

Time Reporting Codes

Not all time reporting codes are available for general use. If you are unsure of which time reporting code to use, please reach out to your manager or your department's HCM Specialist.

Code:	Eligible Employees:	Leave Description:	Policy:
FMLA	Staff / Temporary Worker	Use for unpaid job and benefit protected leave for an employee's own serious health condition, birth of a child and bonding time, adoption, placement of child in foster care, or to care for a family member with a serious health condition <i>*HR Approval needed prior to use</i>	https://hr.vanderbilt.edu/policies/fmla.php
FMLA Military Caregiver	Staff / Temporary Worker	Use for unpaid job and benefit protected leave for care for a covered military service member with a serious injury or illness. <i>*HR Approval needed prior to use</i>	https://hr.vanderbilt.edu/policies/fmla.php
TMLA	Staff / Temporary Worker	Use for unpaid job-protected leave for childbirth, pregnancy, placement of a child for adoption or foster care. <i>*HR Approval needed prior to use</i>	https://hr.vanderbilt.edu/policies/fmla.php
Holiday	Staff	Use when the University is closed on a designated/paid holiday.	https://hr.vanderbilt.edu/policies/holiday.php
Holiday Alternative	Staff	Use when you worked on a designated University holiday, and you are taking an alternate day off.	https://hr.vanderbilt.edu/policies/holiday.php
Bereavement	Staff	Use when there has been a loss of an eligible family member.	https://hr.vanderbilt.edu/policies/administrative-leave.php
Jury Duty	Staff / Temporary Worker	Use when subpoenaed, to serve on a jury or to testify as a witness.	https://hr.vanderbilt.edu/policies/administrative-leave.php
Legacy Sick	Staff	Use when unable to work because of illness, injury, or medical/dental appointment. Use to care for eligible family members who require your direct care for illness, injury, or medical appointments. <i>*Only available to employees who were hired before 7/1/2014 and carried over a balance of sick time after conversion.</i>	https://hr.vanderbilt.edu/policies/legacy-sick.php
Military Leave	Staff	Use when an employee is called to service in the Armed Forces, Reserves, National Guard, or other uniformed services. <i>*HR Approval needed prior to use</i>	https://hr.vanderbilt.edu/policies/military-leave-absence.php
Paid Administrative Leave	Staff / Temporary Worker	This is a general leave status, initiated by a supervisor. Examples include, but are not limited to - an internal review or investigation or an investigation of an external event	https://hr.vanderbilt.edu/policies/administrative-leave.php
Paid Time Off	Staff	Use for vacation, personal time, or illness (for your own illness or caring for eligible family members).	https://hr.vanderbilt.edu/policies/PTO.php
Parental Leave	Staff	Use for activities related to the care and well-being of a newborn or adopted child. <i>*HR Approval needed prior to use</i>	https://hr.vanderbilt.edu/policies/ParentalLeave.php
Personal Leave/ Non-Medical	Staff	Use for medical (where the leave does not qualify for FMLA), or personal (employee must use all accrued time off banks prior to being eligible for unpaid leave).	https://hr.vanderbilt.edu/policies/non-fmla.php

Code:	Eligible Employees:	Leave Description:	Policy:
Unpaid Time Off	Staff	Use when all accrued time off banks have been exhausted.	https://hr.vanderbilt.edu/policies/PTO.php
Bi-Weekly / On Call	Bi-Weekly Staff	Use for hours that are "on-call" while off the premises and required to be available if called in to work within a specified period of time.	https://hr.vanderbilt.edu/policies/hours-of-work.php
Facilities-Union/Call Back (2 hours)	Union Staff	Use when an on-call employee in the facilities group is called into the office	N/A
Facilities-Union/Call Back (3 hours)	Union Staff	Use when an employee in the facilities group <i>not</i> on-call is called into the office	N/A
Facilities-Union/On Call	Facilities-Union Staff	Use for hours that are "on-call" while off the premises and required to be available if called in to work within a specified period of time.	https://hr.vanderbilt.edu/policies/hours-of-work.php
VUPD/On Call	VUPD Staff	Use for hours that are "on-call" while off the premises and required to be available if called in to work within a specified period of time.	https://hr.vanderbilt.edu/policies/hours-of-work.php
VUPD/Special Events	VUPD Staff	Use when working special events outside of scheduled shift hours	https://hr.vanderbilt.edu/compensation/payroll/timesheet-faqs.php
2nd Shift	Staff, Facilities-Union Staff, VUPD Staff	Use for hours on evening, night, or weekend shifts.	https://hr.vanderbilt.edu/policies/hours-of-work.php
3rd Shift	Staff, Facilities-Union Staff, VUPD Staff, Student Workers	Use for hours on evening, night, or weekend shifts.	https://hr.vanderbilt.edu/policies/hours-of-work.php

Additional information regarding Kronos (UKG), timesheet FAQ's, and employee training can be found at:

<https://hr.vanderbilt.edu/compensation/payroll/timesheet-faqs.php>