

PSDS Offices

Codes:

- 90 Unauthorized early begin tour ring - no work performed before beginning of tour.
- 91 Unauthorized late end tour ring - no work performed after end of tour.
- 92 Unauthorized short lunch rings - no work performed during official lunch period.
- 93 No lunch clock rings input - no work performed during official lunch period.
- 94 Erroneous daily clock ring adjustment - time not worked.
- 95 Erroneous badge card used - time not worked.
- 96 Reserved for future use.
- 97 Unauthorized early begin tour ring and an unauthorized late end tour ring - no work performed before the beginning of tour and no work performed after the end of tour.
- 98 Unauthorized short lunch rings and unauthorized late end tour ring - no work performed during official lunch period and no work performed after the end of tour.

Timecard Offices

Codes:

- A Unauthorized early begin tour ring no work performed before beginning of tour.
- B Unauthorized late end tour ring - no work performed after the end of tour.
- C Unauthorized short lunch rings - no work performed during official lunch period.

Note: Only when a supervisor observes, or has reason to know, that an employee did not work, while "on the clock," may the supervisor disallow any such time that the employee recorded. The supervisor must document the basis for any such disallowance.