

Assigned Shift Codes	Time Not Worked Codes		Optional Entry Type
Blank - No other code applies. 4 - No Assigned Shift (NAS) 5 - No Pay Due (NOP) 6 - Holiday Not This Pay Period 7 - When Actually Employed (WAE Tour Only) 8 - Irregular/First 40 Employee 9 - Regular Day Off (RDO)	<b>Annual Leave</b> 020 Annual Leave AFA Annual for FMLA- Adopt AFB Annual for FMLA- Birth AFF Annual for FMLA- Fam. Illness AFS Annual for FMLA- Med. Self 024 Annual in Lieu of FECA 025 Annual in Lieu of Sick 02F Adv. AL. Used - Leave Share Only (Not Used) AIF Annual in Lieu of Family Military Injury Used AMF Annual in Lieu of Family Military Used	<b>Restored Annual Leave</b> 08A Rest. Annual Leave in Lieu - Adopt 08B Rest. Annual Leave in Lieu - Birth 08F Rest. Annual Leave in Lieu - Fam. 08S Rest. Annual Leave in Lieu - Med. 081 Restored Annual Leave	1 - Environmental Duty 2 - Hazard Duty 3 - Premium Pay 4 - Travel 5 - Miscellaneous E - Emergency Tracking T - Telework
<b>Time Outside Shift Codes</b> Blank - Overtime (No other code applies). 1 - Compensatory time requested. 2 - Time is callback. 3 - Time is night differential. 4 - Rate different than normal. 5 - Entitled to FLSA traveling. 6 - Entitled to Title 5 traveling. 7 - Time is suffered and permitted. 8 - Unscheduled overtime. 9 - Credit hours. 12 - Time is callback - compensatory requested. 045 - Religious Compensatory Time - Earned 046 - Travel Compensatory Time - Earned 238 - Travel Credit Time - Earned (FAA Only)	<b>Sick leave/Family Friendly</b> 030 Sick Leave FF1 Family Friendly Leave - Family Illness FFF Family Friendly Leave - Funeral 038 Sick in Lieu of Adoption SFA Sick for FMLA- Adopt SFB Sick for FMLA- Birth Sick for FMLA- Fam. Illness (See Note 1) SFS Sick for FMLA- Medical Self 034 Sick in Lieu of FECA SIF Sick in Lieu of Family Military Injury Used SMF Sick in Lieu of Family Military Used (12 weeks)	<b>Labor Relations</b> LRD Labor Relations - Dispute Resolution LRG Labor Relations - General Labor Management LRM Labor Relations - Mid-Term Negotiations LRT Labor Relations - Term Negotiations	<b>1 - Environmental Duty</b> 1 - Sunday 2 - Holiday 3 - Overtime 4 - Regular 5 - Travel
<b>Work Schedule Codes</b> Blank - Normal C - Compressed F - Flexible D - Variable Day M - Maxiflex/Variable Week - 1st 40 use shift code 8 on T&A	<b>Comp. Leave/Credit Hours Leave</b> 041 Compensatory Leave 231 Credit Hours Leave 043 Religious Compensatory Time - Used 047 Travel Compensatory Time - Used 239 Travel Credit (FAA Only)	<b>Other Leave</b> 18 Meal Break Outside Shift 19 Meal Other Than Normal 085 Home Leave 20 Special Tour Break BOU Bone Marrow/Organ Donation ODU Organ Donation	<b>2 - Hazard Pay</b> Blank - No other code applies.
<b>Definitions:</b> FLSA - Fair Labor Standards Act FMLA - Family and Medical Leave Act FECA - Federal Employees' Compensation Act COP - Continuation of Pay OWCP - Office of Workers' Compensation Programs DOI - Department of Interior FAA - Federal Aviation Administration	<b>Admin. Leave/Holiday Leave</b> 050 Holiday Leave 069 Court Leave 068 Excused Blood 060 Excused Other COS Excused Chng. of Station 060 Admin. Leave - Used 061 Admin. Leave Used - Weather	<b>FECA/COP</b> 160 FECA/COP - Paid (1st Occur.) 164 FECA/COP - Paid (2nd Occur.) 168 FECA/COP - Paid (3rd Occur.) 168 FECA/COP - Paid (4th Occur.) 16L FECA/COP - Paid (5th Occur.) 16N FECA/COP - Paid (6th Occur.) 16O FECA/COP - Paid (7th Occur.) 16S FECA/COP - Paid (8th Occur.) 16U FECA/COP - Paid (9th Occur.) 16W FECA/COP - Paid (10th Occur.) 16V FECA/COP - Paid (11th Occur.) 161 FECA/COP - Unpaid (1st Occur.) 165 FECA/COP - Unpaid (2nd Occur.) 167 FECA/COP - Unpaid (3rd Occur.) 169 FECA/COP - Unpaid (4th Occur.) 16M FECA/COP - Unpaid (5th Occur.) 16P FECA/COP - Unpaid (6th Occur.) 16R FECA/COP - Unpaid (7th Occur.) 16T FECA/COP - Unpaid (8th Occur.) 16V FECA/COP - Unpaid (9th Occur.) 16X FECA/COP - Unpaid (10th Occur.) 16Z FECA/COP - Unpaid (11th Occur.) 16A FECA/COP - Light Duty Paid (1st Occur.) 16B FECA/COP - Light Duty Paid (2nd Occur.) 16C FECA/COP - Light Duty Paid (3rd Occur.) 16D FECA/COP - Light Duty Paid (4th Occur.) 16E FECA/COP - Light Duty Paid (5th Occur.) 16F FECA/COP - Light Duty Paid (6th Occur.) 16G FECA/COP - Light Duty Paid (7th Occur.) 16H FECA/COP - Light Duty Paid (8th Occur.) 16I FECA/COP - Light Duty Paid (9th Occur.) 16J FECA/COP - Light Duty Paid (10th Occur.) 16K FECA/COP - Light Duty Paid (11th Occur.)	<b>3 - Premium Pay</b> 33 - Compensated Telephone Availability 44 - Premium Pay - Loss of Meal Time 55 - Tiger Team 5% Operational Differential 66 - Premium Pay for Training +40 77 - Premium Pay for On the Job Training (OJT) 88 - Premium Pay for Controller in Charge (CIC)
<b>Note 1:</b> Use FF1 until a code is added by DOI. <b>Note 2:</b> Use 05 until code 074 available in CASTLE <b>Note 3:</b> Use 03 until code 050 available in CASTLE	<b>Leave Share</b> LS1 Leave Share Used - Med. Self 1st Occur. LS5 Leave Share Used - Med. Self 2nd Occur. LS3 Leave Share Used - Fam. Illness 1st Occur. LS7 Leave Share Used - Fam. Illness 2nd Occur. LSB Lv. Share for FMLA- Birth 1st Occur. LSF Lv. Share for FMLA- Fam. Illness 1st Occur. LSS Lv. Share for FMLA- Med. Self 1st Occur. LSD Lv. Share for FMLA- Birth 2nd Occur. LSG Lv. Share for FMLA- Fam. Illness 2nd Occur. LSH Lv. Share for FMLA- Med. Self 2nd Occur. IM1 Leave Share in Lieu of Family (1) Military Injury IM2 Leave Share in Lieu of Family (2) Military Injury ML1 Leave Share in Lieu of Family (1) Military Used ML2 Leave Share in Lieu of Family (2) Military Used	<b>FECA - OWCP</b> 162 FECA - OWCP (1st Occur.) DL2 FECA - OWCP (2nd Occur.) (Not Used) DL3 FECA - OWCP (3rd Occur.) (Not Used) DL4 FECA - OWCP (4th Occur.) (Not Used) DL5 FECA - OWCP (5th Occur.) (Not Used) DL6 FECA - OWCP (6th Occur.) (Not Used) DL7 FECA - OWCP (7th Occur.) (Not Used) DL8 FECA - OWCP (8th Occur.) (Not Used) DL9 FECA - OWCP (9th Occur.) (Not Used) DLA FECA - OWCP (10th Occur.) (Not Used) DLB FECA - OWCP (11th Occur.) (Not Used)	<b>4 - Travel</b> ** Requires Travel Order Number. 30 - Travel - AS (Not entitled to Premium for Sunday/Holiday) 31 - Enroute TDY 36 - House Hunting (COS)** 41 - At Dest TDY 42 - At Dest Training RS - Remote Site Pay (Alaska)
<b>LDR Codes</b> LEA001 Other time not worked LEA002 ANNUAL LEA003 COMP TIME LEA004 CREDIT HOURS LEA005 HOLIDAY (or Presidential Release) LEA006 MILITARY LEA007 RESTORED LEAVE LEA008 SICK LEAVE	<b>Leave Without Pay</b> 102 Absence Without Leave - Used 103 Furlough - Used 101 Leave Without Pay - Used 10A LWOP for FMLA- Adopt 10B LWOP for FMLA- Birth 10F LWOP for FMLA- Fam. Illness 10S LWOP for FMLA- Medical Self 104 Suspension Leave - Used	<b>Time Off Award Leave</b> 30C Time Off Award - Used	<b>5 - Miscellaneous</b> 50 - Not Entitled to Premium Pay 51 - Not Observing DST 52 - Standard Time Change - Extra Hour as Regular Time <b>designate type of emergency for E - Emergency 1</b> Too numerous to list. Emergency specific. See CASTLE. <b>code to designate type of telework for T - Telework</b> <b>Telework on a regular, recurring basis at least 3</b> A Frequent Regular Telework Center B Frequent Regular Alternate Telework Center C Frequent Regular Employee's Home <b>Telework at least 1-2 days per week</b> D Regular Telework Center E Regular Alternate Telework Center F Regular Employee's Home <b>Telework less than once per week but at least once</b> G Periodic Telework Center H Periodic Alternate Telework Center I Periodic Employee's Home <b>Telework less than once a month for COOP</b> J Emrg/Int COOP Telework Center K Emrg/Int COOP Alternate Telework Center L Emrg/Int COOP Employee's Home <b>Telework less than once a month for Pandemic heal</b> M Emrg/Int Pandemic Telework Center N Emrg/Int Pandemic Alternate Telework Center O Emrg/Int Pandemic Employee's Home <b>Telework less than once a month at the request of a</b> P Emrg/Int Practice Telework Center Q Emrg/Int Practice Alternate Telework Center R Emrg/Int Practice Employee's Home

LDR CODES		
Training	12XXFATRNNTN	TN0200
ISO Other than training	12XXFAORGIMP	OR1200
Lean Six Sigma	12XXFAATQUAL	CE0100
Conduct Evaluations	12XXFACORPSV	CP0900
Meeting (Provide Mission Services)	12XXFAORGMIP	OR1200
Proctor Test		