

TIME REPORTING CODES

Frequently Used Time Reporting Codes	Description
ADM	Leave-Administrative
DDY	Leave-Discretionary Day
FNL	Leave-Funeral
HDC	Holiday Credit-Paid-1.0
REG	Regular Earnings
SCK	Leave-Sick
VAC	Leave-Vacation

Other Time Reporting Codes	Description
JRY	Leave-Jury Duty
CME	Compensatory Time-Earned 1.5
CMT	Leave-Comp Time Taken
FMDDY	Lve-FMLA Discretionary Day
FMLWP	Lve-FMLA without Pay Non-exempt
FMSCK	Lve-FMLA Sick
FMSHL	Lve-FMLA Shared Leave
FMVAC	Lve-FMLA Vacation
LWP	Leave-Without Pay
LWPNE	Leave-Without Pay Non-exempt
MIL	Leave-Military Duty
RFD	Relief From Duty With Pay
SHL	Leave-Shared

Note: Approvers should verify employees who report FMLA leave have been approved for FMLA.