

***The PACS Attendance system uses daily attendance. Please correct only the day or days reported in error.
(It is not necessary to report the entire 2-week pay period.)**

- Keep a photo copy of any PACS Correction submitted at your location for audit purposes.
- Temporary Part-Time is posted online using the prior pay period option. The only exception to this is for decreasing reported time. This is still corrected by sending the paper PACS Correction form to the Employee and Retiree Service Center for processing.
- To view a prior pay period go into your attendance screen. Change the pay period end date to the one you wish to view. Click on your inquire icon. The status column will say final. Put an X in the attendance you wish to view and click on the attendance release box. Locate the employee you wish to view. Place an X in the FC box. Click on the inquire icon. You will now be able to view the employee's individual attendance for that pay period.

FRACTION OF HOUR

Report fraction of an hour of time worked:

MINUTES WORKED	REPORT TENTHS
0 - 05	.0
6 - 11	.1
12 - 17	.2
18 - 23	.3
24 - 29	.4
30 - 35	.5
36 - 41	.6
42 - 47	.7
48 - 53	.8
54 - 59	.9

***EMR is the only absence code allowed for long-term subs.**

ABSENCE PAY CODES

ADL	Administrative Leave
ANN	Annual Leave
BFI	Bereavement - Immediate
BFO	Bereavement - Other
CCP	Child Care Leave with Pay
CCN	Child Care Leave w/o Pay
CVL	Civil
*EMR	Emergency
HOL	Holiday
IIF	Illness in Family
MIL	Military
NPR	Reported Leave Without Pay
NPS	Sched. Leave Without Pay
PER	Personal Leave
PRO	Professional Leave
SCK	Sick Leave
UBL	Union Business Leave
UIP	Unusual or Imperative w/Pay
WCP	Worker's Compensation

OVERTIME PAY CODES

CBP	Call-Back Pay
DEC	Delayed Opening/Early Closing
EDW	Emergency Day Worked
HRR	Holiday at Regular Rate
OTR	Overtime
OUR	Outside Use at Regular Rate
OUP	Outside Use at Time and 1/2
STB	Standby Hours
WOH	Hours worked on a holiday

REGULAR HOURS PAY CODES

REG	Supporting Services and Professional Hours
LTS	Long-Term Substitute Teacher Hours