

**TIME CARD CODES**

**CODE DESCRIPTION**

PAY CLASS (X, O, W)

0100 Number of hours worked per day

**USAGE**

- 2850 Annual Leave used
  - 2651 Documented Sick Leave
  - 2652 Undocumented Sick Leave
  - 4026 Sick Leave Used for FMLA
  - 3054 Comp. Time used (non FLSA)
  - 3050 Comp. Time used (FLSA Exempt)
  - 3056 Comp. Time used (FLSA)
  - 3250 Leave without pay (LWOP)
  - 3255 Absence without Leave (AWOL)
  - 4263 Excused Absence for Blood Donation
  - 4051 Comp. Time for Blood Donation, used
- OVERTIME**
- 1400 Paid Overtime straight rate
  - 1405 Paid Overtime at premium rate
  - 3029 Vol. Overtime worked for Comp. Time (non FLSA)
  - 3030 Vol. Overtime worked for Comp. Time (FLSA Exempt)
  - 3108 Vol. Overtime worked for Comp. Time (FLSA)
  - 4020 Comp. time earned for Blood Donation

**DIFFERENTIAL**

- 1512 Paid Overtime at premium rate for night shift (Supervisor Highway Repairer)
- 1537 Paid overtime at premium rate for night shift (Highway Repairer)
- 1651 Night Shift Differential

**WORKERS' COMPENSATION**

- 2660 Sick Leave pending Workers' Comp. determination

NAME \_\_\_\_\_

SSN \_\_\_\_\_

PYRL \_\_\_\_\_

PD \_\_\_\_\_

TITLE \_\_\_\_\_

SHIFT WK \_\_\_\_\_

UNT \_\_\_\_\_

**WEEK 1**

**DEPARTMENT OF TRANSPORTATION**

EVENT CODE	LUNCH		LUNCH		LUNCH		AGENC DATA
	IN	OUT	IN	OUT	IN	OUT	
S							
M							
T							
W							
T							
F							
S							

EVENT CODE	S	M	T	W	T	F	S	AGENC DATA
	S							
M								
T								
W								
T								
F								
S								

I/We attest to the accuracy of all time and leave information, and to the proper authorization of all overtime or compensatory time coded on this card.

EMPLOYEE'S SIGNATURE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

SSN \_\_\_\_\_

PYRL \_\_\_\_\_

PD \_\_\_\_\_

TITLE \_\_\_\_\_

SHIFT WK \_\_\_\_\_

UNT \_\_\_\_\_

**WEEK 2**

**DEPARTMENT OF TRANSPORTATION**

EVENT CODE	S	M	T	W	T	F	S	AGENC DATA
	S							
M								
T								
W								
T								
F								
S								

EVENT CODE	LUNCH		LUNCH		LUNCH		AGENC DATA
	IN	OUT	IN	OUT	IN	OUT	
S							
M							
T							
W							
T							
F							
S							

I/We attest to the accuracy of all time and leave information, and to the proper authorization of all overtime or compensatory time coded on this card.