

Event Code Descriptions

Below are the descriptions to Event codes that employees will be using on their ESS timesheet. This is how they will appear in MSS.



The screenshot shows a web-based timesheet interface. On the left is a navigation menu with options like 'Document View', 'Timesheet Header', 'Timesheet Details', 'Other Activity', 'Document Comments', 'Document Attachments', 'Document History', 'Document Reference', 'Future Triggering', and 'Forms'. The main area is titled 'Timesheet for pay period May 14, 2018 to May 27, 2018'. It features a grid with columns for days of the week (Mon-Sun) and a 'Total Hours' column. A red box highlights the 'Event' column. The grid contains four rows of data: 'HOL' (8:00 on Mon, 8:00 on Sat, 8:00 on Sun), 'REG' (8:00 on Tue, 8:00 on Wed, 8:00 on Thu, 8:00 on Fri, 8:00 on Sat, 8:00 on Sun), 'PLUSD' (8:00 on Sat, 8:00 on Sun), and 'VLUSD' (8:00 on Sat, 8:00 on Sun). The 'Total Hours' column shows 8:00, 64:00, 4:22, and 3:38 respectively.

Event	Overrides	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
HOL		08:00					08:00	08:00	8:00
REG			08:00	08:00	08:00	08:00	08:00	08:00	64:00
PLUSD							08:00	08:00	4:22
VLUSD							08:00	08:00	3:38

Employees will Enter time worked per day per Pay Event Code in Hours & Minutes format HH:MM

Event Code Short Descriptions:

- BRVMT – Bereavement Hours
- DLUSD – Doctor Hours
- HOL – County Holiday Hours
- HOLWK – Holiday Hours Worked
- HOLWP – Holiday Premium Hours for Holiday Hours Worked (will be calculated at the ½ premium rate)
- JURY – Jury Duty Hours
- OCPGN – On-Call Hours
- OT – Overtime Hours Worked
- PLUSD – Personal Hours (Scheduled)
- PRSHF – Shift Premium Hours Worked
- PRWKD – Weekend Premium Hours Worked
- PULUD – Personal Hours (Unscheduled)
- REG – Regular Hours Worked
- VLUSD – Vacation Hours