

# Self-Service Time Approval – Quick Start Guide



In this document, you will find assistance with:

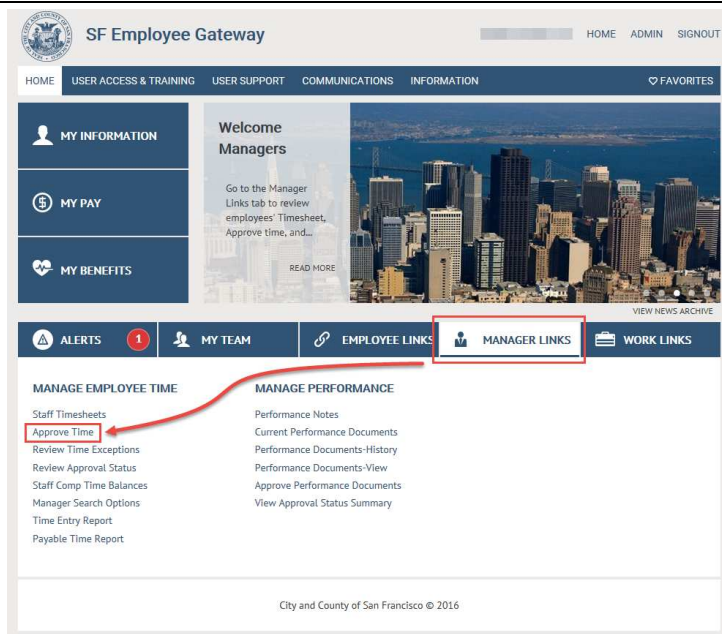
1. Approving Payable Time
2. Comparing Employees' Timesheets with Payable Time
3. Viewing Payable Time
4. Frequently Used Time Reporting Codes (TRC)

## 1. Approving Payable Time


To begin approving time, navigate to the Approvals page.

Click the **Manager Links** tab.

Then under the **Manage Employee Time** section, click [Approve Time](#).



You are then brought to the **Approve Time for Time Reporters** page.

Enter the Roster Code in the **Group ID** field or use the lookup icon  to select your value.

The **Start Date** field auto-populates to the first day of the current pay period.

In the **End Date** field, enter the Friday of the week you want to approve.

Click **Get Employees** to view employees in the selected group.

Description	Value
Group ID	CONE2
Empl ID	
Empl Rcd Nbr	
Job Code	
Department	
Supervisor ID	

Clear Selection Criteria Save Selection Criteria Get Employees

No employees were returned for the time period specified.

Start Date: 10/10/2015 End Date: 10/16/2015 Refresh

Go To: [Manager Self Service](#) [Time Management](#)

The list of employees with Payable Time to be approved is displayed.

The **Total Payable Hours** is the sum of the Payable Hours from your selected **Start Date** through the **End Date**.

*\*Total Payable Hours may be different than the hours posted on the **Timesheet** due to Assignment Code hours being added or due to time entries not yet processed by the Time Administration process.*

Click the hyperlinked name to view and approve Payable Time for an employee.

You are then brought to the **Approve Payable Time** page for the selected employee. The column headings are explained below.

**Time Reporting Code** identifies the type of hours.

**Quantity** is the number associated with the type.

**Type** is usually hours, but can be units for flat rates, such as Bilingual Pay.

**Accounting Date** is not used and should be left blank.

**Adjust Reported Time** takes you to the corresponding date on the employee's Timesheet. This is an advanced feature and requires you to click the **Refresh** button on the Timesheet.

**Comments** are used to enter comments about your approval of the time for the corresponding date.

**SF Employee Gateway**

HOME USER ACCESS & TRAINING USER SUPPORT INFORMATION

Approve Payable Time

**Approve Time for Time Reporters**

Employee Selection Criteria

Description	Value
Group ID	CONE2
Empl ID	
Empl Rcd Nbr	
Job Code	
Department	
Supervisor ID	

Clear Selection Criteria Save Selection Criteria Get Employees

Start Date: 10/10/2015 End Date: 10/16/2015 Refresh

Click for Instructions

Employees For: Find | Use All | 1-2 of 2 | Last

Select	Name	Employee ID	Empl Rcd Nbr	Job Description	Total Payable Hours	Department
<input type="checkbox"/>			0 1031	IS Trainer-Assistant	8.000000	89226
<input type="checkbox"/>			0 1053	IS Business Analyst-Senior	40.000000	89231

Select All Clear All

Approve

Go To: Manager Self Service Time Management

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**Approve Payable Time**

Employee ID:

Job Title: Employee Record Number: 0

<< Previous Employee

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 10/10/2015 End Date: 10/23/2015

Approval Details Personalize Find | View All | 1-6 of 6 | Last

Overview Time Reporting Elements Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	10/12/2015	LHP	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	10/13/2015	SLP	4.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	10/13/2015	WKP	4.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	10/14/2015	WKP	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	10/15/2015	WKP	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	10/16/2015	WKP	8.000000	Hours		Adjust Reported Time	

Select All Clear All

Approve

Return to Approval Summary

On the **Approve Payable Time** page, select all of the payable rows to approve only if the Payable Time is accurate.

Before Approving time, if you wish to reference your employees' timesheets before finalizing your Approvals, skip to Step 2:

## 2. Comparing Employees' Timesheets with Payable Time

or

Click **Approve**.

Once you approve Payable Time, there is no "Undo" or "Un-approve" feature. Any changes on the Timesheet must be Approved after the Time Administration process has run.

Click **OK** to confirm the message and **OK** again on the next screen to confirm Approval.

After all Payable Time has been approved for this employee, their queue is now empty.

Move onto the next employee by clicking [Next Employee >>](#) and continue with approvals until all Payable Time has been approved.

**SF Employee Gateway**

HOME USER ACCESS & TRAINING USER SUPPORT INFORMATION

### Approve Payable Time

Employee ID: [Redacted]  
Job Title: [Redacted] Employee Record Number: 0  
[<< Previous Employee](#)

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 10/10/2015 End Date: 10/23/2015

**Approval Details** Personalize Find View All 1-6 of 6 Last

Overview Time Reporting Elements Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	10/12/2015	LHP	8.000000	Hours		<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	10/13/2015	SLP	4.000000	Hours		<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	10/13/2015	WKP	4.000000	Hours		<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	10/14/2015	WKP	8.000000	Hours		<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	10/15/2015	WKP	8.000000	Hours		<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	10/16/2015	WKP	8.000000	Hours		<a href="#">Adjust Reported Time</a>	

☒ [Select All](#) ☐ [Clear All](#)

**Approve**

[Return to Approval Summary](#)

**SF Employee Gateway**

HOME USER ACCESS & TRAINING USER SUPPORT INFORMATION

### Approve Payable Time

Employee ID: [Redacted]  
Job Title: [Redacted] Employee Record Number: 0  
[Next Employee >>](#)

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 10/10/2015 End Date: 10/23/2015

**Approval Details** Personalize Find View All 1 of 1 Last

Overview Time Reporting Elements Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>			0.000000			<a href="#">Adjust Reported Time</a>	

☒ [Select All](#) ☐ [Clear All](#)

**Approve**

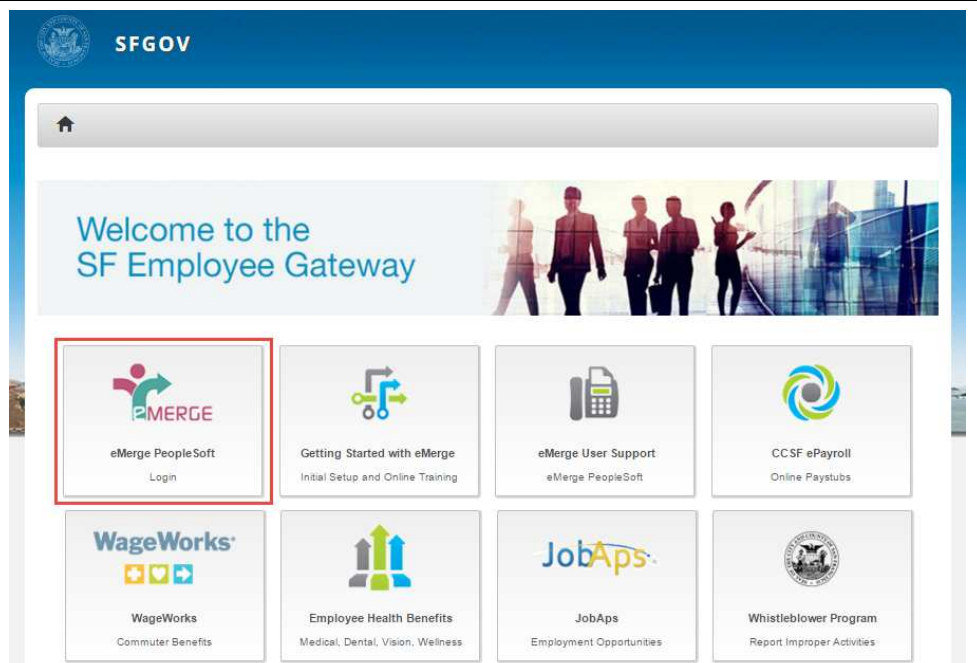
[Return to Approval Summary](#)

*\*Optional*

To compare your Staffs' Timesheets with Payable Time, open a different web browser.

*This example was using Internet Explorer, so we will now open Google Chrome.*

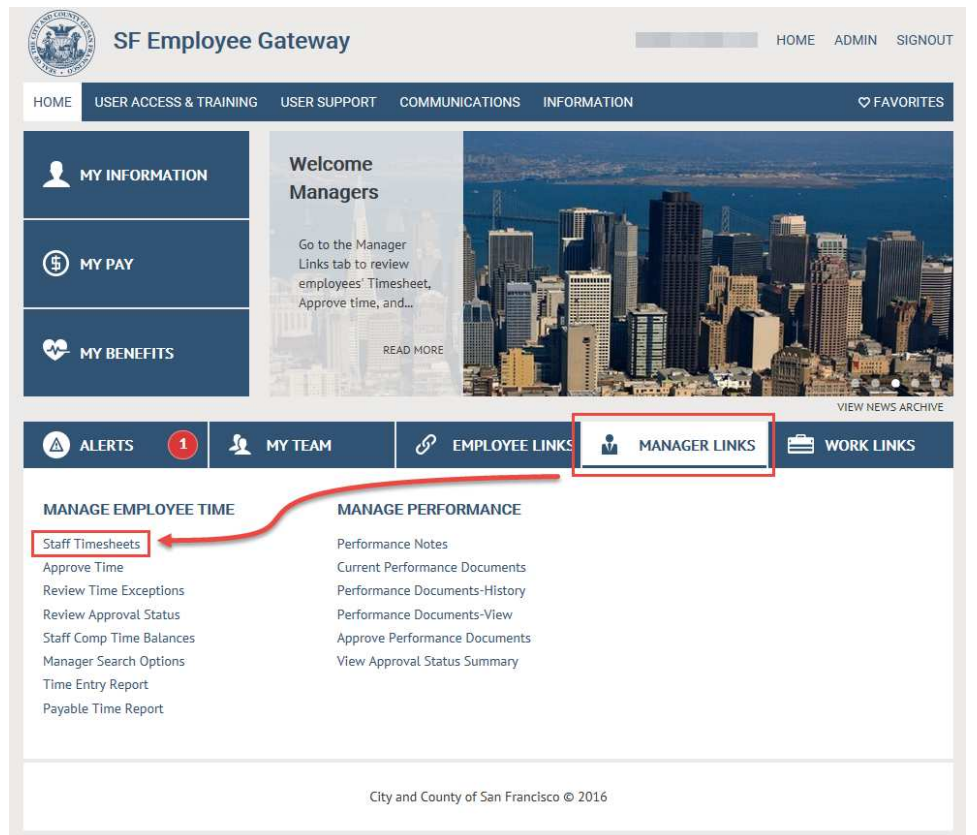
Go to the Employee Gateway page ([www.sfgov.org/sfemployee](http://www.sfgov.org/sfemployee)) and log back into eMerge PeopleSoft.




To view your Staffs' Timesheets:

Click the **Manager Links** tab.

Then under the **Manage Employee Time** section, click [Staff Timesheets](#).





On the **Timesheet Summary** page, enter the Roster Code in the **Group ID** field or use the lookup icon  to select your value.

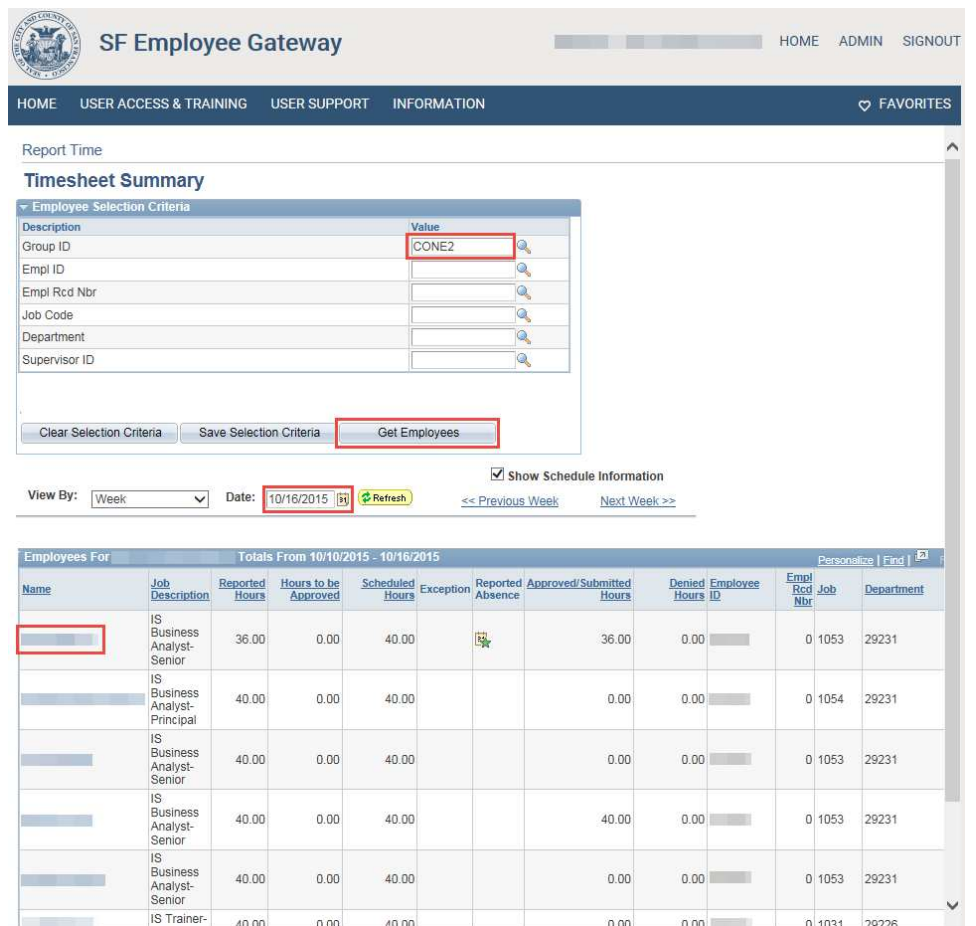
In the **Date** field, enter the Friday of the week you are approving.

Click the **Get Employees** button to view employees in the selected Group ID.

To view the **Timesheet** for an employee, click the hyperlinked name.

This is the **Timesheet** page for the selected employee.

To view the next employee in the Group, click [Next Employee >>](#).









**SF Employee Gateway**

HOME USER ACCESS & TRAINING USER SUPPORT INFORMATION FAVORITES

Report Time


### Timesheet Summary








**Employee Selection Criteria**

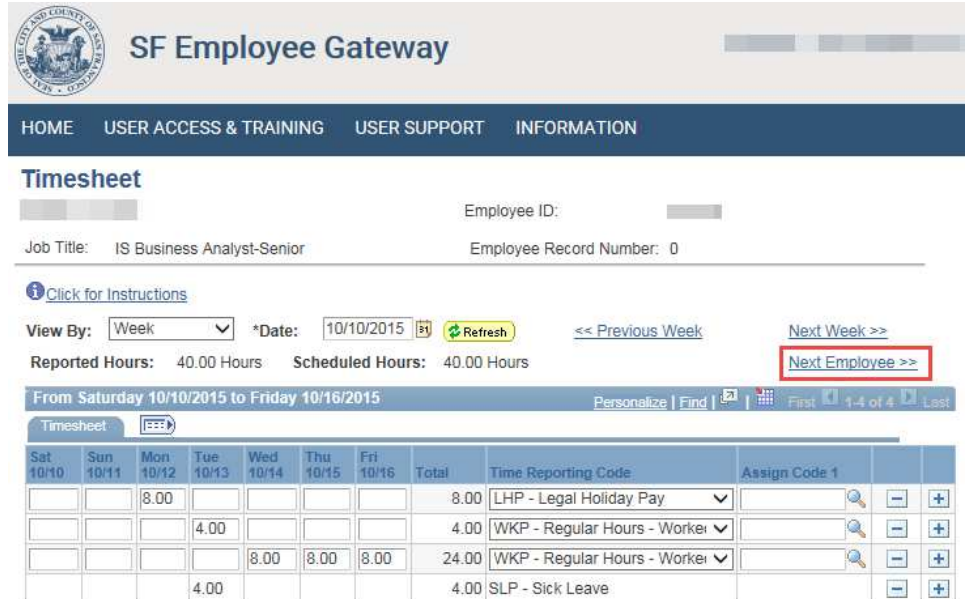
Description	Value
Group ID	CONE2 
Empl ID	
Empl Rcd Nbr	
Job Code	
Department	
Supervisor ID	

Clear Selection Criteria Save Selection Criteria **Get Employees**

☒ Show Schedule Information

View By: Week Date: 10/16/2015  Refresh << Previous Week Next Week >>


Employees For		Totals From 10/10/2015 - 10/16/2015								Personalize   Find		
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job	Department
	IS Business Analyst-Senior	36.00	0.00	40.00			36.00	0.00		0	1053	29231
	IS Business Analyst-Principal	40.00	0.00	40.00			0.00	0.00		0	1054	29231
	IS Business Analyst-Senior	40.00	0.00	40.00			0.00	0.00		0	1053	29231
	IS Business Analyst-Senior	40.00	0.00	40.00			40.00	0.00		0	1053	29231
	IS Business Analyst-Senior	40.00	0.00	40.00			0.00	0.00		0	1053	29231
	IS Trainer-	40.00	0.00	40.00			0.00	0.00		0	1051	29226



**SF Employee Gateway**


HOME USER ACCESS & TRAINING USER SUPPORT INFORMATION

### Timesheet

Employee ID: 


Job Title: IS Business Analyst-Senior Employee Record Number: 0




[Click for Instructions](#)

View By: Week \*Date: 10/10/2015  Refresh << Previous Week Next Week >> **Next Employee >>**

Reported Hours: 40.00 Hours Scheduled Hours: 40.00 Hours

From Saturday 10/10/2015 to Friday 10/16/2015 Personalize | Find | First 1-4 of 4 Last

Timesheet 

Sat 10/10	Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Total	Time Reporting Code	Assign Code 1		
		8.00					8.00	LHP - Legal Holiday Pay		-	+
			4.00				4.00	WKP - Regular Hours - Worker		-	+
				8.00	8.00	8.00	24.00	WKP - Regular Hours - Worker		-	+
			4.00				4.00	SLP - Sick Leave		-	+

*\*Optional*

Personalize the layout of your Employees' Timesheet grids to show only the columns they use when reporting time.

Scroll all the way to the right on the **Timesheet** grid and click the [Personalize](#) link.

Select the columns to make 'Hidden'.

Go back to the original browser with the **Approve Payable Time** page and compare it to the reported time on the new browser with the **Timesheet** page.

Switch back to the **Approve Payable Time** page after looking at the employee's **Timesheet**.

*If the employee did not click the **Submit** button on the Timesheet page, no Payable Time is created and you will not see any time to Approve. Check the **Reported Time Status** on the employee's Timesheet to ensure the Reported Time Status is 'Submitted'.*

SF Employee Gateway

HOME USER ACCESS & TRAINING USER SUPPORT INFORMATION

Timesheet

Employee ID: [redacted]

Job Title: [redacted] Employee Record Number: 0

Click for Instructions

View By: Week \*Date: 01/16/2016 Refresh << Previous Week Next Week >> Next Employee >>

Reported Hours: 40.00 Hours Scheduled Hours: 40.00 Hours

From Saturday 01/16/2016 to Friday 01/22/2016

Personalize Find 1-4 of 4 Last

Sat 1/16	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Total	Time Reporting Code	Taskname	Override Rate	Dept User 4	FAMS Grant On	Dept Spec 4	Dept Spec 2
		8.00	8.00	8.00	8.00	8.00	32.00	WKP - Regular Hours - Worker	CON001					
						8.00	8.00	VAP - Vacation	CON001					

*\*Contact your Department's Payroll Office if you are unsure of which columns to hide or show.*

### Approve Payable Time Page

SF Employee Gateway

HOME USER ACCESS & TRAINING USER SUPPORT INFORMATION

Approve Payable Time

Employee ID: [redacted]

Job Title: IS Business Analyst-Senior Employee Record Number: 0 << Previous Employee

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 10/10/2015 End Date: 10/16/2015

Approval Details Personalize Find 1-6 of 6 Last

Overview Time Reporting Elements Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	10/12/2015	LHP	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	10/13/2015	SLP	4.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	10/13/2015	WKP	4.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	10/14/2015	WKP	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	10/15/2015	WKP	8.000000	Hours		Adjust Reported Time	
<input type="checkbox"/>	10/16/2015	WKP	8.000000	Hours		Adjust Reported Time	

☒ Select All ☐ Clear All

Approve

[Return to Approval Summary](#)

### Timesheet Page

SF Employee Gateway

HOME USER ACCESS & TRAINING USER SUPPORT INFORMATION

Timesheet

Employee ID: [redacted]

Job Title: IS Business Analyst-Senior Employee Record Number: 0

Click for Instructions

View By: Week \*Date: 10/10/2015 Refresh << Previous Week Next Week >> Next Employee >>

Reported Hours: 40.00 Hours Scheduled Hours: 40.00 Hours

From Saturday 10/10/2015 to Friday 10/16/2015

Personalize Find 1-4 of 4 Last

Sat 10/10	Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Total	Time Reporting Code	Assign Code 1
		8.00					8.00	LHP - Legal Holiday Pay	
			4.00				4.00	WKP - Regular Hours - Worker	
				8.00	8.00	8.00	24.00	WKP - Regular Hours - Worker	
			4.00				4.00	SLP - Sick Leave	

## 2. Comparing Employees' Timesheets with Payable Time

On the **Approve Payable Time** page, select all of the payable rows to approve only if the Payable Time is accurate.

Click **Approve**.

Once you approve Payable Time, there is no "Undo" or "Un-approve" feature. Any changes on the Timesheet must be Approved after the Time Administration process has run.

Click **OK** to confirm the message and **OK** again on the next screen to confirm Approval.

**SF Employee Gateway**

HOME USER ACCESS & TRAINING USER SUPPORT INFORMATION

### Approve Payable Time

Employee ID: [redacted]  
Job Title: [redacted] Employee Record Number: 0  
[<< Previous Employee](#)

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 10/10/2015 End Date: 10/23/2015

**Approval Details** Personalize | Find | View All | First 1-6 of 6 Last

Overview Time Reporting Elements Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	10/12/2015	LHP	8.000000	Hours		<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	10/13/2015	SLP	4.000000	Hours		<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	10/13/2015	WKP	4.000000	Hours		<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	10/14/2015	WKP	8.000000	Hours		<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	10/15/2015	WKP	8.000000	Hours		<a href="#">Adjust Reported Time</a>	
<input checked="" type="checkbox"/>	10/16/2015	WKP	8.000000	Hours		<a href="#">Adjust Reported Time</a>	

☒ [Select All](#) ☐ [Clear All](#)

**Approve**

[Return to Approval Summary](#)

After all Payable Time has been approved for this employee, their queue is now empty.

Move onto the next employee by clicking [Next Employee >>](#) and continue with approvals until all Payable Time has been approved.

**SF Employee Gateway**

HOME USER ACCESS & TRAINING USER SUPPORT INFORMATION

### Approve Payable Time

Employee ID: [redacted]  
Job Title: [redacted] Employee Record Number: 0  
[Next Employee >>](#)

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 10/10/2015 End Date: 10/23/2015

**Approval Details** Personalize | Find | View All | First 1 of 1 Last

Overview Time Reporting Elements Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>			0.000000			<a href="#">Adjust Reported Time</a>	

☒ [Select All](#) ☐ [Clear All](#)

**Approve**

[Return to Approval Summary](#)

## 3. View Payable Time

After all time is Approved, navigate back to the Home page of the eMerge Portal by clicking **Home**.

**SF Employee Gateway**

HOME ADMIN SIGNOUT

**HOME** USER ACCESS & TRAINING USER SUPPORT INFORMATION

Approve Payable Time

**Approve Time for Time Reporters**

Employee Selection Criteria

Description	Value
Group ID	



### 3. Viewing Payable Time

You are then brought to the Home page of the eMerge Portal.

Click the **Manager Links** tab.

Then under the **Manage Employee Time** section, click [Review Approval Status](#).

Enter the Roster Code in the **Group ID** field or use the lookup icon to select your value.

Click **Get Employees** to view employees in the selected group.

#### Payable Time Detail Select Employee

Employee Selection Criteria

Description	Value
Group ID	<input type="text" value="CONE2"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>

Clear Selection Criteria
Save Selection Criteria
Get Employees

EMPLOYEES FOR <span>CON05</span>						
Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Department Description
Go To: Manager Self Service Time Management						

Click the hyperlinked name to view the Payable Time Detail for the selected employee.

EMPLOYEES FOR <span>CON05</span>						
Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Department Description
<a href="#">Bharti</a>	1000000		01054	IS Business Analyst-Principal	29231	CON05
<a href="#">Desmond</a>	1000000		01053	IS Business Analyst-Senior	29231	CON05
<a href="#">Diana</a>	1000000		01054	IS Business Analyst-Principal	29231	CON05
<a href="#">Pamela</a>	1000000		01054	IS Business Analyst-Principal	29231	CON05
<a href="#">Raymundo</a>	1000000		11053	IS Business Analyst-Senior	29231	CON05
<a href="#">Thuy</a>	1000000		01054	IS Business Analyst-Principal	29231	CON05
<a href="#">Wendy</a>	1000000		01052	IS Business Analyst	29231	CON05
Go To: Manager Self Service Time Management						



### 3. Viewing Payable Time

The upper portion of the **Payable Time Detail** page identifies the employee and date range.

Enter the appropriate **Start Date** and **End Date** for the week you approved or the current Pay Period. Click **Refresh** to update the data.

The lower portion of the **Payable Time Detail** page lists information of the employee's Payable Time.

Review the **Status** column to see that each row of time is **Approved**.

To check the Approval status of the next employee, click the [Next Employee >>](#) link.

#### Payable Time Detail

Avon 

Employee ID: 000000

Job Title: IS Business Analyst-Senior

Employee Record Number: 0

[<< Previous Employee](#)

[Next Employee >>](#)

Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses

Start Date: 10/12/2015 

End Date: 10/16/2015 

 Refresh

##### Payable Status Filter

##### PAYABLE TIME

[Overview](#)

[Time Reporting Elements](#)

[Task Reporting Elements](#)



Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
10/12/2015	Approved		LHP	Hours	8.000000	CON001
10/13/2015	Approved		WKP	Hours	8.000000	CON001
10/14/2015	Approved		WKP	Hours	8.000000	CON001
10/15/2015	Approved		WKP	Hours	8.000000	CON001
10/16/2015	Approved		WKP	Hours	8.000000	CON001

Go To:

[Manager Self Service](#)

[Time Management](#)

[Return to Select Employee](#)

## Frequently Used Time Reporting Codes (TRC) and Assignment Codes

TRC		Description	Notes
AME		Admin Leave Earned for MEA	Work more than scheduled hours. For “M” class MEA managers
AMP		Admin Leave Pay (Used) for MEA	For “M” class MEA managers
CSE		Comp Time Earned Straight	Enter number of Comp Time hours worked
CTE		Comp Time Earned 1.5	Enter number of Comp Time hours worked
CTH		Comp Time Earned – Half	<u>Not</u> entered on timesheet. Only viewable on Payable Time. Multiplier for half time earned on CTE
CTP		Comp Time Pay (Used)	Must be used in 15 minute increments for Comp Time used
HBE		Holiday in Lieu – Earned	For hours worked when your regular day off falls on a holiday
HBP		Holiday in Lieu Leave Pay (Used)	Must be used in 8-hour increments for full time employees
HHP		Holiday Overtime	Enter number of hours worked - automatically calculated by 1.5
LHP		Legal Holiday Pay	Maximum 8 hours
OST		Overtime Straight Pay	Enter number of hours worked
OTP		Overtime Pay 1.5	Enter number of OT hours worked - automatically calculated by 1.5
UNL		Unpaid Leave	<u>Not</u> entered on timesheet. System generated code when Leave Balance is not enough to cover an Absence
UPL		Personal Leave - Unpaid	
WKP		Regular Hours Worked	
S48		SEIU/Local 21 Standby Pay - 10%	Enter number of standby hours
S49		Local 39 Standby Pay - \$7.25/hr	Enter number of standby hours
Absence Event		Description	Notes
AAP		Attorneys Admin Award for MAA	Absence Event
BLP		Bereavement Leave Pay	Absence Event - Automatically drawn from sick pay hours or bereavement hours, depending on your MOU
ELP		MEA Executive Leave Pay	Absence Event for “EM” class MEA managers
FFP		Furlough Floating Pay	Absence Event - must be used in hourly increments
FHP		Floating Holiday Pay	Absence Event - must be used in hourly increments
JDP		Jury Duty Leave Pay	Absence Event - must provide certification of court appearance; summon letter is not valid proof; standby is not considered JD, may request personal time off for standby
PTP		Parent/Teacher Conference Leave Pay	Absence Event - up to 2 hours per semester, total of 4 hours; must provide verification of attendance
SLL		Sick Leave - Unpaid	Absence Event - <ul style="list-style-type: none"> <li>for approved <u>intermittent</u> FMLA, add Assignment Code 902</li> <li>for worker's comp purposes, add Assignment Code 906</li> </ul>
SLP		Sick Leave Pay	Absence Event - must be used in 15 minute increments <ul style="list-style-type: none"> <li>for approved <u>intermittent</u> FMLA, add Assignment Code 902</li> <li>for worker's comp purposes, add Assignment Code 906</li> </ul>
VAP		Vacation Leave Pay	Absence Event
Assignment Code		Description	Notes
Timesheet	Payable Time		
005	B01, B02, B03, B04, B05, B06, B28, B29	Bilingual Pay	Add to bilingual service hours worked
045	L07	Local 21 Lead Worker Pay	Add to days assigned to be lead worker
046	L08	SEIU Lead Worker Pay	Add to days assigned to be lead worker
902	–	Intermittent FMLA	Add to absent hours for approved intermittent FMLA purposes
906	–	Intermittent Worker's Comp	Add to absent hours for worker's comp purposes