

435		DEPT		COST CNTR		EMPLOYEE NO.		EMPLOYEE NAME		ITEM		PAY LOCATION		PERIOD ENDING	
DAY		HOURS WORKED		ABSENCE CODE/HR		OT WORKED CODE/HR		CALL BACK HRS		PAYROLL ONLY		VAR CODE		HRS	
16															
1/17															
2/18															
3/19															
4/20															
5/21															
5/22															
7/23															
8/24															
9/25															
10/26															
11/27															
12/28															
13/29															
14/30															
15/31															

COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH

TIME CARD

Circle Your Work Schedule:

5/40 4/40 9/80

EXEMPT? YES ☐ NO ☐

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

EMPLOYEE NAME:		PAY PERIOD ENDING:	
DAY	EMPLOYEE NUMBER:		
16			
1/17			
2/18			
3/19			
4/20			
5/21			
5/22			
7/23			
8/24			
9/25			
10/26			
11/27			
12/28			
13/29			
14/30			
15/31			

ABSENCE CODES

AL 033 Administrative Leave

A 027 Authorized Absence w/out Pay

B 025 Bereavement Leave

CE 020 County Exam

EAL 001** Elective Annual Leave**

EL 019 Exempt Leave

F 076 Family Leave

FB 078 Family Leave -Benefit Tracking (using time)

H 012 Holiday

IA 010 Industrial Accident

IF 150 Injury Follow Up (must be approved and within policy)

JD 018 Jury Duty

LTD 018 Long Term Disability

SM 004 Mega Flex Sick (used to code sick for Mega Flex Employees only)

ML 024 Military Leave

ML 043 Special Military Leave

NAL 003 Non Elective Annual Leave

E 801 Overtime Taken

E 803 Overtime Taken - Non Rep Base Rate

E 804 Overtime Taken - Non Rep Premium

E 805 Overtime Taken -Exempt Employees

P 112 Personal Sick

S 011 Sick

S 010 Sick% Default

S 014 Sick% Default Continuous Prior Year

BONUS CODES

S 124 Sick- 65% . 50%

SWOP 124 Sick w/out pay

SPL 030 Special Paid Leave (Temps) 8 hr increment only

STD 029 Short Term Disability

X 037 Suspension

T 021 Training

V 021 Vacation

U 047 Voting

W 022 Unauthorized Absence

W 022 Witness Leave

OVERTIME CODES

OT 701 Paid Overtime (Covered Employees)

OA 705 Accrued Overtime(Exempt Employees)

OA 703 Accrued Overtime(Non Rep- Covered Employees)

OS 702 Nurses (Base Pay/Premium Accrued)

OS 083- Non Accrued Comp Time Tracking

NOTE: * Must be entered/addressed with Payroll ** System default