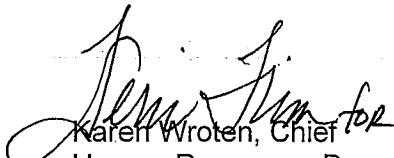


Human Resources Memorandum

SUBJECT: Updated Timesheet Codes	NUMBER: HR 12-016
	DATE ISSUED: July 27, 2012
DISTRIBUTION: All Employees	EXPIRES: NA

The following table describes the timesheet codes to be used for the various Personal Leave Programs and Professional Development Days. Bargaining Units 9 and 13 should use code "FH" for the 2012 Furlough Program usage on their timesheets. Please direct any questions to your assigned Personnel Specialist.

Personal Leave Program (PLP)	Absence Information Codes	Labor Distribution Activity Code
PLP 2012	LV	900000
Furlough 2012	FH	900000
PLP 2010	LP	900000
PLP 2003	LD	800000
PLP 1999	PL	800000
Professional Development Day	PT	800000


 Karen Wroten, Chief
 Human Resources Branch

