

Description	KHRIS Code	Absence or Attendance	Why is Code used	Additional Info	Additional Info	Additional Info
Regular Hours	1REG	Attendance	Used to record the number of regular hours worked each day.	Can use 1Reg only for the amount of hours up to the number of scheduled hours.		
Second Shift Hours	2NDH	Premium	This is a premium only and must be recorded with the same number of hours as the attendance type.	Cannot have more premium hours than sum of 1REG + 6ADL hours.	Use this code if the employee is a variable shift employee. Must have a "44" listed in IT0007 in the additional time ID field.	
Third Shift Hours	3RDH	Premium	This is a premium only and must be recorded with the same number of hours as the attendance type.	Cannot have more premium hours than sum of 1REG + 6ADL hours.	Use this code if the employee is a variable shift employee. Must have a "44" listed in IT0007 in the additional time ID field.	
Weekend Hours	4WKH	Premium	This is a premium only and must be recorded with the same number of hours as the attendance type.	Cannot have more premium hours than sum of 1REG + 6ADL hours.	Use this code if the employee is a variable shift employee. Must have a "84" listed in IT0007 in the additional time ID field.	
Additional Hours	6ADL	Attendance	Used to record any hours worked <b>in addition</b> to the regularly scheduled hours.	These hours will be evaluated at the end of the week in conjunction with regular hours recorded to determine Paid/Comp.		
Call-IN Hours	7CLL	Attendance	Used to record hours outside of your regularly scheduled hours when called into work.	These hours will be processed just like 6ADL hours and will allow for better reporting on Call In Hours.		
On-Call Comp	8ONC	Attendance	Used to record comp. hours gained when serving in an on-call capacity.	These hours will be processed as comp. hours and will update your comp bucket.	These hours do not apply to the worked hours used to determine when a non-exempt employee reaches 40 and is due OT.	Only available for use by the Environment and Energy cabinet (Emergency Response Team)
Multi-Lingual Premium	9LNG	Premium	This is a premium only and must be recorded with the same number of hours as the attendance type it is being used with.	Cannot have more premium hours than sum of 1REG + 6ADL hours.		

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Servers "Other"	9SRV	Attendance	Used by serving attendants when not performing normal duties (meetings, training etc.) Will ensure employee is paid minimum wage.	These regular hours are keyed instead of 1REG hours and cannot exceed the regularly scheduled hours.		
Administrative Leave	ADLV	Absence	Used to reduce the number of regular hours scheduled due to the absence	Administrative Leave: HB 149 allows agencies to place an employee who has received intent to dismiss letter on paid administrative leave until the agency makes a final determination on the employee's dismissal.	Ability to assign this code limited to HR Generalist or Payroll Administrator.	
Annual Leave	ANLL	Absence	Used to reduce the number of regular hours scheduled due to the absence, not to exceed the number of regularly scheduled hours or the amount of available quota.			
Bereavement / Funeral Leave	BERV	Tracking Code	Used in conjunction with another absence code to indicate employee is on Funeral or Bereavement Leave			
Blood Donation Leave	BLOD	Paid Absence w/ no quota reduction	Used to reduce the number of regular hours scheduled due to the absence, not to exceed the number of regularly scheduled hours.	Must take place during regularly scheduled working hours, but may not exceed 4 hours per event.	Employees deferred from donating shall not be charged for the time used in attempting to donate, but will not receive the four (4) hours leave time as those who donate.	
Certification	CERT	Attendance	Used for exception with certification time reporting to pass scheduled hours to payroll			

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Agency Directed Closure	CLOS	Paid Absence w/ no quota reduction	Used to reduce the number of regular hours scheduled due to the absence	Used only when the Agency closes the offices due to a emergency (ie. Power failure, flood).	Employees required to work regardless of the emergency should use CLOS to record hours to be compensated due to the closure and 6ADL for any hours worked during the closure.	
Comp Leave	COMP	Absence	Used to reduce the number of regular hours scheduled due to the absence	COMP hours cannot exceed the number of scheduled hours.	If balance of comp. is not enough to cover hours taken/requested on time sheet, then the system should use the annual leave bucket to cover the outstanding hours taken/requested. If there are not enough annual leave hours to cover request, then leave without pay will be used.	
Court Leave	CORT	Paid Absence w/ no quota reduction	Used to reduce the number of regular hours scheduled due to the absence	CORT hours cannot exceed the number of scheduled hours.	May require documentation.	
Education Paid Leave	EDLP	Attendance	Used instead of 1REG to indicate the employee was performing work like duties	Used only for employees that may be approved to take "occasional" time off of work for approved classes.		
Working Polls During Election	ELEC	Paid Absence w/ no quota reduction	Used to reduce the number of regular hours scheduled due to the absence	ELEC hours cannot exceed the number of scheduled hours.	The code can also be used for training associated with working the polls.	Maximum of 7.5 or 8.0 Hrs
Employee Organization Steward Pay	EOSP	Attendance	Used to record hours when performing duties as a Stewart for your organization			Maximum of 15 hours per month
Governor's sponsored event	EVNT	Attendance	Used instead of 1REG to indicate the employee was performing work like duties	EVNT hours cannot exceed the number of scheduled hours.		

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Family Medical Leave	FMLA	Tracking Code	Used in conjunction with another absence code to indicate employee is using FMLA.	Tracking Code only. Will reduce FMLA eligible hours in the FMLA Workbench		
Furlough Leave	FURL	Unpaid-Absence	Used when taken unpaid furlough leave			
Holiday Comp	HOLC	Paid Absence w/ no quota reduction	Used to update compensatory hours instead of creating pay for the holiday.	For employees on a 24/7 work schedule or Alternate Holiday Calendar only. Used only when the holiday falls on the employees <b>weekend</b>	Employees on a 24/7 work schedule and Alternate Holiday Calendar are not attached to a Holiday Calendar, so comp time must be given to the employee. Any hours worked on the holiday should be recorded as 6ADL.	Maximum of 7.5 or 8.0 Hrs
Holiday Pay	HOLP	Paid Absence w/ no quota reduction	Used to pay Holiday Pay when the standard Commonwealth Holiday Calendar is not used.	For employees on a 24/7 work schedule or Alternate Holiday Calendar only. Used only when the holiday falls on the employees regular work day.	Employees on a 24/7 work schedule and Alternate Holiday Calendar are not attached to a Holiday Calendar, so there must be hours entered to pay the employee for the holiday. Any hours worked on the holiday should be recorded as 6ADL.	Maximum of 7.5 or 8.0 Hrs
Agency Directed Sick	HOME	Absence	Used to reduce the number of regular hours scheduled due to the absence	Used when employee is sent home sick.	Deducts from sick first then annual then comp and then leave with no pay	
Investigative Leave	INVL	Absence	Used to reduce the number of regular hours scheduled due to the absence	Used when an employee is sent home for Investigative leave purposes.	Ability to assign this code limited to HR Generalist or Payroll Administrator.	
Jury Duty	JURY	Paid Absence w/ no quota reduction	Used to reduce the number of regular hours scheduled due to the absence	JURY hours cannot exceed the number of scheduled hours.	May require documentation.	
Leave without pay authorized	LNPA	Absence	Used to reduce the number of regular hours scheduled due to the absence			

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Leave without pay un-authorized	LNPU	Absence	Used to reduce the number of regular hours scheduled due to the absence	Unpaid time w/o prior approval		
Light Duty	LTDY	Attendance	Used instead of 1REG to indicate the employee was performing work like duties	Used for employees who are returning to work, but are unable to perform their job duties at 100% capacity.		
Military Leave Training	MILL	Absence	Used to reduce the number of regular hours scheduled due to the absence	Used by employees who are in an active military status.		
Military Leave using Annual	MLAP	Absence	Used to reduce the number of regular hours scheduled due to the absence	Used by employees who have exhausted their allotted MILL absence quota.	Reduces annual leave	
Military Leave using Comp	MLCP	Absence	Used to reduce the number of regular hours scheduled due to the absence	Used by employees who have exhausted their allotted MILL absence quota.	Reduces comp. leave	
Military Leave - No Pay	MLNP	Absence	Used to reduce the number of regular hours scheduled due to the absence	Used by employees who have exhausted their allotted MILL absence quota.	Employee is placed on a LWOP status. There is no requirement to use annual or comp. first.	
Spousal Military Leave	MLSP	Paid Absence w/ no quota reduction	Used to reduce the number of regular hours scheduled due to the absence	Used by employees whose spouse is being deployed or returning from deployment. One day per event.	MLSP hours cannot exceed 7.5 or 8.0 hrs per event. Leave can not be taken in 2 consecutive working days.	Employee is allowed two (2) days per Federal fiscal year.
Personnel Board Hearing	PBRD	Tracking Code	Used in conjunction with another absence or attendance code to indicate employee is away from work due to a matter before the Personnel Board.			

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Annual Leave Received	RANL	Absence	Used to reduce the number of regular hours scheduled due to the absence	Cannot be used during a non-scheduled working period	Used by employees who have received donated Annual Leave	Employee cannot use this code if they have any annual or compensatory quota.
Sick Leave Received from another	RSCK	Absence	Used to reduce the number of regular hours scheduled due to the absence	Cannot be used during a non-scheduled working period	Used by employees who have received donated Sick Leave	
Sick Leave	SICK	Absence	Used to reduce the number of regular hours scheduled due to the absence	Cannot be used during a non-scheduled working period	SICK can only be used for sick leave purposes	
Special Governors Leave	SPEC	Paid Absence w/ no quota reduction	Used to reduce the number of regular hours scheduled due to the absence	Used only when the Governor declares a closing.	Employees required to work regardless of the closing should use SPEC to record hours to be compensated due to the closure and 6ADL for any hours worked during the closure.	
Suspended w/o pay	SUSP	Unpaid-Absence	Used to reduce the number of regular hours scheduled due to the absence	Employee cannot use any of their own leave time.		
Project Talk	TALK	Attendance	Used instead of 1REG to indicate the employee was performing work like duties	Max of 15 hours paid leave per calendar year		Only available for use by the Kentucky Department of Education
Vehicle Value for Trips taken	TRIP	Entries	Number of one-way trips taken in a state vehicle to/from home	Number of trips are recorded for taxing purpose		
Voting Leave	VOTE	Paid Absence w/ no quota reduction	Used to reduce the number of regular hours scheduled due to the absence	Employee must be scheduled to work on the day of the event. Maximum of 4 hours for event.		

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Workers Compensation	WCMP	Tracking Code	Used in conjunction with another absence code to indicate employee is on Workers Compensation Leave	Only used by HR Generalists to update time cards after employee has been approved for Workers Comp. Will be notified by FMLA administrator.		
On the job injury / illness	WINJ	Attendance	Used instead of 1REG to indicate the employee was performing work like duties	Used ONLY to record the hours missed on the day of injury.		
Adverse Weather Leave	WLAD	Paid Absence w/ no quota reduction	Used to reduce the number of regular hours scheduled due to the absence	Each occurrence expires 123 days from date utilized.	If after 123 days the makeup has not occurred, then repayment must be made first from comp (if available), then annual (if available). If neither option is available then the WLAD pay the employee received will be deducted from the employees pay and the time will be recorded as LNPA (leave no pay authorized).	
Adverse Weather Makeup	WMAD	Attendance	Used to record the additional hours worked to makeup Adverse Weather Leave.	Any OT worked in the week should not be applied to adverse weather leave makeup.		