

Attendance/Absence Types

Emp Type			A/A Type	A/A Type Text	Definition
E N G	M T N C	G E N			
	√		010N	N–Time Worked	Time worked that will not be billed to a Federal Grant
	√		010P	P–Time Worked	Time worked that will be billed to a Federal Grant
√		√	011N	N–Time Worked	Time worked that will not be billed to a Federal Grant
√		√	011P	P–Time Worked	Time worked that will be billed to a Federal Grant
√	√	√	014N	N–Over Time	For non-exempt employees; additional time worked by the employee outside of the scheduled 40-hour work week that will result in an additional payment.
√	√	√	014P	P– Over Time	For non-exempt employees; additional time worked by the employee outside of the scheduled 40-hour work week that will result in an additional payment.
√	√	√	031N	N–Comp Time OT	Non-exempt employees who work more than 40 hours in work week are entitled to additional pay or hours off for each hour after 40. Compensatory time allows employees to take time off in lieu of payment at a later date.
√	√	√	031P	P–Comp Time OT	Non-exempt employees who work more than 40 hours in work week are entitled to additional pay or hours off for each hour after 40. Compensatory time allows employees to take time off in lieu of payment at a later date.
√	√	√	051N	N–Add'l Time–Regular	For non-exempt Full Time employees; time worked outside scheduled working time that does not result in an accumulation of more than 40 hours for the established week.
√	√	√	051P	P– Add'l Time–Regular	For non-exempt Full Time employees; time worked outside scheduled working time that does not result in an accumulation of more than 40 hours for the established week.
√	√	√	061N	N–Time Worked–Alt Holiday	Time worked on a holiday by a Full Time employee in order to take additional time off at a later date. Part time employees are automatically paid holiday hours based on number of hours worked.
√	√	√	061P	P–Time Worked–Alt Holiday	Time worked on a holiday by a Full Time employee in order to take additional time off at a later date. Part time employees are automatically paid holiday hours based on number of hours worked.
√	√	√	110P	Use Comp Time	Use of compensatory time employee has banked.
√	√	√	111P	Exempt Hours	For exempt employees who have continuously exceeded 45 hours of work time per week for a special project, time off can be granted by the appointing authority.
√	√	√	120P	Sick Leave	For permanent employees; leave granted for the health needs of the employee, their spouse, parent, or legal dependent
√	√	√	130P	Annual Leave	For permanent employees; leave granted for personal needs; should be requested in advance and subject to approval

Attendances

N = Non-Participating in Federal
P = Participating in Federal

Absences

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U=Unpaid

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E N G	M T N C	G E N			
√	√	√	131P	Leave Grant	Paid leave granted to a qualifying permanent employee experiencing an unforeseeable life-altering event beyond the control of an employee; Employee must apply and be approved for Leave Grant program prior to using leave
√	√	√	141P	Holiday–Alternate	Time taken after Alternate Holiday has been banked by the employee.
√	√	√	150P	Bereavement Leave	For permanent employees; leave up to 40 hours is provided upon the death of a family member or other person; amount granted is based on relationship of employee to deceased, the distance and required mode of transportation.
√	√	√	160P	Jury Leave	For permanent employees; time off is provided for jury duty. For temporary employees, up to three days of jury leave are granted.
√	√	√	170P	Administrative Leave	Leave granted by appointing authority which releases an employee from their official duties for the good of the state; for example, granting 2 hours of leave to employee to participate in general election voting.
√	√	√	180P	Military 15 Days Paid/Yr	Up to 15 paid work days (maximum of 120 hours) of leave in the fiscal year is provided to permanent, full time employees who are members of the National Guard, Military Reserves, or National Disaster Medical Service. This leave can be used to attend annual encampment or equivalent training, or for active service, including declared emergencies.
√	√	√	181U	Military Leave Unpaid	After paid military leave is exhausted, unpaid military leave is granted. The employee may request the use of annual leave before being placed on unpaid leave.
√	√	√	182P	Military–Administrative	Used only to make up the difference between an employee's base salary and total gross military pay, a department head may grant a period of administrative leave for the initial call up to active military service in the war against terrorism or other military operations. Leave shall not exceed 90 calendar days and applies after exhaustion of paid military leave. Employee must furnish proof of military pay and allowances; does not apply to regular military obligations such as annual encampment or training.
√	√	√	183P	Military Leave Grant	Paid Leave granted to a qualifying permanent employee to minimize financial hardship due to absences related to military leave; Employee must apply and be approved for Leave Grant program prior to using leave
√	√	√	189P	FML–Leave Grant	Paid leave granted to a qualifying permanent employee experiencing an unforeseeable life-altering event beyond the control of an employee used during FML when FML is applicable and approved; Employee must apply and be approved for Leave Grant program prior to using leave
√	√	√	190P	FML–Sick Leave	Paid Sick leave used during FML when FML is applicable and approved.
√	√	√	191P	FML–Annual Leave	Paid Annual leave used during FML when FML is applicable and approved.

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√	√	√	193P	FML–Bereavement Leave	Paid Bereavement leave used during FML when FML is applicable and approved.
√	√	√	194P	FML–Jury Leave	Paid Jury leave used during FML when FML is applicable and approved.
√	√	√	195P	FML–Administrative Leave	Paid Administrative leave used during FML when FML is applicable and approved.
√	√	√	196P	FML–Military Leave Paid	Paid Military leave used during FML when FML is applicable and approved.
√	√	√	197U	FML–Unpaid Leave	Unpaid leave used during FML when FML is applicable and approved. All paid leave must be exhausted prior to use.
√	√	√	198P	FML–Holiday Alt	Time taken after Alternate Holiday has been banked by the employee AND FML applies.
√	√	√	199P	FML–Use Comp Time	Used when FML is applicable and approved. Use of compensatory time employee has banked.
√	√	√	201U	Make Whole–Unpaid Leave	After the employee has exhausted all Injury leave, and he/she is still unable to work, then Make-Whole Unpaid leave is used in conjunction with available leaves with the approval of Risk Management. CDOT Risk Management will provide approval letter for use of Make-Whole to the supervisor and employee. Refer to the approval letter for the correct Make-Whole calculations. This unpaid leave does not reduce earned accruals.
√	√	√	202U	FML–Make Whole–Unpaid	Used when FML is applicable and approved. See 201U.
√	√	√	210P	Injury Leave Paid	Eligible employees who suffer an injury/illness that is compensable under the Workers' Compensation Act may be granted injury leave (up to 90 occurrences). CDOT Risk Management provides approval letter to the supervisor and employee, indicating the approved Injury leave by Risk Management.
√	√	√	212P	FML–Injury Leave	Used to code Injury leave when approved by Risk Management and when FML is applicable and approved.
√	√	√	220U	Leave Without Pay	For employees who have exhausted their sick and annual leave, unpaid leave may be granted by the appointing authority.
√	√	√	230U	Victim Protect Unpaid	After one year of state service, and after exhausting all annual and, if applicable, sick leave, a permanent, full time employee is granted up to 24 hours (pro-rated for part time employees) of unpaid leave per fiscal year for being the victim of stalking, sexual assault, or domestic abuse or violence.
√	√	√	253P	FML–SL Military Caregiver	Paid Sick leave used during FML when FML type Military Caregiver is applicable and approved.
√	√	√	254P	FML–AL Military Caregiver	Paid Annual leave used during FML when FML type Military Caregiver is applicable and approved.
√	√	√	255U	FML–UL Military Caregiver	Unpaid leave used during FML when FML type Military Caregiver is applicable and approved. All paid leave must be exhausted prior to using 255U.

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Wage Types

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E N G	M T N C	G E N			
√	√	√	4099	On Call	Pay Premium which may be granted to an employee at the Appointing Authority's discretion during an absence to ensure the employee's availability to report to work if needed. Rate is determined each year by DPA.
√	√	√	7002	Work Sched. Prem. 2 nd	Pay Premium which may be granted to an employee at the Appointing Authority's discretion to an employee regularly scheduled to work 2 nd shift when required to attend official functions during 1 st shift.
√	√	√	7003	Work Sched. Prem. 3 rd	Pay Premium which may be granted to an employee at the Appointing Authority's discretion to an employee regularly scheduled to work 3 rd shift when required to attend official functions during 1 st shift.

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