

Attendance/Absence Types Overview



TIME JOB AID

BEACON Attendance/Absence (A/A) Types

A/A Types	Description	A/A Types	Description
9000	Approved Leave	9547	Communicable Disease
9100	Bonus Leave	9550	Civil Leave – Jury Duty
9200	Sick Leave	9560	Community Service Leave
9300	Holiday Leave	9565	Community Service Tutoring
9400	Leave Without Pay	9566	Literacy Volunteer Leave
9500	Time Worked	9570	Educational Leave
9511	Remote Callback	9620	Military Training Leave
9512	Adverse Weather Make-Up	9630	Military Active Duty
9513	Communicable Disease Make-Up	9680	Injury Absence WC
9514	Work During Emergency Closing	9685	Injury Leave
9515	Travel Time 1X	9690	Investigatory Leave
9516	Callback	9710	Flexible Furlough leave
9517	On-Call	9711	FY2012–2013 Special Leave
9540	Other Mgmt. Approved Leave	9712	Special Leave
9545	Adverse Weather Leave		

BEACON Attendance/Absence (A/A) Type Descriptions

A/A Types	Description
9000 (Approved Leave)	Use this code to reflect a normal absence. This code will deduct from the employee's leave balances in the following order: Holiday Comp, Overtime Comp, Gap Hours Comp, Callback Comp, On Call Comp, Travel Comp, Emergency Closing Comp, Incentive Leave, Vacation Leave, and Advanced Vacation Leave.

Attendance Absence Type Defined

9100 (Bonus Leave)	Use this code when the objective is to use bonus leave prior to vacation leave. Bonus leave cannot be used prior to comp leave
9200 (Sick Leave)	Use this code to reflect an absence due to illness. It will deduct from an employee's Sick Leave quota, then received Shared Leave and Advanced Sick Leave , if those are available to the employee.
9300 (Holiday Leave)	Positive Time employees should record 9300 in the 30 days prior to a holiday, on the holiday, or 30 days following a holiday, to designate a holiday absence. Note: Time worked on a holiday will automatically reduce the Holiday Quota by the number of hours worked, up to 8 hours, and apply those hours to the Holiday Comp quota. Employees using Holiday Comp (not Holiday Leave) should use the 9000 code. Negative Time employees do not record 9300.
9400 (Leave without Pay)	Use this code to reflect an unpaid absence. This will result in docking of pay for the number of hours recorded.
9500 (Time Worked)	Use this code to record hours worked including regular hours, additional hours and time worked on a holiday.
9511 (Remote Call Back)	Use this code to reflect the actual amount of time worked remotely. Do not add time to meet the 30 minute minimum, just actual time worked. If less than 30 minutes, the difference will be computed and added to the employee's pay automatically.
9512 (Adverse Weather Make-up)	Use this code to reflect hours worked specifically to pay back an adverse weather leave liability. Hours of 9500 in excess of the employee's work schedule in an OT period will also pay back an outstanding liability.
9513 (Comm. Disease Make-up)	Use this code to reflect hours worked specifically to pay back a Comm. Disease Absence liability.
9514 (Work during Emergency Closing)	Results in hour for hour comp time for hours worked during a designated emergency. Management will designate when this code applies.
9515 (Travel Time 1X)	Results in hour for hour comp time in accordance with state policy.
9516 (Callback)	Use this code to reflect the actual amount of time worked, if eligible for Callback . Do not add time to reach the 2 hour minimum, just actual time worked. If less than 2 hours, the difference will be computed and added to the employee's pay automatically.
9517 (On-Call)	Use this code to reflect time spent On-Call, but not at work . On-Call hours are accrued as Comp Time or paid at the On-Call rate specified for the position. Employee must be On-Call eligible.

Attendance Absence Type Defined

9540 (Other Mgmt Approved Leave)	This code is only to be used with the explicit consent of management to reflect time paid, not worked under a limited set of circumstances.
9545 (Adverse Weather Leave)	Use this code to reflect time off during an Adverse Weather Leave event. Using this code will result in a liability being generated from the employee to the State for hours the employee must make-up in the next 90 days. Employees that do not satisfy their liability will be required to forfeit leave or be docked if sufficient leave is not available to recover the liability. <i>Note: The Adverse Weather liability aging period was updated from 365 days to 90 days in the Adverse Weather policy revision effective 1/1/15. All liabilities incurred prior to 1/1/15 will show the 365 day aging period.</i>
9547 (Communicable Disease)	Use this code to reflect a Communicable Disease absence in accordance with the Communicable Disease policy. Use only with explicit management consent.
9550 (Civil Leave-Jury Duty)	Use this code to reflect an absence for Jury Duty.
9560 (Community Service Leave)	Use this code to reflect an absence for Community Service. May be used in full day increments, not to exceed 24 hours in a year.
9565 (Community Service Tutoring)	Use this code to reflect a Community Service absence for Tutoring. May only be used in 1 hour increments, not to exceed 36 hours per year. Employees may have Community Service or Community Service for Tutoring, not both.
9566 (Literacy Volunteer Leave)	Use this code to reflect a Community Service absence for Literacy Volunteer Leave. May only be used in 5 hours increments, not to exceed 45 hours per year. Employees may have Community Service or Literacy Volunteer Leave, not both.
9570 (Educational Leave)	Use this code to reflect an absence for Approved Educational Purposes.
9620 (Military Training Leave)	Use this code to reflect an absence for Military Training.
9630 (Military Active Duty)	Use this code to reflect the first 30 days of leave for an employee that has been called to Active Duty.
9680 (Injury Absence WC)	Use this code to reflect an absence to attend to medical matters related to an on-going workers comp case. (i.e., Doctor/PT appointments when employee has returned to work.)
9685 (Injury Leave)	Use this code to reflect an absence due to injury on the job for law enforcement, teachers and custody officers before the matter has been turned over for Workers Comp.

Attendance Absence Type Defined

9690 (Investigatory Leave)	Use this code in conjunction with Action Code Z5 – Investigatory W/Pay and Reason Code 01 (Investigatory Placement Leave) or Reason Code 02 (Extended) Effective 7/1/2013.
9710 (Flexible Furlough)	Allows for the flexible furlough time off to be reported on employees' time sheets. This absence type is not tied to a quota. Usage of this absence type can be reported through the Working Times Report in MSS or PT_BAL00 for Time Administrators. Usage is also displayed on the Time Statement.
9711 (FY 2012 – 2013 Special Leave)	Absence type, 9711 – FY2012-2013 Special Leave, can be used against leave for the period of 07/01/2012 – 06/30/2013. Like flexible furlough time (9710), it is not tied to a quota. PT_BAL00 (TSL*) can be utilized for reporting, along with ZNCTIME for time administrators. Working Time Report through the portal is available for MSS reporting.
9712 (Special Leave)	A one-time 40 hour award to be used for the period of 07/01/2013 – 06/30/2014. Unused leave as of 06/30/2014 will expire. This leave type can be used prior to earned compensatory time (holiday comp, overtime comp, gap comp, callback comp and travel comp), regular leave, bonus leave and sick leave. Special Leave is tied to quota 55 and is reportable through PT50, ZNCTIME, and PT_BAL00 (T55*). MSS users may report on Special Leave through the Working Times Report.