

Online Work/Leave System | Crosswalk to Workday

The table below lists OWLS work and leave codes and the associated Workday time off code for each work and leave type.

Type of Hours or Leave	OWLS Leave Designation	Workday Time Off Code
Annual Leave Designated as FMLA For child care or elder care emergencies	A AF AC	Vacation Time Off <ul style="list-style-type: none"> Vacation Time Off and FMLA Tracking Code Vacation Time Off and Family Care Emergency reason code
Bereavement Leave	B	Bereavement Time Off
Civil Leave	C	Civil Duty Time Off
Compensatory Time Accrued Comp Time Accrued (1.5 rate) Comp Time Accrued (1.0 rate) Comp Time Accrued (2.0 rate)	CA CAS CAD	Accrual occurs automatically in Workday and Kronos
Compensatory Time Used Designated as FMLA For child care or elder care emergencies	CU CUF CUE	Compensatory Time Off <ul style="list-style-type: none"> Compensatory Time Off and FMLA Tracking Code Compensatory Time Off and Family Care Emergency reason code
Cyclic Yearly Leave	CYL	Cyclic Yearly Time Off
Discretionary Leave Designated as FMLA For child care or elder care emergencies	D DF DLE	Discretionary Time Off <ul style="list-style-type: none"> Discretionary Time Off and FMLA Tracking Code Discretionary Time Off and Family Care Emergency reason code
Holiday Credit Accrued	HA	Accrual occurs automatically in Workday
Holiday Credit Used Designated as FMLA For child care or elder care emergencies	HU HUF HUE	Holiday Credit Time Off <ul style="list-style-type: none"> Holiday Credit Time Off and FMLA Tracking Code Holiday Credit Time Off and Family Care Emergency reason code
Holiday Time Worked & Paid	HP	Accrual occurs automatically in Workday
Leave without Pay Designated as FMLA For child care or elder care emergencies	L LF LE	Unpaid Time Off <ul style="list-style-type: none"> Unpaid Time Off and FMLA Tracking Code Unpaid Time Off and Family Care reason code

Military Leave With pay Without pay	M MWO	Military Time Off <ul style="list-style-type: none"> • Military Training Paid Time Off • Military Unpaid Time Off
Overtime Worked & paid (1.5 rate) Worked & paid (1.0 rate) Worked & paid (2.0 rate)	OP SP DP	Calculation occurs automatically in Workday or Kronos
Personal Holiday Designated as FMLA For child care or elder care emergencies	PH PHF PHE	Personal Holiday Time Off <ul style="list-style-type: none"> • Personal Holiday Time Off and FMLA Tracking Code • Personal Holiday Time Off and Family Care reason code
Sea Overtime IBU: Worked & paid (1.725 rate) IBU: Worked & accrued (1.725 rate) Non-IBU: Worked & paid (1.725 rate) Non-IBU: Worked & accrued (1.725 rate)	SOP SOA OSP OSA	Calculation occurs automatically in Workday
School Break Leave	SBL	School Break Leave Time Off
Shore Leave	SLU	Shore Leave Time Off
Sick Leave Designated as FMLA For child care or elder care emergencies	S SF SC	Sick Time Off <ul style="list-style-type: none"> • Sick Time Off and FMLA Tracking Code • Sick Time Off and Family Care reason code
<u>Shared Leave Used</u> Designated as FMLA Military or Emergency Worker	SH SHF SHM	Shared Leave Time Off <ul style="list-style-type: none"> • Shared Leave Time Off and FMLA Tracking Code • Reason code on the LOA – Shared Leave request
Work Hours	W	Timesheet (for overtime eligible employees)