

# WEB TIME ENTRY CODES



Highlighted codes below indicate WTE codes used for FMLA purposes.

Electronic Timesheet Submission Codes		Hardcopy Timesheet Correction Only Codes	
10	Overtime at 1.0	L10	Late – Overtime
15	Overtime at 1.5	L15	Late – OT 1.5
20	Overtime at 2.0	L20	Late – OT 2.0
AA	Approved Absence without Pay	LAA	Late Approved Abs w/out Pay
AW	Absence without Pay	LAC	Late Continuing Abs w/out Pay
AP	Any Purpose Day	LAP	Late Any Purpose Day
CL	Closure	LAW	Late Absence w/out Pay
CW	College Work Study	LBR	Late Bereavement
DD	Duty Related Disability	LCW	Late College Work Study
DF	Death in Immediate Family	LEC	Late Emergency Closure
DL	Disciplinary Suspension	LFA	Late FMLA w/out Pay
EC	Emergency Closure	LFH	Late Floating Holiday
ECL	Emergency Web Closure	LFI	Late FMLA Illness
FA	FMLA Absence without Pay	LFN	Late Funeral Day
FH	Floating Holiday	LFV	Late FMLA Vacation
FI	FMLA Illness	LIC	Late Illness Continuation
FN	Funeral Not in Immediate Family	LJD	Late Jury Duty
FV	FMLA Vacation	LIL	Late Illness
HOL	Web Holiday	LRH	Late Regular Hourly Pay
IL	Illness	LSN	Late Special Needs
IC	Illness Continuation	LVC	Late Vacation Leave
JD	Jury Duty		
SN	Special Needs Day		
VC	Vacation		

Check with the Collective Bargaining Agreement (CBA) to determine time increments that can be taken.