

JHU Absence/Attendance Codes for Kronos and CATS Time Entry

November 2009

Introduction

This document provides brief descriptions of attendance and absence codes or “pay codes” used in the Kronos and SAP CATS systems. It is intended to help staff select the appropriate pay code for time entry. Kronos and CATS are used for payroll processing.

In addition, the E210 system is used to document time worked, paid and unpaid leaves, holidays, and vacation and sick leave accruals and balances. The E210 system is not integrated with payroll for payroll processing. Both Kronos/CATS and E210 systems must be used for Bargaining Unit employees. Codes for E210 are not covered by this guide. E210 codes are available in the E210 system which is available through the Johns Hopkins Portal, <https://portal.johnshopkins.edu/>

Kronos

Kronos is a workforce management system that allows the University to automate their time entry for payroll for Bargaining Unit employees through the use of time clocks which capture time based on swiping of employees ID card. Time information required to process employee paychecks is reviewed and approved by established cut-offs, then compiled and sent to the SAP system. Kronos also provides accurate labor data for users. The end results include reduced costs to the organization, increased productivity and better labor data. Each department has a designated time manager that has the ability to edit and input time into the Kronos system.

Corrections to time entered must be made in Kronos and passed to SAP via a process called historical edits. Correction data is sent to SAP daily except Monday when time for the prior week is sent.

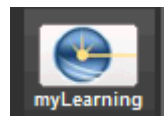
More detailed information about the Kronos system and its use can be found at the following website: http://finance.jhmi.edu/FinanceSystems/KRONOS_JHU.html

CATS

CATS is the SAP system’s Cross Application Time Sheet (CATS) that allows the University to enter time for Bargaining Unit employees not yet on Kronos and hourly paid non-Bargaining Unit employees. Time with labor distribution is entered directly into SAP using CATS and is used for payroll processing.

Corrections are entered directly into SAP CATS and are available for immediate processing.

Training for CATS is available at MyLearning through the Johns Hopkins Portal, <https://portal.johnshopkins.edu/>



1. Select the MyLearning icon from the left margin
2. Select the Johns Hopkins University Tab
3. Choose Course Catalog from the left margin
4. Choose Financial and Business Systems

- 5. Choose #4 HR/Payroll Administration
- 6. Choose G. Time Entry

Course Catalog

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 1. [Introduction to Financial Administration](#) ▶
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C. Organization Management Administration	Delivery Type Time Computer Lab (Instructor Led - Hands on) 12 hrs
E. Managing Payroll for Leaves and Terminations	Delivery Type Time On-line 60 mins
F. Payroll Cost Transfer - eForms	Delivery Type Time Computer Lab (Instructor Led - Hands on) 3 hrs
G. Time Entry	Delivery Type Time Computer Lab (Instructor Led - Hands on) 6 hrs

[E. Business](#) ▶

Attendance/Absence Codes for JHU Weekly Payroll

JHU Hourly Paid Non-Bargaining Unit Employees -Temporary, Limited, Casual employees (TLC) & Students

Time is entered using CATS. Only one code is available.

Code	Name	Description
REG	Regular	All hours worked are entered as regular hours, for hours over 40 overtime is automatically calculated

JHU Bargaining Unit Employees – Hours Are Also Recorded in E210

Although various attendance and absence codes are used, vacation and sick leave must also be recorded using the E210 system where vacation and sick leave accruals and balances are maintained.

In CATS, attendance/absence codes and premium codes are entered in separate fields.

Premium codes include:

Code	Name	Description
Blank		Used for hours for an employee for a shift starting during 4am - 11:59am. (NO CODE IS USED)
1	Night Shift	Used for hours for an employee for a shift starting during noon - 10:59pm
2	Work Leader	Used for hours for a Work Leader for a shift starting during 4am - 11:59am
3	Work Leader/Night	Used for hours for a Work Leader for a shift starting during noon - 10:59pm
4	Late Night Shift	Used for hours for an employee for a shift starting during 11pm - 3:59am.
5	Work Leader/Late Night	Used for hours for a Work Leader for a shift starts during 11pm -3:59am.

In Kronos, the premium codes are combined with the attendance/absence codes, see left-hand column for combinations.

Note there are 4 code groups used in Kronos that are not available in SAP, see items in **red**.

Where possible, there are links to the HR policy manual are included as well as references to the appropriate article in Bargaining Unit contract.

Kronos codes	Name	Description	CATS Code
<i>Commonly used</i>			
REG REG1 REG2 REG3 REG4 REG5	Regular	Hours worked are entered as regular hours; for hours over 40, overtime is automatically calculated by the system	REG
HOL HOL1 HOL2 HOL3 HOL4 HOL5	Holiday	Hours <u>not worked</u> but paid for a holiday – should be used for all employees eligible for the holiday. MUST BE ENTERED ON THE DAY OF THE HOLIDAY. If someone works on the holiday, REG should be used as well as HOP, if applicable. See Article 7.	HOL
HOP HOP1 HOP2 HOP3 HOP4 HOP5	Holiday Worked Premium	Hours worked on a holiday for those eligible for the holiday. This will pay at 1½ time. See Article 7.	HOP
SCK SCK1 SCK2 SCK3 SCK4 SCK5	Sick Leave	Sick leave used for the employee. Use E210 to determine the balance available before using this code. See Article 9.	SCK
MLS MLS1 MLS2 MLS3 MLS4 MLS5	Sick Family Leave	<u>Employees working in MD only</u> – use new Kronos code for sick leave used by the employee due to an eligible family member's illness. This appears in SAP as SKF. Use E210 to determine the balance available before using this code.	SKF
SCK SCK1 SCK2 SCK3 SCK4 SCK5	Sick Family Leave	Employees working outside of MD sick leave used by the employee due to an eligible family member's illness. Use E210 to determine the balance available before using this code.	SKF
SKV SKV1 SKV2 SKV3 SKV4 SKV5	Sick Vacation Leave	Vacation leave used in lieu of available sick leave. Use E210 to determine the balance available before using this code.	VAC

STS STS1 STS2 STS3 STS4 STS5	STD Sick Leave	Sick leave while on short-term disability. Enter 40% of the hours each day as STS, and also enter 60% as LWP for the amount covered by Short-term disability insurance. Use E210 to determine the balance available before using this code.	STS
STV STV1 STV2 STV3 STV4 STV5	STD Vacation Leave	Vacation used while on short-term disability. Enter 40% of the hours each day as STV once sick leave has been exhausted if vacation leave is available, and also enter 60% as LWP for the amount covered by Short-term disability insurance. Use E210 to determine the balance available before using this code.	STV
VAC VAC1 VAC2 VAC3 VAC4 VAC5	Vacation Leave	Vacation leave used. Use E210 to determine the balance available before using this code. See Article 8.	VAC
MLV MLV1 MLV2 MLV3 MLV4 MLV5	Vacation Leave	<u>Employees working in MD only</u> – use new Kronos code for vacation used by the employee due to an eligible family member's illness. This appears in SAP as VAC. Use E210 to determine the balance available before using this code.	VAC
WRC WRC1 WRC2 WRC3 WRC4 WRC5	Workers Compensation	Used for an employee receiving workers compensation. Enter 33.3% of the hours each day as WRC, and also enter 66.7% as LWP for the amount covered by workers compensation. See http://hrnt.jhu.edu/elr/pol-man/section.cfm?id=23 and Article 9.	WRC
Other Attendances			
CLO CLO 1 CLO 2 CLO 3 CLO 4 CLO 5	Called in	Used for hours <u>not worked</u> when an employee is called into work. Employees must be paid for 4 hours. If less than 4 hours are worked, this code is used in addition to REG hours to account for the 4 hours. Pays employee straight time.	CLO
HLP HLP1 HLP2 HLP3 HLP4 HLP5	Holiday Prep	½ day holiday during December, see http://hrnt.jhu.edu/elr/pol-man/section.cfm?id=19 and Article 7.	HLP
LTD	Long Term Disability	Can be used to track hours used for long term disability. Enter the hours for the percentage of hours covered by Long-term disability insurance. No payment is made for LTD hours.	LTD

LWP LWP1 LWP2 LWP3 LWP4 LWP5	Leave Without Pay	Can be used to track hours not worked and not paid, if the employee has no sick or vacation leave. Also used together with STS or STV, 60% of the hours each day are entered as LWP when someone is on Short-term Disability and used with WRC for workers compensation, 66.7% of the hours each day are entered as LWP.	LWP
MIU	Military Leave Unpaid	Can be used to track hours while on unpaid military leave	MIU
WTR WTR1 WTR2 WTR3 WTR4 WTR5	Weather Closure	Used for hours <u>not worked</u> for University closings. Hours worked would be entered using REG and WOTP. See Article 5.	WTR
WOTP WOTP1 WOTP2 WOTP3 WOTP4 WOTP5	Weather Emergency- hours worked	Used in addition to REG for hours worked during a weather emergency when the University is closed. This will pay at 1½ time and appear in SAP as OTP. See Article 5.	OTP
<i>Excused absences</i>			
EDU EDU1 EDU2 EDU3 EDU4 EDU5	Education Day	Used for an excused absence, see http://hrnt.jhu.edu/elr/pol-man/section.cfm?id=20	EDU
FRL FRL1 FRL2 FRL3 FRL4 FRL5	Funeral Leave	Used for an excused absence, see http://hrnt.jhu.edu/elr/pol-man/section.cfm?id=20 and Article 10.	FRL
JUR JUR1 JUR2 JUR3 JUR4 JUR5	Jury Duty	Used for an excused absence, see http://hrnt.jhu.edu/elr/pol-man/section.cfm?id=20 and Article 10.	JUR
REL	Religious Observance	Used for an excused absence, see http://hrnt.jhu.edu/elr/pol-man/section.cfm?id=20 and Article 20.	REL
VOT	Voting	Used for an excused absence, see http://hrnt.jhu.edu/elr/pol-man/section.cfm?id=20	VOT