0629 | Preg Dis Vac Non-Deduct | core-abs | 08 |  |  |
| PFIL |  | 0430 | 0613 | Preg/FMLA Dis Illness | core-abs | 01 |  |  |
| PFIL | PFIH | 0432 | 0612 | Preg/FMLA Dis Illness | core-abs | 02 |  |  |
| PFUP |  | 0446 | 0627 | Preg/FMLA Dis Unpaid | core-abs: unpaid hrs |  |  |  |
| PFVA |  | 0438 | 0617 | Preg/FMLA Dis Vacation | core-abs | 08 |  |  |
| PN |  | 0518 | 0626 | Personal Necessity | core-abs | 05 |  |  |
| PX |  | 0193 |  | Professional Expert | addh-att:addtional hours |  |  |  |
| ~~PX~~ |  | ~~1438~~ |  | ~~Temp Cert Asmt~~ | ~~addh-att:addtional hours~~ |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A/AType** | **A/A Type** | **Regular Wage type** | **Z-Time Wage type** | **Att./Abs. type text** | ***CATEGORY*** | ***Absence Quota Type*** | **Time Type** | **Time Type Text** |
| READ |  | 1502 |  | 0947thru 0950 Reg Advsr | addh-att:addtional hours |  |  |  |
| RG |  | 0100 | 0231 | Regular Time | core-att |  |  |  |
| RGHO |  | 0100 | 0231 | RG Time for Legal Holiday | core-att |  |  |  |
| RGMK |  | 0230 | 0231 | Regular - Make-up Time | core-att - Z-Time Wty is used for PY Flipping Only |  |  |  |
| RGSA |  | 0182 |  | RG-Cert Substitute Asgn | addh-att:addtional hours |  |  |  |
| ~~RGZD~~ |  | ~~0231~~ |  | ~~Z-Time w/ Diff; Prog=1246~~ | ~~addz-att:addtional zhrs~~ |  |  |  |
| RGZN |  | 0231 |  | Z-Time during 'ON' Time | addz-att:addtional zhrs |  |  |  |
| RP |  | 0125 |  | Replacement Time | addh-att:addtional hours |  |  |  |
| ~~SA95~~ |  | ~~1504~~ |  | ~~0695 A Prin, Sp Asn 8hr/d~~ | ~~addd-att:additional-diff~~ |  |  |  |
| ~~SA96~~ |  | ~~1503~~ |  | ~~0696 Prin, Spc Asn 8hr/d~~ | ~~addd-att:additional-diff~~ |  |  |  |
| SAXB |  | 0102 |  | Special Asgn X-Basis | addh-att:addtional hours |  |  |  |
| ~~ST27~~ |  | ~~1430~~ |  | ~~8827 Diff Cons Tchr Par~~ | ~~addd-att:additional-diff~~ |  |  |  |
| STRK |  | 0468 |  | Strike | core-abs |  |  |  |
| TR01 |  | 1420 |  | 8302 Dist Spon Trng Rt 1 | addd-att:additional-diff |  |  |  |
| TR02 |  | 1421 |  | 8303 Dist Spon Trg Rt 2 | addd-att:additional-diff |  |  |  |
| TR03 |  | 1422 |  | 8304 Dist Sponrd Trg Rt 3 | addd-att:additional-diff |  |  |  |
| UP |  | 0485 | 0628 | Unpaid Time | core-abs:unpaid hrs |  |  |  |
| VA |  | 0474 | 0629 | Vacation Time Pay | core-abs | 08 |  |  |
| VBID |  |  |  | BID Bus Dr/Fleet Mnt ONLY | quota-abs | 08 |  |  |
| WA |  | 0500 |  | Workers' Comp - Unit A | wcsp-abs:Wk Comp-Sch police-Time Keeper only-Conv to WR/WI/WV by PSB-WCunit |  |  |  |
| WC |  |  |  | Worker's Comp | wcal-abs: Wk Comp-All others -Time Keeper only-Conv to WR/WI/WV by PSB-WCunit |  |  |  |
| WI | WH | 0506 | 0631 | PAYROLL USE ONLY-Illness | core-abs | 02 |  |  |
| WI |  | 0508 | 0632 | PAYROLL USE ONLY-Illness | core-abs | 01 |  |  |
| WR |  | 0512 | 0633 | PAYROLL USE ONLY-Regular | core-att |  |  |  |
| WV |  | 0504 | 0634 | PAYROLL USE ONLY-Vacation | core-abs | 08 |  |  |
| ZT |  | 0170 |  | RG- Relief Time for TAs | addh-att:addtional hours |  |  |  |

**Appendix B:**

**10/24/2012, R2992 - modified the ZTMTT\_AA\_ELIG table to remove ESG=S1 as an excluded ESG in order to allow PA=2\* with ESG=S1 to report IL.**



**Appendix C: FFCRA Absence and Wage Type codes (Please refer to FFCRA requirements document for more info.)**

**Absence Code Wage Type WT Description Posting WT Z-Type WT Description**

|  |  |  |
| --- | --- | --- |
| **Wage Type Description** | **Posting Wage Type** | **Z-Wage Type Description** |
|  |  |  | **[p** |  |
|  |  |  |  |
| **EPSL** | 0420 | Emergency Paid Self Leave | 0J20 | Emergency Paid Self Leave |
| **EPFL** | 0421 | Emergency Paid Family Leave | 0J21 | Emergency Paid Family Leave |
| **FMSL** | 0422 | FMLA FFCRA Leave | 0J22 | FMLA+ FFCRA Leave |
| **FMUP** | 0423 | FMLA+ FFCRA Unpaid | 0423 | FMLA+ FFCRA Unpaid |
| **EPSL** | 0650 | Z-Emergency Paid Self Leave | 0650 | Z-Emergency Paid Self Leave |
| **EPFL** | 0651 | Z-Emergency Paid Family Leave | 0651 | Z-Emergency Paid Family Leave |
| **FMSL** | 0652 | Z-FMLA+ FFCRA Leave | 0652 | Z-FMLA+ FFCRA Leave |
| **FMUP** | 0653 | Z-FMLA+ FFCRA Unpaid | 0653 | Z-FMLA+ FFCRA Unpaid |