

B50 – LEAVE BENEFIT TRANSACTION ENTRY

TRANSACTION NAME	ADD OR REMOVE	TRAN CODE	AMOUNT FIELD	SSN FIELD	LB FIELD	TIMEBANK FIELD
Use	Remove for Accrued and Earned / Add for Usage Only	01	Required	N/A	N/A	N/A
Use – A/R	Remove	AR	Required	N/A	N/A	N/A
Use – Continuous Hours Worked	Add	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)	Add	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 – SPSL2021 (valid through 09/2021)	Add	SP	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	TRAN 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 EE)	Required (receiving EE)	N/A
Transfer from SSN (Key for EE who is receiving time)	Add	45	Required	Required (giving EE)	Required (giving EE)	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 for Accrued and Earned / Remove for Usage Only	14	Required	N/A	N/A	N/A
Adjust – Debit (do not use unless directed by SCO)	Remove for Accrued and Earned / Add for Usage Only	15	Required	N/A	N/A	N/A