LEAVE AND PAY EXCEPTION REPORT (LAPER): GUIDELINES FOR OPS CONTRACT EMPLOYEES (Work Group: OPSC)

In compliance with the federal Affordable Care Act (ACA) healthcare reform legislation and Florida state law expanding healthcare coverage to eligible OPS employees, the Department of Management Services, the state's administrative agency has provided state agencies with new reporting requirements to assist the state in determining eligibility and coordinating enrollment for eligible OPS employees. To adhere to the new reporting guidelines, UCF is required to modify how time worked is captured and reported for some of our OPS Exempt contract employees.

Accordingly, the Leave and Pay Exception Report (LAPER) for employees in Work Group OPSC has been modified to include a new Time Reporting Code – **ACA**. The **ACA** Time Reporting Code is required to accurately report hours worked on a daily basis to the state.

Currently, OPS Exempt contract employees in the following positions and job codes are excluded from submitting hours for ACA reporting and <u>do</u> <u>not have enter hours under ACA time reporting code</u>. For these employees hours UCF will report to the state using the method prescribed by the state.

Teaching	g Adjuncts	Post-Doctoral Associates and Medical Residents	Graduate Assistants			
9001A	■ 9001X	9189 – Post Doctoral Associate	9181	■ 9184		
■ 9002A	■ 9002X	 9811 – Chief Medical Resident 	9182	■ 9186		
9003A	■ 9003X	9821 – 1 st year Medical Resident	9183	9187		
■ 9004A	■ 9004X	 9822 – 2nd year Medical Resident 				
■ 9005A ■ 9005X		 9823 – 3rd year Medical Resident 				

ALL other OPS Exempt contract employees are required to submit hours worked on a daily basis using the new ACA Time Reporting Code on the revised LAPER.

Refer to OPS JOB CODES SUBJECT TO REPORTING TIME WORKED FOR "ACA" TIME REPORTING CODE chart on page 4.

Please note: For exempt employees under the Fair Labor Standards Act, daily hours worked reported for ACA purposes may vary from an exempt employee's standard contracted hours and will not impact pay. Pay will continue to be calculated based upon the contracted bi-weekly pay rate.

Additionally, ALL OPS contract employees are required to complete the LAPER to report any leave usage for the pay period *(if applicable). Applicable leave codes for OPS Exempt contract employees are as followed:*

• LWO: Leave Without Pay • WC: Workers Comp • FML: Family Medical Leave

Departments and OPS contract employees should refer to the guidelines below for directions on completing the revised LAPER and reporting hours using the ACA Time Reporting Code.



						_/ (V L	. / (1)					v I\L		· (Ľ/		., (rk Group: OPSC) w/ EXPLANATION
LL OPS ddition eaching lease f ay peri he Affo	aally, O g Adjunc till in ied. Gui ordsble	t employ PS contr ts, Post the box delines Care Act	nact en Doctor is below on comp : (ACA)	ployees al Asso next to leting mandate	ad to co and non c. and g o the <u>Ho</u> the LAPE s that U	Rcd#: mplete i raduate urs Nori R are p CF offe	the LAPS ng adjun assista ted code cetted on r health	Job The to react the are the are the HR to the HR	Code: 9 port les require exclude document website verage t	ave usage ad to sul ad from (nt the a a: <u>http:/</u>	Work e for the buit how submitting totual how /hr.uef. ble emplo	Grp: O be pay p irs work ing hour ours work edu/fil loyees a	PSC beriod () and for 3 as worked rked dur les/QPSC as define	Group if appli ACA repo i for AC ing each LAPER C ed by st	arting. A report h day of <u>Anideline</u> ate and	ing the	<u>t</u>	 ACA - TIME REPORTING OPS contract employees and non-teaching adjuncts are required to surply be a su
TANDARI										ID REPOR					Thu 08/29	RAT WI To		worked for ACA reporting. SCHED. HOURS vs. *ACTUAL HRS Actual hours entered should not exceed the scheduled/standard
Sched Hours *Actual Hrs End: 08/29/2013 Week 1 Total 20.00 \$ Week 2 Total 20.00 \$											unt:	including hours worked, holidays and administrative leave. For exempt employees under the Fair Labor Standards Act, daily hours wo reported for ACA purposes may vary from an exempt employee's stand contracted hours and will not impact pay. Pay will continue to be calculated by						
Leave	Fri 08/16	5 Sat 08/17	how Les Sun 08/18	ve Used Mon 08/19	for Week Tue 08/20	1 Below Wed 08/21	Thu 08/22	Wk 1 Total	Fri 08/23	Sat 08/24	Sho Sun 08/25	Mon 08/26	Used for Tue 08/27	Week 2 Wed 08/28	Below Thu 08/29	Wk Tet		 upon the contracted bi-weekly pay rate. LEAVE USAGE The types of leave and compensatory time for which the empliseligible and the abbreviations for the leave types are located section.
Please indicate the type of leave being used in the column marked "Leave Type' and indicate the number of hours in the column(s) with the appropriate date. (LWO) Leave Without Pay (WC) Workers Comp (FML) Family Medical Leave											 Acceptable leave types for OPSC work group are: LWO: Leave Without Pay WC: Workers Comp FML: Family Medical Leave Enter the leave type abbreviation(or the Time Reporting Code) 							
usag	-	dical or	Parenta dical or p	l Leave F arontal le	Request ave, or f	Form an or a work	d Medic -related i	al Certif	ication F injury.	uations. F	required	when at					_	 Enter the leave type abbreviation (or the time keporting code) Leave Type column and the number of hours in the appropriat Enter the total hours for each leave type in the Wk1 Total co and Wk2 Total column.
Fro		т		Explanat Leave		ave Used	I (Use Se	parate S	neet of P	aper if ne Reas								
	Time				# Hours					Abdo							-	 EXPLANATION of LEAVE USED and SIGNATURE SECTION Enter the date and time for which leave is being used, the leave the number of hours, and the reason. A general reason must be for the use of leave or Leave Without Pay.
				DOME OF	his form	eccurete	v reflect	time wor	ked and l	eave take	en durino	the neri	od indica	ted.				 Sign, date, and submit the report to the supervisor in accord
	l certify	the the	nours sr	NUMBER OF T			ly reneor					and ber						with the department's policy.

UCF

EXAMPLES FOR COMPLETING LAPER (Work Group: OPSC)

Norked 05/2	i Sat 24 05/25				ed Thu /29 05/30	Wk1 Fri Total 05/3		Sun 06/02	Mon Tue 06/03 06/04	Wed 06/05	Thu 06/06	Wk2 Total	← <u>EXAN</u>	<u>ЛРLЕ #1</u>
ACA 2		00.20	4	2 4		20 4		00.02	4 4	4	4	20	•	An Exempt OPS contract employee hired for 20 standard hou
														per week Employee works a variable daily schedule
	Sched		*Actual		od Begin: 0	5/24/2013	End: 06	/06/201	3					- 20 hours over 5 days each week
Veek 1 Total	20.00		20.00											20 Hours over 5 days each week
Veek 2 Total	20.00		20.00											
Hours Fri				ue Weo		Wk1 Fri			Von Tue			Vk2	← <u>EXAN</u>	<u>1PLE #2</u>
Vorked 05/24	4 05/25	05/26 0	5/27 05	/28 05/2	9 05/30	Total 05/31	06/01	06/02 0	6/03 06/04	06/05 0	6/06 T	otal	•	An Exempt OPS contract employee hired for 20 standard hou
ACA 5			4	4 4	8	25 4			4 4	4	4	20		per week
ACA													•	Exempt employee is completing a project and works 25 hou
		_												the first week of the pay period and then standard 20 hours f
					l Begin: 05	/24/2013	End: 06/0	6/2013						the second week of the pay period
	Sched H		*Actual H	<u>IS</u>									•	Actual hours entered should not exceed the
/eek 1 Total	20.00		0.00											scheduled/standard hours including hours worked, holida
/eek 2 Total	20.00	2	0.00										_	and administrative leave.
													•	As an Exempt employee under the Fair Labor Standards A
														daily hours worked reported for ACA purposes can vary fro
														standard contracted hours and will not impact pay. PAY WILL BE CALCULATED BASED UPON CONTRACTED E
													-	WEEKLY PAY RATE.
														WEEKLI PAI RATE.
Hours F		Sun	Mon		/ed Thu	Wk1 Fr		Sun	Mon Tue	Wed	Thu	Wk2	FXAN	NDI F #2
Worked 05/	24 05/25		05/27	05/28 05	5/29 05/30	Total 05/3			06/03 06/0	4 06/05	06/06	Total	← <u>EXAN</u>	
	24 05/25			05/28 05				Sun 06/02		4 06/05			← <u>EXAN</u> ■	An Exempt OPS contract employee hired for 20 standard hou
Worked 05/	05/25		05/27 4	05/28 05 4 • •	5/29 05/30 4	Total 05/3	31 06/01	Sun 06/02	06/03 06/0 4 4	4 06/05	06/06	Total		An Exempt OPS contract employee hired for 20 standard hou per week
Worked 05/ ACA 4 Week 1 Total	24 05/25	05/26	05/27 4 4 Current *Actual 16.00	05/28 05 4 • •	5/29 05/30 4	Total 05/3 16 4	31 06/01	06/02	06/03 06/0 4 4	4 06/05	06/06	Total	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule
Worked 05/ ACA 4 Week 1 Total Week 2 Total	24 05/25	05/26 Hours 0 0	05/27 4 *Actual 16.00 20.00	05/28 05 4 • Pay Perid	5/29 05/30 4 od Begin:	Total 05/3 16 4	End: 06	06/02	06/03 06/0 4 4	4 06/05	06/06	Total	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repres	24 05/25 Sched 20.0 sents hours	1 Hours 0 0 0 s worked	05/27 4 *Actual 16.00 20.00 + holiday	05/28 05 4 Hrs s + persor	od Begin: nal holiday	Total 05/3 16 4 05/24/2013 + administrati	End: 06/01	06/02	06/03 06/0 4 4 3	4 06/05 4	06/06 4	Total 20	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for ou
Worked 05/ ACA 4 Week 1 Total Week 2 Total	24 05/25	1 Hours 1 Hours 0 0 5 worked 1 Hours 0 0 0 0 0 0 0 0 0 0 0 0 0	05/27 4 4 *Actual 16.00 20.00 + holiday e Used fi Mon	05/28 05 4 Pay Peri- Hts s + persor or Week 1 Tue W	5/29 05/30 4 od Begin: nal holiday	Total 05/3 16 4 05/24/2013 + administrati	End: 06/01	06/02	06/03 06/0 4 4 3 ve Used for W Mon Tue	4 06/05 4	06/06	Total 20 Wk2	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Represeave Type F	24 05/25	1 Hours 1 Hours 0 0 5 worked 1 Hours 0 0 0 0 0 0 0 0 0 0 0 0 0	05/27 4 4 *Actual 16.00 20.00 + holiday e Used fi Mon	05/28 05 4 Hrs s + persor or Week 1 Tue W	od Begin: od Begin: hal holiday Below /ed Thu	Total 05/3 16 4 05/24/2013 + administrati	End: 06/01	06/02	06/03 06/0 4 4 3 ve Used for W Mon Tue	4 06/05 4	06/06	Total 20 Wk2	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standa 20 hours for the second week of the pay period
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repres eave Type FI 05/	24 05/25	1 Hours 1 Hours 0 0 5 worked 1 Hours 0 0 0 0 0 0 0 0 0 0 0 0 0	05/27 4 4 *Actual 16.00 20.00 + holiday e Used fi Mon	05/28 05 4 Hrs s + persor or Week 1 Tue W	od Begin: od Begin: hal holiday Below /ed Thu	Total 05/3 16 4 05/24/2013 + administrati	End: 06/01	06/02	06/03 06/0 4 4 3 ve Used for W Mon Tue	4 06/05 4	06/06	Total 20 Wk2	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standa 20 hours for the second week of the pay period
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Represent eave Type F 05/ LWO	24 05/25 Sched 20.0 20.0 sents hours rl Sat 24 05/25 the type of	1 Hours 0 0 0 0 0 0 0 0 0 0 0 0 0	05/27 4 4 Current *Actual 16.00 20.00 + holiday we Used fr Mon 05/27 4	05/28 05 4 05 Pay Perio Hts rs + persor or Week 1 Tue W 05/28 05	5/29 05/30 4	1 Total 05/2 16 4 05/24/2013 + administrati Wk1 Fr 1 74	End: 06/01	06/02	06/03 06/0 4 4 3 ve Used for W Mon Tue 06/03 06/0	eek 2 Be Wed 4 06/05	06/06 4 10w Thu 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standa 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported.
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repre: eave Type F 05/ LWO	24 05/25 Sched 20.00 20.00 sents hours ri Sat 24 05/25 the type of date.	1 Hours 0 0 0 0 0 0 0 0 0 0 0 0 0	05/27 4 4 Current *Actual 16.00 20.00 + holiday e Used fi Mon 05/27 1 ing used	05/28 05 4 1 Pay Peri Hrs If rs 1 rs + persor 1 or Week 1 1 Tue W 05/28 05 1 1 in the colu 1	5/29 05/30 4	1 Total 05/2 16 4 05/24/2013 + administrati Wk1 Fr Total 05/2 4 05/2 3'Leave Type	End: 06/01	06/02	06/03 06/0 4 4 3 ve Used for W Mon Tue 06/03 06/0	eek 2 Be Wed 4 06/05	06/06 4 10w Thu 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for o day in the first week of the pay period and then then standa 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported.
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Represease and total •	24 05/25	1 Hours 0 0 s worked 0 0 0 0 0 0 0 0 0 0 0 0 0	05/27 4 4 Current *Actual 16.00 20.00 + holiday e Used f Mon 05/27 4 ing used hout Pay d approv	Pay Peri- Hts S + persor or Week 1 Tue W S/28 in the colu (ed in adva	5/29 05/30 4	1 Total 05/2 16 4 05/24/2013 + administrati Wk1 Fr Total 05/2 4 05/2 3'Leave Type The energy of th	End: 06/01 End: 06 ve leave Sh Sat 1 06/01 'and indid (FML) F	06/02	O6/03 06/0 O6/03 06/0 A 4 4 3 3 Mon Tue 06/03 06/0 O6/03 06/0	eek 2 Be Wed 4 06/05	06/06 4 10w 10w 06/06 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for o day in the first week of the pay period and then then standa 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOU
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repre: eave Type Fi 05/ LWO	24 05/25 Sched 20.0 20.0 sents hours Sh rl Sat 24 05/25 the type of date. (LWO) L ust be requ ust be requ	1 Hours 1 Hours 0 Hours 1 H	05/27 4 4 Current *Actual	Pay Peri- Hrs Pay Peri- Hrs Pay Peri- Hrs Tue Wook 1 Tue Woo5/28 O5 in the colu (ed in adva st Forms	5/29 05/30 4 0 od Begin: 0 hal holiday 0 Below 0 7/29 05/30 4 0 9 05/30 4 0 9 05/30 4 0 9 05/30 4 0 9	Total 05% 16 4 05/24/2013 + administrati VVk1 Fr Total 05% 4 d d f'Leave Type ers Comp tin emergence 1 Certificatio	End: 06/01 End: 00 ve leave Sh Sat 11 06/01 Cand indic (FML) F y situation Form ar	06/02	O6/03 06/0 O6/03 06/0 A 4 4 3 3 Mon Tue 06/03 06/0 O6/03 06/0	eek 2 Be Wed 4 06/05	06/06 4 10w 10w 06/06 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for o day in the first week of the pay period and then then standa 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOU
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repre: eave Type F/ 05/ LWO Please indicate he appropriate .eave usage m sage. A Medic	24 05/25 Sched 20.0 20.0 sents hours Sh rl Sat 24 05/25 the type of date. (LWO) L ust be requ ust be requ	05/26 Hours 0 0 0 0 0 0 0 0 0 0 0 0 0	05/27 4 4 Current *Actual	Pay Peri- Hrs Pay Peri- Hrs S + persor or Week 1 Tue W D5/28 O in the colu	5/29 05/30 4 00 ood Begin: 0 hal holiday 0 Below 0 /ed Thu 5/29 05/30 4 0 4 0 (WC) Workd 0 ince, exception 0 and Medicator 0	Total 05% 16 4 05/24/2013 + administrati VVk1 Fr Total 05% 4 d d f'Leave Type ers Comp tin emergence 1 Certificatio	End: 00 End: 00 ve leave Sh Sat 1 06/01 Control of the set (FML) F y situation h Form ar	06/02	06/03 06/0 4 4 3 Ve Used for W Mon 06/03 06/03 06/03 06/03 06/04 06/05 </td <td>eek 2 Be Wed 4 06/05</td> <td>06/06 4 10w 10w 06/06 06/06</td> <td>Total 20 Wk2 Total 0</td> <td>•</td> <td>An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standa 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR</td>	eek 2 Be Wed 4 06/05	06/06 4 10w 10w 06/06 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standa 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repre: eave Type F/ 05/ LWO Please indicate he appropriate .eave usage m sage. A Medic	24 05/25 Sched 20.0 20.0 Sents hours Sh Sat 24 05/25 Check of the type of date. (LWO) L ust be reque for medical	O5/26 O	05/27 4 4 Current *Actual	Pay Peri- Hrs Pay Peri- Hrs S Pay Peri- Hrs S S Persor Or Week 1 Tue W V D S/28 O S I	5/29 05/30 4 00 ood Begin: 0 hal holiday 0 Below 0 /ed Thu 5/29 05/30 4 0 4 0 (WC) Workd 0 ince, exception 0 and Medicator 0	Total 05% 16 4 05/24/2013 + administrati Wk1 Fr Total 05% 4 05/24/2013 total 05% 4 1	End: 00 End: 00 ve leave Sh Sat 1 06/01 Control of the set (FML) F y situation h Form ar	06/02	06/03 06/0 4 4 3 Ve Used for W Mon 06/03 06/03 06/03 06/03 06/04 06/05 </td <td>eek 2 Be Wed 4 06/05</td> <td>06/06 4 10w 10w 06/06 06/06</td> <td>Total 20 Wk2 Total 0</td> <td>•</td> <td>An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standa 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR</td>	eek 2 Be Wed 4 06/05	06/06 4 10w 10w 06/06 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standa 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repre: eave Type 5/ 05/ LWO 5/ LWO 5/ Please indicate he appropriate .eave usage m Isage. A Medic Jusiness days f	24 05/25	1 Hours 1 Hours 1 Hours 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1	05/27 4 4 Current *Actual	Pay Peri- Hts Pay Peri- Hts s + persor or Week 1 Tue W 05/28 05 in the colu ((ed in adva est Form a or for a w Leave Us Hours	5/29 05/30 4 00 ood Begin: 0 hal holiday 0 Below 0 /ed Thu 5/29 05/30 4 0 4 0 (WC) Workd 0 ince, exception 0 and Medicator 0	Total 05% 16 4 05/24/2013 + administrati Wk1 Fr Total 05% 4 05/24/2013 total 05% 4 1	End: 00 End: 00 ve leave Sh Sat 1 06/01 Control of the set (FML) F y situation h Form ar	06/02	06/03 06/0 4 4 3 ve Used for W 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 04 06/03 05/03 06/0 04 06/03 05/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/03 06/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/04 04 06/03 05/03 06/04 04 06/03 05/04 06/04 05/04 06/04 06/05 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 <td>eek 2 Be Wed 4 06/05</td> <td>06/06 4 10w 10w 06/06 06/06</td> <td>Total 20 Wk2 Total 0</td> <td>•</td> <td>An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standar 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR</td>	eek 2 Be Wed 4 06/05	06/06 4 10w 10w 06/06 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standar 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repre: eave Type 5/ 05/ LWO 5/ LWO 5/ Please indicate he appropriate .eave usage m Isage. A Medic Jusiness days f	24 05/25 Sched 20.0 20.0 Sents hours Sh Sat 24 05/25 Check of the type of date. (LWO) L ust be reque for medical	1 Hours 1 Hours 1 Hours 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1	05/27 4 4 Current *Actual	Pay Peri- Hts Pay Peri- Hts s + persor or Week 1 Tue W 05/28 05 in the colu ((ed in adva est Form a or for a w Leave Us Hours	5/29 05/30 4	Total 05% 16 4 05/24/2013 + administrati Wk1 Fr Total 05% 4 05/24/2013 total 05% 4 1	End: 00 End: 00 ve leave Sh Sat 1 06/01 Control of the set (FML) F y situation h Form ar	06/02 arrow Lean arrow	06/03 06/0 4 4 3 ve Used for W 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 04 06/03 05/03 06/0 04 06/03 05/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/03 06/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/04 04 06/03 05/03 06/04 04 06/03 05/04 06/04 05/04 06/04 06/05 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 <td>eek 2 Be Wed 4 06/05</td> <td>06/06 4 10w 10w 06/06 06/06</td> <td>Total 20 Wk2 Total 0</td> <td>•</td> <td>An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standar 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR</td>	eek 2 Be Wed 4 06/05	06/06 4 10w 10w 06/06 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standar 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repre: eave Type 5/ 05/ LWO 5/ LWO 5/ Please indicate he appropriate .eave usage m Isage. A Medic Jusiness days f	24 05/25	1 Hours 1 Hours 1 Hours 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1	05/27 4 4 Current *Actual	Pay Peri- Hts Pay Peri- Hts s + persor or Week 1 Tue W 05/28 05 in the colu ((ed in adva est Form a or for a w Leave Us Hours	5/29 05/30 4	Total 05% 16 4 05/24/2013 + administrati Wk1 Fr Total 05% 4 05/24/2013 total 05% 4 1	End: 00 End: 00 ve leave Sh Sat 1 06/01 Control of the set (FML) F y situation h Form ar	06/02 arrow Lean arrow	06/03 06/0 4 4 3 ve Used for W 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 04 06/03 05/03 06/0 04 06/03 05/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/03 06/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/04 04 06/03 05/03 06/04 04 06/03 05/04 06/04 05/04 06/04 06/05 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 <td>eek 2 Be Wed 4 06/05</td> <td>06/06 4 10w 10w 06/06 06/06</td> <td>Total 20 Wk2 Total 0</td> <td>•</td> <td>An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standar 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR</td>	eek 2 Be Wed 4 06/05	06/06 4 10w 10w 06/06 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standar 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repre: eave Type 5/ 05/ LWO 5/ LWO 5/ Please indicate he appropriate .eave usage m Isage. A Medic Jusiness days f	24 05/25	1 Hours 1 Hours 1 Hours 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1	05/27 4 4 Current *Actual	Pay Peri- Hts Pay Peri- Hts s + persor or Week 1 Tue W 05/28 05 in the colu ((ed in adva est Form a or for a w Leave Us Hours	5/29 05/30 4	Total 05% 16 4 05/24/2013 + administrati Wk1 Fr Total 05% 4 05/24/2013 total 05% 4 1	End: 00 End: 00 ve leave Sh Sat 1 06/01 Control of the set (FML) F y situation h Form ar	06/02 arrow Lean arrow	06/03 06/0 4 4 3 ve Used for W 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 04 06/03 05/03 06/0 04 06/03 05/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/03 06/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/04 04 06/03 05/03 06/04 04 06/03 05/04 06/04 05/04 06/04 06/05 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 <td>eek 2 Be Wed 4 06/05</td> <td>06/06 4 10w 10w 06/06 06/06</td> <td>Total 20 Wk2 Total 0</td> <td>•</td> <td>An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standa 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR</td>	eek 2 Be Wed 4 06/05	06/06 4 10w 10w 06/06 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standa 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR
Worked 05/ ACA 4 Week 1 Total Week 2 Total • Repre: eave Type 5/ 05/ LWO 5/ LWO 5/ Please indicate he appropriate .eave usage m Isage. A Medic Jusiness days f	24 05/25	1 Hours 1 Hours 1 Hours 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1	05/27 4 4 Current *Actual	Pay Peri- Hts Pay Peri- Hts s + persor or Week 1 Tue W 05/28 05 in the colu ((ed in adva est Form a or for a w Leave Us Hours	5/29 05/30 4	Total 05% 16 4 05/24/2013 + administrati Wk1 Fr Total 05% 4 05/24/2013 total 05% 4 1	End: 00 End: 00 ve leave Sh Sat 1 06/01 Control of the set (FML) F y situation h Form ar	06/02 arrow Lean arrow	06/03 06/0 4 4 3 ve Used for W 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 06/03 06/0 04 06/03 05/03 06/0 04 06/03 05/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/03 06/03 06/03 04 06/03 05/03 06/03 04 06/03 05/03 06/04 04 06/03 05/03 06/04 04 06/03 05/04 06/04 05/04 06/04 06/05 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 06/04 <td>eek 2 Be Wed 4 06/05</td> <td>06/06 4 10w 10w 06/06 06/06</td> <td>Total 20 Wk2 Total 0</td> <td>•</td> <td>An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standar 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR</td>	eek 2 Be Wed 4 06/05	06/06 4 10w 10w 06/06 06/06	Total 20 Wk2 Total 0	•	An Exempt OPS contract employee hired for 20 standard hou per week Employee works a variable daily schedule - 20 hours over 5 days each week Employee reports 4 hours of Leave Without Pay (LWO) for or day in the first week of the pay period and then then standar 20 hours for the second week of the pay period Actual hours entered would be reduced by the amount of LW reported. PAY WILL BE CALCULATED BASED UPON ACTUAL HOUR

OPS JOB CODES SUBJECT TO REPORTING TIME WORKED FOR "ACA" TIME REPORTING CODE

If the Job Code listed on the top of your LAPER is in the list below you must submit "ACA" hours for each day that you have worked during the pay period.

OPSRA	9121A	9173A	9257X	9293X	9319X	9361X	9413X	■ 9477X
• 027X	9121X	9173X	9258X	9294A	9321X	9363X	9414X	9478X
• 054A	9126A	9178A	9259X	9294X	9322X	9367X	9415X	9482X
• 055X	9126X	9178X	9262X	9295X	9324X	9368X	9417X	9483A
160X	9148	 9180X 	9264X	9296A	9325X	9369X	9418X	9485X
161X	9148A	 9100X 9199A 	9269X	9296X	9326X	9370X	9421X	9486X
■ 178X	9148X	 9199A 9199X 	9270X	9297X	9327A	9374X	9422X	9487X
193X	9150A	■ 9204X	9271X	9298X	9327X	9375X	9425X	9488X
9007A	9150X	■ 9204X	9274X	9299X	9329X	9377X	9427X	9493X
9007X	9151A	- 9203X ■ 9208X	9277A	9300X	9334X	9378X	9428X	9495A
9008A	9151X	 9208X 9215X 	9277X	9301X	9336X	9381	9429X	9495X
9008X	9152A	 9215X 9216X 	9279X	9303X	9337X	9381A	9431X	9498X
9053A	9152X	- 9210X ■ 9217X	9280X	9305X	9339X	9382	9432X	9499X
9053X	9160A	 9217X 9218A 	9281X	9306X	9340X	9382X	9433X	9817A
9054A	9160X	 9218A 9218X 	9282X	9307X	9341X	9385X	9434X	
9054X	9161A	■ 9225X	9284A	9308X	9344X	9387X	9438X	
9055A	9161X	- 9225X ■ 9226X	9284X	9309X	9346X	9388X	9440X	
9055X	9162A	- 9220⊼ ■ 9232X	9285X	9310A	9350X	9395X	9444X	
9056A	9162X	■ 9232X	9286X	9310X	9351X	9396X	9449X	
9056X	9165A	- 9230X ■ 9238X	9287X	9311X	9352X	9400X	9451X	
9110X	9165X	- 9238⊼ ■ 9241X	9289X	9312X	9354X	9402X	9454X	
9115A	9166A	■ 9241X	9290X	9313X	9355X	9408X	9455X	
9115X	9166X	■ 9245X ■ 9246A	9291A	9314X	9357X	9409X	9459X	
9120A	9171A	 9246A 9246X 	9291X	 9315X 	9358X	9410X	9462X	
9120X	 9171X 	 9246X 9250X 	 9292X 	 9318X 	 9359X 	 9411X 	 9464X 	
		- 923UX						

