Name	Description	Timesheet /Schedule/Results tab
Absent No Pay	An employee has no available time off or does not follow proper call out process	T/R
Acting as Supervisor	Used by eligible department only	T
Additional Money $	HR/Payroll use only	
Adjunct $	Payment to job code Adjunct Professor only	T
Administrative Leave	HR/Payroll use only	
Bank Adjustment - Blood Donor Hours	HR use only when an adjustment to a bank of time is necessary	
Bank Adjustment - EIB	HR use only when an adjustment to a bank of time is necessary	
Bank Adjustment - ETO	HR use only when an adjustment to a bank of time is necessary	
Bank Adjustment - Personal	HR use only when an adjustment to a bank of time is necessary	
Bank Adjustment - Sick	HR use only when an adjustment to a bank of time is necessary	
Bank Adjustment - Vacation	HR use only when an adjustment to a bank of time is necessary	
Bank Adjustment - Work Study	HR use only when an adjustment to a bank of time is necessary	
Banked Holiday	System Generated: An employee works on the holiday or is not scheduled to work on the day	T
Banked Holiday Taken	An employee is using their banked holiday hours	T
Bereavement	Used for the death of immediate family members per pollcy #	T/S/R
Blood Donor Hours	used per policy #	T/S/R
Call In	System Generated when employee uses the timeclock button or timekeeper enters into timesheet	T
Cancel Hospital – Insufficient Notice	Used when the department cancels an employee without the proper notice - this will trigger payment of 2 regular hours	T/S
Certification Bonus $	HR/Payroll use only	
Clock Time	System generated, manager/timekeeper uses to show the in and out times	T
Conference In Phila	When an employee is scheduled to attend a confernce within Philadelphia	T/S/R
Conference Outside Phila	When an employee is scheduled to attend a confernce outside Philadelphia	T/S/R
DLA Unpaid (system code only)		
Education	Used when an employee is attending educational training	T/S/R

Emergency Standby	To schedule an employee required to stay during an Emergency Attendance situation per policy #	S
Emergency Standby Paid	When the employee use the emegency standy by button at the timeclock	T/R
Emergency Standby Rest	System generated, to deduct the rest period during the emergency attendance, this is an automated process	T
Epic Backfill (act the same way as Reallocate)	Used with the EPIC charge code as part of the EPIC project	T
Epic Superuser (act the same way as Reallo	Employee will clock in and out, manager/timekeeper will reallocate the hours to this paycode	T
Epic Training (act the same way as Reallocate)	Employee will clock in and out, manager/timekeeper will reallocate the hours to this paycode	T
ETO FMLA Scheduled	Code to be used during the first 7 days of an employee approved FMLA	T
ETO FMLA Unsched	Code to be used during the first 7 days of an employee approved FMLA	T
ETO Healthy Families Leave	Code to be used for those that are calling out under the Philadelphia Sick Leave	T
ETO in Lieu of Holiday (1199c)	Used by 1199C employees when requesting to move their Holiday hours to ETO	TOR
ETO Low Census	Used when an employee is leaving shift early due to low census and using ETO hours	T
ETO Payout	HR/Payroll use only	T
ETO Retirement Payout	HR/Payroll use only	T
ETO Sched	Used per the ETO policy#	T
ETO Sched Union	Used by the Bargaining units per the CBA	T
ETO Unsched	Used per the ETO policy#	T
ETO Workers Comp	Used during the first 5 days of a worker's comp	T
Excused Absence No Pay	Used when an employee has no available time off but has prior authorization	T
Exempt On-Call $	Used for exempt employees who receive pay for On Call	T
Extended Illness Bank	HR/Payroll use only	T
Extended Illness Bank Payout	HR/Payroll use only	T
FLSA Rate Adjustment $	HR/Payroll use only	R
FMLA - Intermittent - ETO - Scheduled	Used for employees on approved intermittent FMLA	T
FMLA - Intermittent - ETO - UnScheduled	Used for employees on approved intermittent FMLA	T
FMLA - Intermittent - No Pay	Used for employees on approved intermittent FMLA	T

FMLA - Intermittent - Personal Hours	Used for employees on approved intermittent FMLA	T
FMLA - Intermittent - Sick Family	Used for employees on approved intermittent FMLA	T
FMLA - Intermittent - Sick Hours	2/19/2017	
FMLA - Intermittent - Vacation	Used for employees on approved intermittent FMLA	T
FMLA - Intermittent - Workers Comp No Pay	Used for employees on approved intermittent FMLA	T
FMLA No Pay	Used for employees on approved intermittent FMLA	T
FMLA Personal Hours	Used for employees on approved intermittent FMLA	T
FMLA Sick Family	Used for employees on approved intermittent FMLA	T
FMLA Sick Hours	Used for employees on approved intermittent FMLA	T
FMLA Vacation	Used for employees on approved intermittent FMLA	T
FMLA Workers Comp No Pay	Used for employees on approved intermittent FMLA	T
Guaranteed Call In	System Generated : automatically applied on the first short call shift	T
Guaranteed Call In Union		T
Healthy Families Leave	used for employees calling out due to the philadelphia sick leave but have not eligible for ETO/Vac	T
High Premium Call $	System Generated when employee is scheduled for High Frequency On Call	R
Holiday	System issued for those eligible for holiday	T
Holiday Hrs in Lieu	When employee works holiday and wants to be paid in lieu of taking another day off	T
Holiday No Pay	System will give notice if an employee is noted as ETO Unsch day before or after holiday - manager updates to this code	T
Holiday Premium	Employee works on holiday and will be paid Holiday Premium for half the hours worked	R
Holiday Worked	Employee works on holiday and will be paid Holiday worked for all hours worked	R
Incentive Plan $	System generated based on schedule in SmartSquare	T/R
Incentive ED Shift $	System generated based on schedule in SmartSquare	T/R
Incentive JeffStat $	System generated based on schedule in SmartSquare	T/R
Inhouse Call $	Eligible department will schedule and system will pay call $	T/S/R
JCGS Adjunct $	Used for employees with Adjunct Professor job code	T/R

JCHP Adjunct $	Used for employees with Adjunct Professor job code	T/R
Job Classification Adjustment $	Used for bargaining unit employees when working a job at a higher hourly rate	T/R
Jury Duty	Used when employee is summons to jury duty	T/R
Military	Used as an adjustment to pay the difference between jefferson pay and military pay for military training	T/R
Moonlighting $	Used for Housestaff working outside their normal schedule	T/R
No Pay Low Census	Used when an employee leaves shift early due to low census and chooses not to use ETO hours	T
OC_PAY_AMEND_ONLY	System Use only	
OC_PAY_CURRENT	System Use only	
On Call $	When an empoloyee is scheduled on call system will generate this paycode	T/R
On Call Hours	Used to schedule an employee on call	S
On Call High Frequency	Used to schedule an eligible employee for high frequency call	S
Orientation - Centralized	used to schedule an employee for centralized orientation	S
Orientation - Decentralized	generated by the system when an employee uses the orienation button on the timeclock	T/R
Overtime	System generated when an employee works overtime	R
Paid Coffee Break	system generated for those bargaining unit employees elgiible	T
Paid Meeting	used when an employee is attending a meeting	T/R
Pay In Lieu of Notice	used when an employee is not on campus but being paid during their notice period	T
Personal Time	used by eligible employees for time off	T/R
Post Call Day	Used by eligible employees per policy #	T
Reallocate	Used to reallocate hours to grant or account codes	T
Regular	Clock time in Results tab	R
Report of Pay	used by the Bargaining units per the CBA article #7	T
Required to Stay Cont Proced	Non payable - used for reporting purposes- per PA State Act. 102 employee will be clocked in and out for full shift	T
Required to Stay Emergent Circum	Non payable - used for reporting purposes- per PA State Act. 102 employee will be clocked in and out for full shift	T
Scheduled Hours	used in schedule only	S

Scheduled Inhouse Call (Add to the schedule)	used in schedule only	S
Severance	HR/Payroll use only	T
Shift	system generated based on hours worked	R
Shift OT	system generated based on hours worked	R
Shift Prem	system generated	R
Sick Family	used for those eligible for sick pay	T
Sick Hours Methodist	HR/Payroll use only	T
Sick Hours	Used for post doc fellows	T
Sick Salary Continuation	Used for faculty/Sr Admins when using sick time	T
SP - Travel	System generated for those eligible	R
Special Project $	Used with approval from HR compensation	T
Stipend $	Used with approval from HR compensation	T
Strike Work Exempt Only	Non payable used for reporting only	T
Suspended No Pay	Used when employee is on a unpaid suspension	T
Suspended With Pay	Used when employee is on a paid suspension	T
Training Day	Used for bargaining unit employees attending training	T
Union Paid Coffee Break Bonus	system generated for bargaining unit employees	T
Unpaid Meal Break	system generated based on schedule	T/S
Unpaid Meal Break Clock	system generated when employee uses the timeclock button	T
Vacation Healthy Families Leave	Used for those eligible for vacation and call out under the philadelphia sick leave	T
Vacation Payout	HR/Payroll use only	
Vacation Retirement Payout	HR/Payroll use only	
Vacation	Used for those eligible for vacation hours	T
Workers Comp No Pay	Used when an employee is out due to workers comp and is beyond their first 5 days out	T