

## CODING FOR WORK HOUR

DESCRIPTION	SUB-OBJECT	
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### CLASSIFIED EMPLOYEES CODING ONLY

Regular salaries	1	N/P
2nd shift diff (4-11)	3	N/P
Overtime	4	N/P
2nd shift diff overtime(4-11)	5	N/P
3rd shift diff (11-6)	E	N/P
3rd shift diff overtime(11-6)	F	N/P
Additional regular pay	X	N/P
Additional 2nd shift diff	Y	N/P
Additional 3rd shift diff	Z	N/P

### TEMPORARY EMPLOYEES CODING ONLY

Regular salaries	2	N/P
2nd shift diff (4-11)	B	N/P
2nd shift diff overtime(4-11)	C	N/P
Overtime	D	N/P
3rd shift diff (11-6)	G	N/P
3rd shift diff overtime (11-6)	H	N/P

### LEAVE REPORTING

You must code leave to your assigned organization (ORGN)/  
Grant (GBL) using the proper sub-object and function

DESCRIPTION	SUB-OBJECT	FUNC
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Annual Leave	AN	6711
Annual Leave FML - Employee		6712
Annual Leave FML - Family		6713
Annual Leave - Injury on Job		6744
Sick Leave	SN	6715
Sick Leave - Family		6716
Sick Leave FML - Employee		6717
Sick Leave FML - Family		6718
Sick Leave - Injury on Job		6746
Holiday	TN	6720
Holiday Alternate		6721
Holiday FML - Family		6722
Holiday - Injury on Job		6748

**LEAVE REPORTING, continued**

<b>DESCRIPTION</b>	<b>SUB-OBJECT</b>	<b>FUNC</b>
Short Term Disability	KN	6728
Short Term Disability FML		6732
Administrative Leave	6N	6700
Educational		6706
Other		6709
Funeral Leave	7N	6701
Jury Duty	9N	6702
Court Leave		6703
Military Leave	MN	6704
Military Leave w/pay 15 days		6705
Leave Without Pay	WN	6736
Leave Without Pay FML - Employee		6738
Leave Without Pay FML - Family		6739
Leave Without Pay - Injury on Job (Leave)		6740
Leave Without Pay - Injury on Job (No leave)		6742
Leave Without Pay - Injury on Job - FMLA (No leave)		6743

**FUNCTIONS/PHASE RELATIONSHIP CHART**

<b>Function</b>	<b>Phase</b>
3000-3099	D-Design
3100-3199	R-Right of Way
3200-3399	C-Construction
3926-3927	M-Miscellaneous, to Training Project
3928	General Training
3900-3999	D,R,U, or C (The Phase Code used should indicate the type of work to which the transaction was directly related.)
2040	Maintenance Management
2917	D-Design (If charged to a State Project)
2919	C-Construction (If charged to a State Project)
2000-2999	B-For MP, Property, Damage Claim Project



**COLORADO DEPARTMENT OF TRANSPORTATION  
TIME BOOK**

Organization #

Date:

From:

To:

Employee:

**INSTRUCTIONS**

**Use this Time Book to record daily time counts and equipment charges to orgn codes or projects.**

**At the end of the month transfer time count information onto CDOT Form #607 (Employee Time Distribution). Forward completed CDOT Form #607 to your Maintenance Section or Region Office without delay.**

**Use the "Notes for reminders & significant happenings" located on the back of each time sheet, as a diary.**

**Notes for  
Reminders and Significant Happenings**

Month - Year

DAY

DAY