Employee Instructions-Electronic Time Sheet Absence Code Key

These are general explanations for each absence code for time sheet purposes only. Please refer to your contract or employee handbook for further instructions on when each code should be used.

BV1 – Bereavement for Immediate Family
BV2 – Bereavement for other than Immediate Family
CF – Conference
CT – Comp Time
PB – Personal Business
SK1 – Sick Time for employee
SK2 – Sick Time for other than the employee
VC – Vacation Time
HOL – GRCC recognized holidays and Holiday Shutdown
CA – Court Appearance
JD – Jury Duty
SD – Snow Day
TC – Telecommuting
UNB – Union Business
EXT – Externship
PTO – Paid Time Off (for TS2 employees only)
VTH – Voluntary Time off (for hourly employees only)
VTS – Voluntary Time off (for salary employees only)
NP – No pay