



## BEACON Attendance/Absence Types Overview

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

### A/A Type

#### 9000 (Approved Leave)

### Description

Use this code to reflect a normal absence. This code will deduct from the employee's leave balances in the following order: **Holiday Comp, OT Comp, On Call Comp, Travel Comp, Vacation, Bonus Leave, Advanced 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 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.



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<b>9514 (Work during Emerg Closing)</b>	Results in hour for hour comp time for hours worked during a designated emergency. Management will designate when this code applies.
<b>9515 (Travel Time 1X)</b>	Results in hour for hour comp time in accordance with state policy.
<b>9516 (Callback)</b>	Use this code to reflect the actual amount of time worked, <b>if eligible for Callback</b> . 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.
<b>9517 (On-Call)</b>	Use this code to reflect time spent <b>On-Call, but not at work</b> . 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.
<b>9540 (Other Mgmt Approved Leave)</b>	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.
<b>9545 (Adverse Weather)</b>	Use this code to reflect time off during an Adverse Weather 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 365 days. Employees that do not satisfy their liability in one year will be required to forfeit leave or be docked.
<b>9547 (Communicable Disease)</b>	Use this code to reflect a Communicable Disease absence in accordance with the Communicable Disease policy. Use only with explicit management consent.
<b>9550 (Civil Leave - Jury Duty)</b>	Use this code to reflect an absence for Jury Duty.
<b>9560 (Community Service Leave)</b>	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.
<b>9565 (Community Srvc-Tutoring)</b>	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.
<b>9570 (Educational Leave)</b>	Use this code to reflect an absence for <b>Approved Educational Purposes</b> .
<b>9620 (Military Training Leave)</b>	Use this code to reflect an absence for <b>Military Training</b> .
<b>9630 (Military Active Duty)</b>	Use this code to reflect the first 30 days of leave for an <b>employee that has been called to Active Duty</b> .
<b>9680 (Injury Absence WC)</b>	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.)
<b>9685 (Injury Leave)</b>	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.
<b>9710 (Flexible Furlough)</b>	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.