

**Pay Codes and Their Definitions** 

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Absence No COM Compensatory Time Paid desired hours have been entered.  Comp Pay Out  Used to record/track when an employee is at a conference in paid capacity. Paid as ABS.  Paid Leave  Hours worked in excess of 40 hours per week which an employee has chosen to accrue as compensatory time instead of being paid overtime.  Compensatory Time Earned instead of being paid overtime.  Absence No CTT Compensatory Time Taken  Attendance Yes DBL Double Overtime at 2.0  Double Overtime at 2.0  Double Compensatory Time  Earned If employee is at a conference in paid capacity. Paid as ABS.  Paid Leave  N/A, will not show on paycheck Compensatory time instead of being paid overtime.  Compensatory time taken during normal working hours.  Comp Time Taken  Overtime hours paid at two times hourly rate. UC Flex will automatically calculate Double Overtime pay based on employee's union contract.  If employee is to earn DBL based on union contract and want Comp Time Earned instead.  N/A, will not show on paycheck and want Comp Time Earned instead.  N/A, will not show on paycheck and want Comp Time Earned instead.  N/A, will not show on paycheck and want Comp Time Earned instead.  N/A, will not show on paycheck and want Comp Time Earned instead.  N/A, will not show on paycheck and want Comp Time Earned instead.  N/A, will not show on paycheck and want Comp Time Earned instead.  N/A, will not show on paycheck and want Comp Time Earned instead.  N/A, will not show on paycheck and the pay Codes for attendance and discipline evaluation.  N/A, will not show on paycheck and the pay Codes for attendance and discipline evaluation.  N/A, will not show on paycheck and the pay Codes for attendance and discipline evaluation.  N/A, will not show on paycheck and the pay Codes for attendance and discipline evaluation.  N/A, will not show on paycheck and the pay Codes for attendance and discipline evaluation.  N/A, will not show on paycheck and the pay Codes for attendance and discipline evaluation.  N/A, will not show on paycheck and the pay Codes						
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Tracking No DIS4 Hearings Pay Codes for attendance and discipline evaluation. N/A, will not show on paycheck Tracking No DISC Discipline has been issued Discipline has been issued. N/A, will not show on paycheck Employee to be placed on a temporary, non-duty, non-pay status for budget related reasons. Furlough FOP Holiday Compensatory (FOP ONLY) Employees can use this as paid time off	Tracking			Conference reports	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking No DIS4 Hearings Pay Codes for attendance and discipline evaluation. N/A, will not show on paycheck Tracking No DISC Discipline has been issued Discipline has been issued. N/A, will not show on paycheck Employee to be placed on a temporary, non-duty, non-pay status for budget related reasons. Furlough FOP Holiday Compensatory (FOP ONLY) Employees can use this as paid time off	Tracking	No	DIS3	Written reprimands	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking No DISC Discipline has been issued Discipline has been issued.  Employee to be placed on a temporary, non-duty, non-pay status for budget related reasons.  FUI ough  FOP Holiday Compensatory  FOP ONLY) Employees can use this as paid time off		No	DIS4	Hearings	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Absence No FRL Furlough Employee to be placed on a temporary, non-duty, non-pay status for budget related reasons. Furlough FOP Holiday Compensatory (FOP ONLY) Employees can use this as paid time off						
Absence No FRL Furlough pay status for budget related reasons. Furlough FOP Holiday Compensatory (FOP ONLY) Employees can use this as paid time off						,
FOP Holiday Compensatory (FOP ONLY) Employees can use this as paid time off	Absence	No	FRI	Furlough		Furlough
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Properties   140   11110   111111   120   111111   111111	Absence	No	EHC			FOR HOL Comp
	, 10361106	1110	1. 110	Time Takell	mon their to Thomas Comp Quota Balance	I OI HOL OUTIP



**Pay Codes and Their Definitions** 

Absonse		1	. ay cca		T
Absence,					
Attendance	Time Pair				
or Tracking	Required?	Pay Code	Description	Definition	Displayed on pay check as:
				Hours worked on a holiday by an employee which may	
			Holiday Compensatory Time	be accrued as compensatory time instead of being	
Attendance	Yes	HCE	Earned	paid as overtime.	N/A, will not show on paycheck
7 tttoridarioc	100	HOL	Lamou	Will be automatically added to timesheet at least 2	Tyrt, will not onow on payonook
Absonse	Na	1101	I laliday.		Helidey Day
Absence	No	HOL	Holiday	weeks before the holiday based on employee's FTE.	Holiday Pay
				Pay earned for hours worked on a holiday by an	
				employee which may be paid as overtime instead of	
Attendance	Yes	HOT	Holiday Overtime	being accrued as compensatory time.	Holiday OT Pay
				Used to record/track when an employee is out on jury	
Absence	No	JURY	Jury Duty	duty. Paid as ABS.	Paid Leave
7 12001100	. 10		ou.y Duty	Used for tracking hours an employee was away from	20010
Absence	No	LAD	Labor Dispute No Pay	the office while on strike.	Labor Disp NoPy
Absence	INO	LAD	Labor Dispute 1401 ay	Payment to employee while on military duty or summer	Labor Disp Nor y
			BATTE I	1	B ATTE
Absence	No	MIL	Military Leave	military camp.	Military Leave
Absence	No	MNP	MIL no balance - unpaid	Military no balance - unpaid.	MIL NoPay NoBal
				Used for tracking authorized leave hours without pay.	
Absence	No	NPP	Authorized Leave No Pay	Authorized personal time without pay.	ALV - Unpaid
			-	Payment to FOP union employees only while on	·
Absence	No	OIL	Occupational Injury Leave	Occupational Injury Leave.	Occup Injury Lv
Tracking	No	OGRC	Occasion - Grace Period	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
	No	OLC	Occasion - Late Call		
Tracking				Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	ONC	Occasion - No Call	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	ONOC	Occasion - No Clock	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	OOMJ	Occasion - OT Abuse Major	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	OOMN	Occasion - OT Abuse Minor	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	OOTD	Occasion - OT Abuse Disc	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	OSCK	Occasion - Sick	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	OSNP	Occasion - Sick No Pay	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	OSTS	Occasion - Short Term Sick	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	OTMJ	Occasion - Tardy Major	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	OTMN	Occasion - Tardy Minor	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Attendance	Yes	OTP	Overtime at 1.5	Overtime hours paid at time and one-half.	Overtime Pay
				Hours paid at straight time for those employees who	
				work in excess of their standard schedule but less than	
Attendance	Yes	OTS	Overtime at Straight Pay	40 hours in one week.	Straight OT Pay
Tracking	No	OWC	Occasion - With Call	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	PGRC	Points - Grace Period	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	PLC	Points - Late Call	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
				·	
Tracking	No	PNC	Points - No Call	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	PNOC	Points - No Clock	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	POMJ	Points - OT Abuse Major	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	POMN	Points - OT Abuse Minor	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	POTD	Points - OT Abuse Disc	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	PSNP	Points - Sick No Pay	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	PTMJ	Points - Tardy Major	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	PTMN	Points - Tardy Minor	1	N/A, will not show on paycheck
Tracking	No	PWC	Points - with call	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
			I .	·	
Absence	No	PPL	AAUP PPL	Paid Parental Leave for AAUP ONLY	Pd Prtl LOA AAUP
				Regular or normal pay received by an employee on an	
Attendance	Yes	REG	Regular	hourly basis.	Hourly Rate
Absence	No	SCK	Sick	Sick hours taken with pay.	Sick
				Will be automatically added to timesheet at least 2	
				weeks before the Winter Season Day break based on	
Absence	No	SEA	Seasonal Day	employee's FTE.	Seasonal Day Pay
Absence	No	SKBK	Faculty Sick Bank	Sick Pay for Faculty Sick Bank hours.	Faculty Sick Bank
					·
Absence	No	SNP	SCK no balance - unpaid	Sick no balance - unpaid.	Sick-no balance
Absence	No	STNP	STS no balance - unpaid	Short Term Sick no balance - unpaid.	STS No Balance
1	1			AFSCME & IUOE only - Short Term Sick hours taken	
Absence	No	STS	Short Term Sick	with pay.	Short Term Sick
				Used for tracking hours when an employee is away	
Absence	No	SUP	Suspension No Pay	from the job while on suspension.	Suspension-Unpaid
, 10001100	. 10	55.	- Coponicion No Fay	Payment to FOP union employees when required to	Casponoion Onpaid
1	1				
l	l	TIO	T	attend court or other related conferences during off	T
Attendance	No	TIC	Time in Court	duty time.	Time in Court
	]			Used to record/track when an employee is at training in	
Absence	No	TRNG	Training W/Pay	paid capacity. Paid as ABS.	Paid Leave
				-	



**Pay Codes and Their Definitions** 

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Absence,					
Attendance					
or Tracking	Required?	Pay Code	Description	Definition	Displayed on pay check as:
Attendance	No	TWL	Temporary Wage Level Adjustment	Differential payment made for work at a higher level for a pre-determined period. Employee is to earn TWL pay for a defined number of hours. Number of hours are to be entered for each day employee is to receive "partial" Temporary Wage Level adjustment pay.	
				Hours union stewards spent away from their job while	
Absence	No	UPD	Union Duty With Pay	conducting union business.	Union Duty Pay
Absence	No	VAC	Vacation	Vacation hours taken with pay.	Vacation
Absence	No	VNP	VAC no balance - unpaid	Vacation no pay.	VAC-no balance
Attendance	No	MEAL	Extend or add meal break	Taking longer meal break or employee failed to clock out and in for meal.	N/A, will not show on paycheck
Attendance	No	WKML	Work through meal	Minutes worked through scheduled meal. Max of the scheduled meal. To be input as .25 for 15 minuets.	Work through meal