

AiM Entry vs. Workday Entry

AiM Time Types	Workday
R (Regular Hours)	Hours Worked
ST (Straight Time)	Hours Worked
OT (Overtime)	Hours Worked
CP (Comp Time Earned)	Hours Worked & (under Details) Select Comp Time Earned
ASG (HWB – Hazard Pay)	Assignment/Hazard
SB (RSW – Standby Pay)	Standby
CB (Call Back)	Call Back

AiM Entry	Workday Entry	Notes
CB: 2 hours OT: 4 hours (7-11pm)	Call Back In: 7:00pm Out: 11:00pm	In Workday you only enter the hours you worked when you were called back with the Time Type of "Call Back."
R: 8 hours (7:00am-3:30pm) ASG: 4 hours	Assignment/Hazard In: 7:00am Out: 11:00am Hours Worked In: 11:00am Out: 12:30pm Hours Worked In: 1:00pm Out: 3:30pm	Enter the total hours you work on Assignment for the first time block.
R: 8 hours (7:00am-3:30pm) ASG: 7 hours	Assignment/Hazard In: 7:00am Out: 12:30pm Assignment/Hazard In: 1:00pm Out: 2:30pm Hours Worked In: 2:30pm Out: 3:30pm	Enter the total hours you work on Assignment for the first time block. If the hours worked on assignment are greater than your first time block, then add an additional time block after lunch for the additional assignment hours you worked. Lastly enter your remaining Hours Worked.
R: 8 hours (7:00am-3:30pm) OT: 2 hours (3:30-5:30pm)	Hours Worked In: 7:00am Out: 11:00am Hours Worked In: 11:30am Out: 5:30pm	Workday will automatically calculate when you receive overtime.

<p>R: 8 hours (7:00am-3:30pm) SB: 15.50 hours (12:00am-7:00am & 3:30pm-12:00am)</p>	<p>Standby In: 12:00am Out: 7:00am</p> <p>Hours Worked In: 7:00am Out: 11:00am</p> <p>Hours Worked In: 11:30am Out: 3:30pm</p> <p>Standby In: 3:30pm Out: 12:00am</p>	<p>If you are on Standby 3:30pm today to the beginning of your shift tomorrow at 7:00am you can enter this as one time block.</p> <p>Example: Time Type: Standby In: 3:30pm Out: 7:00am</p>
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AiM vs. Workday Leave codes

AiM Leave Codes	Workday	Notes
A (Annual Leave)	Vacation Time Off	Enter Vacation in the Absence section, rather than time, because as soon as you enter this in absence it sends it off the supervisor or managers for approval.
S (Sick Leave)	Sick Time Off	If pre-approved, enter in Absence. If called in sick, enter in Time once returning from sick leave.
Holiday	Holiday Taken Time Off	Enter every holiday for all classified & professional staff.
PH (Personal Holiday)	Personal Holiday Time Off	Enter in Absence.
CT (Comp Time Used)	Compensatory Time Off	Enter in Absence.
L (Leave without Pay)	Unpaid Time Off	Enter in Absence.
AFB (Annual Faith Based)	Vacation Time Off & Reason of "Conscience"	Enter in Absence indicating Vacation Time Off & select the Reason of "Conscience"
B (Bereavement)	Bereavement Time Off	Enter in Absence or Time.
C (Civil/Jury)	Civil Duty Time Off	Enter in Absence or Time.
D (Discretionary)	Discretionary Time Off	Enter in Absence.
HU (Holiday Comp Time Used)	Holiday Credit Time Off	Enter in Absence.
HUFB (Holiday Comp Time Used Faith Based)	Holiday Credit Time Off & Reason of "Conscience"	Enter in Absence indicating Holiday Credit Time Off & select the Reason of "Conscience"
LFB (Leave without Pay Faith Based)	Unpaid Time Off & Reason of "Conscience"	
M (Military)	Military Training Paid Time Off	Enter in Absence. If taking LWOP for military leave enter "Military Unpaid Time Off"
PHFB (Personal Holiday Faith Based)	Personal Holiday Time Off & Reason of "Conscience"	Enter in Absence indicating Personal Holiday Time Off & select the Reason of "Conscience"
SHL (Shared Leave)	LOA – Shared Leave of Absence	Only can be entered by FS HR