JHU Absence/Attendance Codes for Kronos Time Entry with the corresponding E210 codes

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Introduction

This document provides brief descriptions of attendance and absence codes or "pay codes" used in the Kronos and SAP CATS systems. It is intended to help staff select the appropriate pay code for time entry. Kronos and CATS are used for payroll processing.

In addition, the E210 system is used to document time worked paid, unpaid leaves, holidays, and vacation and sick leave accruals and balances. The E210 system is not integrated with payroll for payroll processing. Both Kronos/CATS and E210 systems must be used for Bargaining Unit (BU) employees. Codes for E210 are not covered by this guide. E210 codes are available in the E210 system which is available through the Johns Hopkins Portal, https://**portal**.johnshopkins.edu/

Kronos

Kronos is a workforce management system that allows the University to automate their time entry for payroll for Bargaining Unit employees through the use of time clocks which capture time based on swiping of employees ID card. Time information required to process employee paychecks is reviewed and approved by established cut-offs, then compiled and sent to the SAP system. Kronos also provides accurate labor data for users. The end results include reduced costs to the organization, increased productivity and better labor data. Each department has a designated time manager that has the ability to edit and input time into the Kronos system.

Corrections to time entered must be made in Kronos and passed to SAP via a process called historical edits. Correction data is sent to SAP daily except Monday when time for the prior week is sent.

More detailed information about the Kronos system and its use can be found at the following website: http://finance.jhmi.edu/FinanceSystems/KRONOS_JHU.html

CATS

CATS is the SAP system's Cross Application Time Sheet (CATS) that receives the time entered into Kronos and processes the hours for payment though SAP for Bargaining Unit employees.

Attendance/Absence Codes for JHU BU Weekly Payroll

JHU Bargaining Unit Employees – Hours Are Also Recorded in E210

In Kronos, the premium codes are combined with the attendance/absence codes, see left-hand column for combinations.

Note there are 4 code groups used in Kronos that are not available in SAP, see items in red.

Where possible, links to the HR policy manual are included as well as references to the appropriate article in Bargaining Unit contract.

Transfer codes in Kronos = Premium codes in CATS:

Code	Name	Description
Blank		Used for hours for an employee for a shift starting during 4am - 11:59am. (NO CODE IS USED)
1	Night Shift	Used for hours for an employee for a shift starting during noon - 10:59pm
2	Work Leader	Used for hours for a Work Leader for a shift starting during 4am - 11:59am
3	Work Leader/Night	Used for hours for a Work Leader for a shift starting during noon - 10:59pm
4	Late Night Shift	Used for hours for an employee for a shift starting during 11pm - 3:59am.
5	Work Leader/Late Night	Used for hours for a Work Leader for a shift starts during 11pm -3:59am.

General Pay Codes				
Kronos Codes	**Name**	**Description**	**CATS Codes**	**E210 Codes**
REG REG1 REG2 REG3 REG4 REG5	Regular	Hours worked are entered as regular hours; **for hours over 40, overtime is automatically calculated by the system.**	REG	X
VAC VAC1 VAC2 VAC3 VAC4 VAC5	Vacation Leave	Vacation leave used. Use E210 to determine the balance available before using this code. See Article 8.	VAC	V
SCK SCK1 SCK2 SCK3 SCK4 SCK5	Sick Leave	Sick leave used for the employee. Use E21o to determine the balance available before using this code. See Article 9.	SCK	S
SKV SKV1 SKV2 SKV3 SKV4 SKV5	Sick Vacation Leave	Vacation leave used in lieu of available sick leave. Use E210 to determine the balance available before using this code.	VAC	SV
HOL HOL1 HOL2 HOL3 HOL4 HOL5	Holiday	Should be used for all employees eligible for the holiday. MUST BE ENTERED ON THE DAY OF THE HOLIDAY. If someone works on the holiday, HOL should be used in combination with HOP through HOP5 (see Holiday Worked Premium Codes). See Article 7.	HOL	H
HOP HOP1 HOP2 HOP3 HOP4 HOP5	Holiday Worked Premium	Hours worked on a holiday for those eligible for the holiday. This code will appear automatically if the person swipes in for hours worked on the holiday. This will pay at 1 ½ time. See Article 7.	HOP	HX
MLV MLV1 MLV2 MLV3 MLV4 MLV5	Maryland Flex Vacation	Use Kronos code for vacation used by the employee due to an eligible family member's illness. This appears in SAP as VAC. Use E210 to determine the balance available before using this code.	VAC	MLV

Leave Pay Codes (Non-FMLA)				
Kronos Codes	**Name**	**Description**	**CATS Code**	**E210 Codes**
MLS MLS1 MLS2 MLS3 MLS4 MLS5	Maryland Flex Leave Sick	Use Kronos code for sick leave used by the employee due to an eligible family member's illness. This appears in SAP as SKF. **Use E210 to determine the balance available before using this code.**	SCK	MLS
MDSS MDSS-1 MDSS-2 MDSS-3 MDSS-4 MDSS-5	Maryland Sick and Safe Leave	Use Kronos code for sick leave used by the employee for self or an eligible family member for sick and/or safe reasons. Limited to 64 hours of available sick time each fiscal year (July 1 – June 30). **Use E210 to determine the balance available before using this code.**	MDSS	SSL
Short-term Disability Pay codes (non-FMLA)				
STS STS1 STS2 STS3 STS4 STS5	STD Sick Leave	Sick leave while on short-term disability. Enter 40% of the hours each day as STS, and also enter 0% as LWP for the amount covered by Short-term disability insurance. **Use E210 to determine the balance available before using his code.**	STS	SD
STV STV1 STV2 STV3 STV4 STV5	STD Vacation Leave	Vacation used while on short-term disability. Enter 40% of the hours each day as STV once sick leave has been exhausted if vacation leave is available, and also enter 60% as LWP for the amount covered by Short-term disability insurance. **Use E210 to determine the balance available before using this code.**	STV	SVD
Workers Compensation Pay Codes (non-FMLA)				
WRC WRC1 WRC2 WRC3 WRC4 WRC5	Workers Compensation	Employees may use workers compensation for approved medical appointments not to exceed the 2 hours maximum allowed by Workers Compensation.	WRC	E
WCSK WCSK1 WCSK2 WCSK3 WCSK4 WCSK5	Workers Compensation Sick	Employees may use workers compensation sick leave for the 1st 3 consecutive days of approved absence due to a work related accident. See Article 9. **Use E210 to determine the balance available before using this code.**	WCSK	ES

Kronos Codes	Name	Description	CATS Code	E210 Codes
WCVA WCVA1 WCVA2 WCVA3 WCVA4 WCVA5	Workers Compensation Vacation	Used in combination with employees approved workers compensation benefit and available vacation leave after the 1st 3 consecutive days of approved absence due to a work related accident. Enter 33.3% of the hours each day as WCVA, and also enter 66.7% as WCWP. See Article 9. **Use E210 to determine the balance available before using this code.**	WCVA	EV
WCWP WCWP1 WCWP2 WCWP3 WCWP4 WCWP5	Workers Compensation Without Pay	Used when the employee has approved workers compensation leave but has exhausted all available accrued leave. **Use E210 to determine the balance available before using this code.**	P	EW
FMLA Leave Codes				
FSCS FSCS1 FSCS2 FSCS3 FSCS4 FSCS5	FMLA Sick Leave	Used when the employee has approved FMLA and available accrued sick leave. **Use E210 to determine the balance available accrued sick leave.**	FSCS	FS
FSKV FSKV1 FSKV2 FSKV3 FSKV4 FSKV5	FMLA Sick Vacation	Used when the employee has approved FMLA and has exhausted all available accrued sick leave.	FSKV	FSV
FVAS FVAS1 FVAS2 FVAS3 FVAS4 FVAS5	FMLA Vacation Leave	Used when the employee has approved FMLA and is only eligible to use available accrued vacation leave.	FVAS	FV
FLWP FLWP1 FLWP2 FLWP3 FLWP4 FLWP5	FLMA Leave W/O Pay	Used when the employee has approved FMLA and exhausted all available accrued leave. **Use E210 to determine the balance available before using this code.**	FLWP	FW
FSTS FSTS1 FSTS2 FSTS3 FSTS4 FSTS5	FMLA STD Sick Leave	Used when the employee has approved FMLA and short-term disability and available accrued sick leave. Enter 40% of the hours each day as FSTS, and also enter 60% as FLWP for the amount covered by Short-term disability insurance.	FSTS	FSD

Kronos Codes	Name	Description	CATS Code	E210 Codes
FSTV FSTV1 FSTV2 FSTV3 FSTV4 FSTV5	FMLA STD Vacation Leave	Used when the employee has approved FMLA and short-term disability and available accrued vacation leave. Enter 40% of the hours each day as FSTV, and also enter 60% as FLWP for the amount covered by Short-term disability insurance. **Use E210 to determine the balance available before using this code.**	FSTV	FVD
FSTW FSTW1 FSTW2 FSTW3 FSTW4 FSTW5	FMLA STD Leave W/O Pay	Used when the employee has approved FMLA and short-term disability and has exhausted all accrued sick and vacation leave.	FSTW	FWD
FLTV FLTV1 FLTV2 FLTV3 FLTV4 FLTV5	FMLA Long Term Disability Vacation	Use Kronos code for sick leave used by the employee due to an eligible family member's illness. This appears in SAP as SKF. **Use E210 to determine the balance available before using this code.**	SCK	
FWCS FWCS1 FWCS2 FWCS3 FWCS4 FWCS5	FMLA Workers Comp Sick	Used in combination with employees approved FMLA and workers compensation benefit and available sick leave. Enter 33.3% of the hours each day as FWCS, and also enter 66.7% as FWOP. **Use E210 to determine the balance available before using this code.**	FWCS	FES
FWCV FWCV1 FWCV2 FWCV3 FWCV4 FWCV5	FMLA Worker Comp Vacation	Used in combination with employees approved FMLA and workers compensation benefit and available vacation leave. Enter 33.3% of the hours each day as FWCV, and also enter 66.7% as FWOP. **Use E210 to determine the balance available before using this code.**	FWCV	FEV
FWOP FWOP1 FWOP2 FWOP3 FWOP4 FWOP5	FMLA Worker Comp without Pay	Used in combination with employees approved FMLA and worker compensation benefit when all available accrued leave.	FWOP	FEW
FHOL FHOL1 FHOL2 FHOL3 FHOL4 FHOL5	FMLA Holiday Pay	Used when the employee has approved FMLA and is eligible for holiday pay. **Use E210 to determine the balance available before using this code.**	FHOL	FMH

Kronos Codes	Name	Description	CATS Code	E210 Codes
Other Attendances				
CLO CLO1 CLO2 CLO3 CLO4 CLO5	Called in	Used for hours <u>not worked</u> when an employee is called into work. Employees must be paid for 4 hours. If less than 4 hours are worked, this code is used in addition to REG hours to account for the 4 hours. Pays employee straight time. See Article 5	CLO	X
LTDV	Long Term Disability Vacation	Used in combination with an employees approved long term disability and available accrued vacation. Enter 40% of the hours each day as LTDV, and also enter 60% as LWP for the amount covered by Lon-term disability insurance. **Use E210 to determine the balance available before using this code.**	LTDV	LD-40%
LTD	Long Term Disability	Used to track hours for long term disability. Enter the hours for the percentage of hours covered by Long-term disability insurance. **No payment is made for LTD hours.**	LTD	LD
LWP LWP1 LWP2 LWP3 LWP4 LWP5	Leave Without Pay	Used to track hours not worked and not paid, if the employee has no sick or vacation leave.	LWP	W
MIU	Military Leave Unpaid	Used to track hours while on unpaid military leave.	MIU	MW
WTR WTR1 WTR2 WTR3 WTR4 WTR5	Weather Closure	Used for all employees to enter regularly scheduled hours that are **not** worked during a University closing.	WTR	UC
WOTP WOTP1 WOTP2 WOTP3 WOTP4 WOTP5	Weather Emergency-hours worked	Used in addition to WTR for hours worked during a weather emergency when the University is closed. The hours in Kronos will be updated to WOTP when the work transfer rule is entered. This will pay at 1 ½ time for the hours worked and appear in SAP as OTP. See Article 5.	WOTP	UCX
OCP OCP1 OCP2 OCP3 OCP4 OCP5	On Call Pay	Used when the employee is designated as on call during the employees regularly scheduled work week and is required to report during the time that is designated on call. This will pay at 1 ½ times. See Article 7	OCP	

Kronos Codes	Name	Description	CATS Code	E210 Codes
PGD	Pay Grade Differential	Fractional hours to pay the amount of pay grade differential for hours worked at a higher pay grade. Manually entered in Kronos. Calculate the fractional hours needed to approximate the pay differential. Example: 1) Employees pay rate is $13.60 and the person works 4 hours at a higher pay grade of $13.87; the difference is 27 cents. 2) .27 cents times 4 hours is $1.08 3) Divide $1.08 by the person's hourly rate of $13.60 = .08 hours (rounded). Enter the fractional hours of .08 using PGD code.	PGD	
EDU EDU1 EDU2 EDU3 EDU4 EDU5	Education Day	Used for other paid leave, see Article 20.	EDU	P
FRL FRL1 FRL2 FRL3 FRL4 FRL5	Funeral Leave	Used for other paid leave, see Article 20.	FRL	FRL
JUR JUR1 JUR2 JUR3 JUR4 JUR5	Jury Duty	Used for other paid leave, see Article 10.	JUR	JUR
REL REL1 REL2 REL3 REL4 REL5	Religious Observance	Used for other paid leave, see Article 20.	REL	V
VOT VOT1 VOT2 VOT3 VOT4 VOT5	Voting	Used for other paid leave.	VOT	P
FLTH FLTH1 FLTH2 FLTH3 FLTH4 FLTH5	Floating Holidays	Float can be added to MD Flex	F	F
Birth Recovery and Parental Leave				
FPL	FML Parental Leave		REG	FPL
PL	Parental Leave		REG	PL

Kronos Codes	Name	Description	CATS Code	E210 Codes
BR	Birth Recovery		REG	BR
BRD	Birth Recovery Leave w/STD		REG	BRD
FBR	FML Birth Recovery Leave		REG	FBR
FBRD	FML Birth Recovery Leave w/STD		REG	FBRD
COVID-19				
COV COV-1 COV-2 COV-3 COV-4 COV-5	COVID-19 Leave	Full and Part-Time Staff will receive up to two weeks (10 business days) of sick leave if they become sick as a result of COVID-19, have to self-quarantine because of exposure to the COVID-19 virus or are told to self-quarantine by Occupational Health because of possible exposure to the COVID-19 virus. For additional information on COVID-19, go to https://hr.jhu.edu/coronavirus/.	CVID	COV
COVP COVP-1 COVP-2 COVP-3 COVP-4 COVP-5	Temporarily off duty due to COVID-19 pandemic and/or side effects to the COVID-19 vaccine	This code would be used when the employee is temporarily relieved from duties with pay as a result of a work slowdown because of the COVID-19 pandemic. The employee must be on call and ready to work when needed and can be deployed to work in different areas of the University and Hospital as required by their management team. Cannot be used for individuals on sponsored projects	CVID	COVP
FCOV FCOV-1 FCOV-2 FCOV-3 FCOV-4 FCOV-5	COVID-19 Leave is used when on FML	Full and Part-Time Staff will receive up to two weeks (10 business days) of sick leave if they become sick as a result of COVID-19, have to self-quarantine because of exposure to the COVID-19 virus or are told to self-quarantine by Occupational Health because of possible exposure to the COVID-19 virus. For additional information on COVID-19, go to https://hr.jhu.edu/coronavirus/.	CVID	FCOV
CVAC CVAC-1 CVAC-2 CVAC-3 CVAC-4 CVAC-5	COVID-19 Leave used to get the vaccine or vaccine side effects	Full and Part-Time staff may use up to two (2) days of paid leave to receive the COVID vaccine and/or if they experience vaccine side effects that prevent them from working. **Use E210 to determine the balance available before using this code.**	CVAC	CVAC