

B50 – LEAVE BENEFIT TRANSACTION ENTRY

TRANSACTION NAME	ADD OR REMOVE	TRANSACTION CODE	AMOUNT FIELD	SSN FIELD	LB FIELD	TIMEBANK FIELD
Use (will remove time unless benefit is Usage Only, in which case it will add time)	Remove	01	Required	N/A	N/A	N/A
Use – A/R	Remove	AR	Required	N/A	N/A	N/A
Use – Continuous Hours Worked	Remove	CH	Required	N/A	N/A	N/A
Use – Extended Bereavement Leave	Remove	BL	Required	N/A	N/A	N/A
Use – Family	Remove	02	Required	N/A	N/A	N/A
Use – Family Sick	Remove	72	Required	N/A	N/A	N/A
Use – Family Activity	Remove	FA	Required	N/A	N/A	N/A
Use – Family Crisis	Remove	FC	Required	N/A	N/A	N/A
Use – FMLA	Remove	FM	Required	N/A	N/A	N/A
Use – CFRA	Remove	CF	Required	N/A	N/A	N/A
Use – FFCRA (valid through 12/2020)	Remove	CR	Required	N/A	N/A	N/A
Use – Fiscal Year	Remove	FY	Required	N/A	N/A	N/A
Use – In Lieu of Sick Leave	Remove	04	Required	N/A	N/A	N/A
Use – In Lieu of Excess Hours	Remove	IE	Required	N/A	N/A	N/A
Use – In Lieu of Family Sick Leave	Remove	71	Required	N/A	N/A	N/A
Use – Family School Partnership	Remove	70	Required	N/A	N/A	N/A
Use – Reproductive Loss Leave	Remove	RP	Required	N/A	N/A	N/A
Use – In Lieu of Hol Cred	Remove	03	Required	N/A	N/A	N/A
Earn	Add	05	Required	N/A	N/A	N/A
Earn – Straight Rate	Add	06	Required	N/A	N/A	N/A
Earn – Premium Rate	Add	07	Required	N/A	N/A	N/A
Earn – FLSA	Add	08	Required	N/A	N/A	N/A
Earn – In Lieu of PH	Add	09	Required	N/A	N/A	N/A
Earn – Saturday on a Holiday	Add	12	Required	N/A	N/A	N/A
Earn – Holiday on RDO	Add	RD	Required	N/A	N/A	N/A
Earn – State Holiday	Add	SH	Required	N/A	N/A	N/A
Earn – Work on Holiday	Add	WK	Required	N/A	N/A	N/A
Accrual	Add	10	System Generated	N/A	N/A	N/A
Bonus (only if EE is serving a waiting period)	Add	28	System Generated	N/A	N/A	N/A
Begin Balance – Accrued and Earned Benefits	Add	24	Required	N/A	N/A	N/A

TRANSACTION NAME	ADD OR REMOVE	TRANSACTION CODE	AMOUNT FIELD	SSN FIELD	LB FIELD	TIMEBANK FIELD
Begin Balance – Regular CTO	Add	25	Required	N/A	N/A	N/A
Begin Balance – FLSA Premium CTO	Add	26	Required	N/A	N/A	N/A
Begin Total – Usage Only Benefits	Add	27	Required	N/A	N/A	N/A
Buy Back	Remove	34	Required	N/A	N/A	N/A
Cash Out	Remove	36	Required	N/A	N/A	N/A
Lump Sum	Remove	37	Required	N/A	N/A	N/A
Buy Back – Savings Plus	Remove	38	Required	N/A	N/A	N/A
Transfer to SSN (Key for EE giving time)	Remove	44	Required	Required (receiving employee)	Required (receiving employee)	N/A
Transfer from SSN (Key for EE who is receiving time)	Add	45	Required	Required (giving employee)	Required (giving employee)	N/A
Transfer to LB (Key for benefit giving time)	Remove	46	Required	N/A	Required	N/A
Transfer from LB (Key for benefit receiving time)	Add	47	Required	N/A	Required	N/A
Donation – RTB	Remove	RB	Required	N/A	N/A	N/A
Disability Waiting Period	Remove	DW	Required	N/A	N/A	N/A
Use – Pending IDL	Remove	PI	Required	N/A	N/A	N/A
Use – Pending Temp Disability	Remove	PT	Required	N/A	N/A	N/A
Use – Pending LC4800	Remove	PL	Required	N/A	N/A	N/A
Restore Hours – IDL	Add	RI	Required	N/A	N/A	N/A
Restore Hours – LC4800	Add	RL	Required	N/A	N/A	N/A
Restore Hours – NDI/SDI Restore	Add	RN	Required	N/A	N/A	N/A
Hours – Temp Disability	Add	RT	Required	N/A	N/A	N/A
Supplementation – IDL	Remove	SI	Required	N/A	N/A	N/A
Supplementation – NDI/SDI	Remove	SN	Required	N/A	N/A	N/A
Supplementation – Temp Disability	Remove	ST	Required	N/A	N/A	N/A
Supplementation – FFCRA (valid through 12/2020)	Remove	SC	Required	N/A	N/A	N/A
Adjust – Credit (do not use unless directed by SCO)	Add	14	Required	N/A	N/A	N/A
Adjust – Debit (do not use unless directed by SCO)	Remove	15	Required	N/A	N/A	N/A