
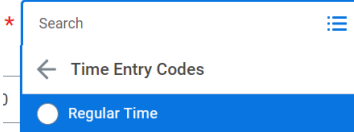


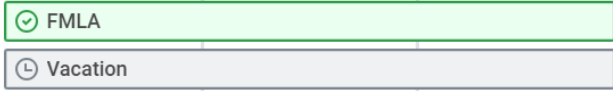



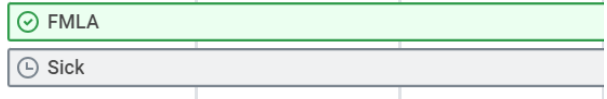


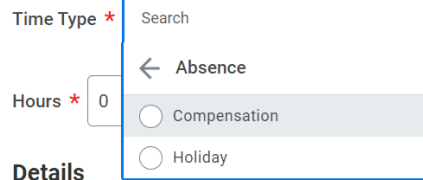

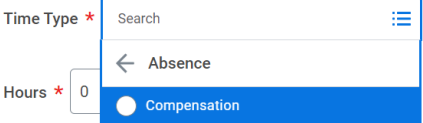

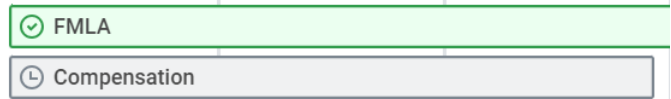










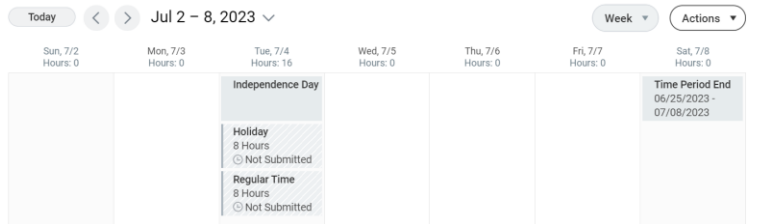



Time entry Code(JDE)	JDE Description	Location/Application in Workday	Selection process (Workday)
1	Regular Pay	 Time	Time Type: Time Entry Codes > Regular time 
10	Vacation Pay	 Absence	Absence Type: City of Lakewood Time Off > Vacation
11	Vac FMLA	 Absence	Note: FMLA leave must be requested & approved prior to entering Vacation for FML. The entry for FMLA and Vacation will be conjoined. Absence Type: City of Lakewood Time Off > Vacation 
12 17 22 27 43	Vac DV Sick DV HOL DV Comp Tkn DV PdAdmLv DV	 Absence	Note: DV Time codes will be requested as Admin Leave on the absence calendar. Absence Type: City of Lakewood Time Off > Admin Leave (Paid)
15	Sick Pay	 Absence	Absence Type: City of Lakewood Time Off > Sick
16	Sick FMLA	 Absence	Note: FMLA leave must be requested & approved prior to entering Sick for FML. The entry for FMLA and Sick will be conjoined. Absence Type: City of Lakewood Time Off > Sick

			
20	Holiday Pay/ Floating Holiday	 Time Or  Absence	<p><u>Holiday Pay</u> Time Type: Absence > Holiday</p>  <p><u>Floating Holiday</u> Note: Entered as a separate entry from Holiday. Balances will show a zero and will become a negative amount when requested, this is due to the way floating holidays accrue but can be used at any point.</p> <p>Absence Type: City of Lakewood Time Off > Floating Holiday</p>
25	Comp Taken	 Time	<p>Time Type: Absence > Compensation</p> 
26	CompTkn FMLA	 Absence	<p>Note: FMLA leave must be requested & approved prior to entering Compensation taken for FML. The entry for FMLA and Compensation will be conjoined.</p> <p>Absence Type: City of Lakewood Time Off > Compensation</p> 

30	Military Pay	 Absence	Absence Type: City of Lakewood Time Off > Military Time Off
33	Bereavement	 Absence	Absence Type: City of Lakewood Time Off > Bereavement
35	Jury Pay	 Absence	Absence Type: City of Lakewood Time Off > Jury Pay
36	Alt Duty	 Time	Time Type: Time Entry Codes > Alt Duty
40	PdAdminLv	 Absence	Absence type: City of Lakewood Time Off > Admin Leave Paid
42	Strtch Off	 Absence	Absence type: City of Lakewood Time Off > Stretch Pay
46	Unpaid Susp	 Absence	Absence type: City of Lakewood Time Off > Unpaid Suspension
49	Unpaid Mil	 Absence	Absence type: City of Lakewood Time Off > Unpaid Military
50	Unpaid Other	 Absence	Note: Accrued hours for Vacation and Compensation time must be depleted. Absence type: City of Lakewood Time Off > Unpaid Other
51	Unpaid FMLA	 Absence	Absence type: City of Lakewood Leave > FMLA
52	Unpaid DV	 Absence	Note: Accrued hours for Vacation and Compensation time must be depleted. Absence type: City of Lakewood Time Off > Admin Leave (Unpaid)

100	Overtime Pay	 Time	<p>Employees that are not in PD: Overtime must be entered as a separate entry from regular hours recorded. Must ensure all regular hours are entered before adding a second entry.</p> <p>Time Type: Time Entry Codes > Regular time</p>  <p>Overtime in PD: Employees in the Police Department will enter OT under PD Overtime.</p> <p>Time Type: Time Entry Codes > PD Overtime</p> <ul style="list-style-type: none"> ➤ Enter Cost Center, Watch and Reason for Overtime Request <p>Time Type * <input type="text" value="PD Overtime"/></p> <p>Hours * <input type="text" value="2"/></p> <p>Details</p> <p>Convert Overtime to Comp Time in Lieu <input type="text" value="No"/></p> <p>Cost Center * <input type="text"/></p> <p>Watch * <input type="text"/></p> <p>Reason for Overtime Request * <input type="text"/></p>
101	CompEarned	 Time	<p>Note: Compensation Earned must be entered as a second entry, separate from regular hours recorded.</p> <p>Time Type: Time Entry Codes > Regular Time</p> <ul style="list-style-type: none"> ➤ Then click into “Convert Overtime to Comp Time in Lieu” and select Yes.

			<div>Time Type *<div><div>×</div>Regular Time<div>...</div></div><div></div></div> <div>Hours *<div><div>2</div></div></div> <div>Details</div> <div>Grant<div></div><div></div></div> <div>Convert Overtime to Comp Time in Lieu<div><div>×</div>Yes<div></div></div><div></div></div>
105	On-Call Pay	<div><div></div><div>Time</div></div>	Time Type: Time Entry Codes > On-Call Pay
110	OT-2nd job	<div><div></div><div>Time</div></div>	<p>Note: Overtime must be entered as a separate entry from regular hours recorded. Must ensure all regular hours are entered before adding a second entry.</p> <p>Time Type: Time entry codes > Regular time</p> <p>➤ Then under “Position” select the job you would like to enter the OT for.</p> <div><div><div>Mon, 7/24 Hours: 16</div><div>Regular Time 8 Hours: VAR Specialized Instr-</div><div>Regular Time 8 Hours: VAR Recreation</div></div><div><div>Tue, 7/25 Hours: 8</div><div>Regular Time 8 Hours: VAR Specialized Instr-</div></div><div><div>Wed, 7/26 Hours: 8</div><div>Regular Time 8 Hours: VAR Specialized Instr-</div></div><div><div>Thu, 7/27 Hours: 8</div><div>Regular Time 8 Hours: VAR Specialized Instr-</div></div><div><div>Fri, 7/28 Hours: 8</div><div>Pay date 07/09/2023 - 07/22/2023</div><div>Regular Time 8 Hours: VAR Specialized Instr-</div></div><div><div>Sat, 7/29 Hours: 0</div></div><div><div>Jul 23 – 29, 2023</div><div><div>Regular Hours40</div><div>Overtime Hours8</div><div>Time Off Hours0</div><div>On-Call Hours0</div><div>Project Hours0</div><div>Comp Time Earned0</div><div>Total Hours48</div></div></div></div>
115	Hol Work OT	<div><div></div><div>Time</div></div>	<p>Note: Two entries will need to be created on the date of the Holiday for the system to recognize the overtime worked.</p> <div><div>1. Time Type: Absence > Holiday</div><div>2. Time Type: Time entry code > Regular</div></div>

			
205	FT-Sworn	 Time	Time Type: Time entry code > Field Training Sworn
206	FT-Non Sworn	 Time	Time Type: Time entry code > Field Training Non-Sworn
225 226	ShortTrmDisb ShtTrmDisFML	 Absence	Absence type: City of Lakewood leave > Short Term Disability