ALT  Allowed Time
  Use when working off campus (at home, at conference, Shrewbury, etc) MUST BE
  ACCOMPANIED BY EXPLANATION IN COMMENT BUBBLE

ALTSF  Allowed Time - Shift Eligible
  Do not enter - timekeeper function

BEV  Bereavement
  4 days paid funeral leave see IBPO bargaining unit agreement-MUST ENTER RELATION OF
  DECEASED IN COMMENT BUBBLE

CEP4  Compensatory Ovt 4-Error
  Used for callback premium - minimum of 4 hours - when time not money is desired

CES  Compensatory Ovt Straight
  Used when prior-approved overtime is worked - bargaining unit agreement rules will be applied by
  system - and time not money is desired

CTA+  Comp Time Adjustment+
  DO NOT USE-Central use only

CTA-  Comp Time Adjustment-
  DO NOT USE-Central use only

CTU  Comp Overtime Used
  Used to take earned comp overtime

  Used when immediate family member (child, parent, spouse) or member of household is ill & needs
  your care

FSK  Family Sick

HCTA+  Holiday Comp Time Adjustment+
  DO NOT USE-Central use only

HCTA-  Holiday Comp Time Adjustment-
  DO NOT USE-Central use only

HCTES  Holiday Comp Time Earned Straight
  Used to enter time worked on holiday (other than March 17th & June 17th) in lieu of money

HCTU  Holiday Comp Time Used
  Used to take HCTES (which expires 120 days from earned date)

HNP  Holiday No Pay
  Used on a holiday when reporting no pay time

HOL  Holiday
  Entered by system to mark holiday (EXISTS ONLY IN PAYABLE TIME)

HPS  Holiday Paid Straight
  Used to enter time worked on non-floating holidays to get money rather than comp time

IAI  Industrial Accd Approved
  DO NOT USE without contacting Workers Comp coordinator in HR Dept

IAP  Industrial Accd Lv Partial Pay
  DO NOT USE without contacting Workers Comp coordinator in HR Dept

IOD  Injured On Duty
  DO NOT USE without contacting Workers Comp coordinator in HR Dept

  Used when serving on a jury (proof of service form, mailed to you after service is completed, needs
  to be sent to HR Dept)

JDY  Jury Duty

MBKFT  Meal Money Breakfast Reimb $5.
  Do not enter - timekeeper function

MDNNR  Meal Money Dinner Reimb $10.
  Do not enter - timekeeper function

MLNCH  Meal Money Lunch Reimb $5.
  Do not enter - timekeeper function

MMMS  Meal Money Midnight Snack $3.
  Do not enter - timekeeper function

MOVIP  Manual Overtime Premium Pay
  DO NOT USE-Central use only

MOVS  Manual Overtime Straight Pay
  DO NOT USE-Central use only

NOP  No Pay
  Used when out on an approved leave for which no other time can be used

NRP  Non Responsible Day
  DO NOT USE - Central use only

OVS  Overtime Straight Pay
  Do not enter - timekeeper function

  Used to take personal time (which must be used in the pay period containing December 31st each
  year or it is lost)

PER  Personal Time

PUT  Paid Union Time
  Entered by system to mark regular schedule - must be replaced when exception time (PER, SIC,
  VAC, etc) is taken

REG  Regular Pay SERS Eligible

ROLC  Roll Call @ Premium
  .25 hours entered for each roll call attended

RSV  Reserve Leave Paid
  Used for military service - orders must be given to HR Dept

SBSNA  Sick Leave Bank - SNA
  DO NOT USE - Central use only

SHCA+  Suffolk HolComp Time Adj+
  DO NOT USE - Central use only

SHCA-  Suffolk HolComp Time Adj-
  DO NOT USE - Central use only
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHCES</td>
<td>Suffolk HolComp Time Earned Strght</td>
<td>Used to enter time worked on floating holiday in lieu of money</td>
</tr>
<tr>
<td>SHCTU</td>
<td>Suffolk HolComp Time Used</td>
<td>Used to take SHCES (which expires 180 days from earned date)</td>
</tr>
<tr>
<td>SIC</td>
<td>Sick Time</td>
<td>Used when you are sick</td>
</tr>
<tr>
<td>SNP</td>
<td>Suspension No Pay</td>
<td>DO NOT USE-Central use only</td>
</tr>
<tr>
<td>SOP</td>
<td>Senior Officer Diff Pay</td>
<td>Do not enter - timekeeper function</td>
</tr>
<tr>
<td>UNP</td>
<td>Unauthorized No Pay</td>
<td>DO NOT USE-Central use only</td>
</tr>
<tr>
<td>VAC</td>
<td>Vacation Time</td>
<td>Used to take Vacation time</td>
</tr>
</tbody>
</table>

1/10/2012