

GENERAL INSTRUCTIONS

* Time is recorded in one-quarter hour increments (0.25, 0.5, 0.75 or 1.00)

* Time sheets must be submitted by the end of the day on the Thursday at the end of the payperiod. Time sheets may be submitted up to two (2) payperiods ahead of time and changes made by the last day of the applicable payperiod.

* Failure to submit a time sheet by the deadline will result in a time sheet being submitted by Human Resources using vacation and/or personal leave accruals. If there are insufficient accruals, the remainder of time will be coded as unpaid. Employee must contact Human Resources to have time sheet changed.

* Full-time employees should not have any blank days on their time sheet except for Saturdays and Sundays.

* Part-time employees should leave days blank they are not scheduled to work.

* **Employees must be aware of their accrual balances, located in the lower section of their time sheet and insure that time is available before taking time off.**

* When notified by Human Resources of errors, immediately submit a corrected time sheet. Corrections must run overnight and be approved by supervisor the next day.

CONTACT INFORMATION

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REDUCED OPERATION TIME CODES

REGTC with override **TCC19** – Hours worked from home – must be approved for telecommuting

LOPD with override **NEC19** – Hours not worked that are not chargeable to accruals. You must be available during those hours.

TIME REPORTING CODES AND GUIDELINES



OFFICE OF THE CHIEF
PUBLIC DEFENDER
HUMAN RESOURCES

SICK CODES

SICK	Illness/ injury of employee
	Medical certificate required when more than five (5) consecutive days or when employee doesn't have sufficient sick accruals. Human Resources Office - OCPD must be notified ahead of time for scheduled medical leaves
SP	Medical and Dental Appointments
	Treatments and appointments that cannot be made work hours this includes HEP appointments
SFAM	Family Sick Immediate Family
	Ten (10) days per calendar year – must use vacation or personal leave after reaching maximum allowance. FMLA paperwork required if long-term.
SFFNR	Family Funeral
	Immediate family: Spouse, child, parent, sibling. Five (5) calendar days per occurrence. Additional days charged to personal leave and vacation accruals.
SFNRL	Funeral
	Other than immediate family; friends. One (1) calendar day per occurrence. Additional days charged to personal leave and vacation accruals. Supervisor must be notified ahead of time.
ULSCK	Approved Medical Leave
	Unpaid. Overdrawn on accruals. Non-FMLA related. Only by approval granted from the Human Resources Office – OCPD.
VS	Vacation in Lieu of Sick
	Overdrawn on sick accruals. Only by approval granted from the Human Resources Office – OCPD.
PLSK	Personal Leave in Lieu of Sick
	Overdrawn on sick accruals. Only by approval granted from the Human Resources Office – OCPD

ACCRUED LEAVE CODES

VAC	Vacation
	Approved by Supervisor
ULVAC	Approved Unpaid Vacation Leave
	Overdrawn on accruals. Must be requested in advance. Only by approval from the Human Resources Office-OCPD
PL	Personal Leave
	Three (3) days per calendar year. No balance carried forward into new calendar year.

OTHER CODES

CCE	Compensatory Time Earned
	Not available to AFSCME employees or Attorneys, AFT members in accordance with Collective Bargaining Agreement, all other with permission only. Must submit with approval
CU	Compensatory Time Used
	Not available to AFSCME employees or Attorneys, AFT members in accordance with Collective Bargaining Agreement, all other with permission only
HOL	State Holidays
LJURY	Jury Duty
	Jury Duty or Subpoena. Copy of summons and/or subpoena must be attached. Vacation charged until received
LMILT	Military Training
	Paid Leave. Ordered field training, up to 15 days per year. Must provide orders
LOPD	Leave Other Paid
	Use when directed to by Human Resources.
LUBCN	Union Business Leave
	Contract Negotiations with approval

OTHER CODES

LUBLP	Union Business Leave
	Union Related Matters with Approval
LWEDU	Education Leave Paid
	Work related College Courses Not offered off hours. Approval Required.
LWXIN	Interview with State Agency
RTRNG	Work Related Training
	Training opportunities, approval required
WSPC	Workers Compensation Medical Appt
	Treatment appointment, Medical Note must be attached. Sick Leave Charged until received

GOVERNOR ORDERED TIME

LWGOV	Governor's Office Granted Time off
	Order that State Government is closed. Use when directed by Human Resources
LWWTR	Weather Related
	Judicial and/or Governors Office authorize delayed openings or early dismissals. Use only when directed by Human Resources.

In cases of Governor or Judicial closings, Human Resources will send out an email informing employees which codes to use.

- **DO NOT** go by the news alerts for CT State Employees – you will be notified by the JB Alert System or you can go to the Judicial Branch Home Page at www.jud.ct.gov