

PAYROLL CODE CHEAT SHEET

Revised 2/5/2016

CODE	USE	COST CODE	Paid/Unpaid	USE	NOTES
REGULAR HOURS					
REG	Regular Hours Worked	Y	Paid	To account for regular hours	
LEAVE HOURS					
ADM	Administrative Leave	N	Paid	Exempt employees only	Director Approval needed
ALN	Authorized Leave of Absence	N	Unpaid	No leave balances; approved or Dr Note	Need reason in memo field
FML	FMLA/CFRA Family Leave	N	Unpaid	For tracking purposes only	Up to 12 weeks
JUR	Jury Duty Leave	N	Paid	To account for jury duty	Inform supervisor asap
MED	Medical Leave without pay	N	Unpaid	Can buy back for retirement	Payroll clerks will enter
MFT	Mandatory Furlough Taken	N	Paid	Use of furlough hours	
OLV	Other Leave with pay	N	Paid	Need reason in memo field (EOM/WC Appt/donate blood/labor negotiations, etc)	*WC Apt need WC Clm # Adm Leave-Personnel Investigation "Per HR" *
PFL	Paid Family Leave - EDD	N	Unpaid	Memo for tracking only	Use by Payroll only
PSL	Personal Sick Leave	N	Paid	Care sick family member/bereavement (5 days) Check MOU for family member	Include family member's name in memo field.
SCK	Sick Leave	N	Paid	Employee sick, medical, dental, and vision appts.	May be required to provide Dr. Note
TLC	Telecommuting	N	Unpaid	Memo for tracking	
VAC	Vacation	N	Paid	Not to supplement sick leave	Depends on attendance
ULN	Unauthorized leave; no pay	N	Unpaid	No balances or unexcused absence	Need reason in memo field
OVERTIME HOURS					
OTA	Overtime Accrued	Y	Unpaid	Only if 40 hours does not have SCK/PSL	Accrues at 1.5
OTR	Overtime Regular	Y	Paid	Only if 40 hours does not have SCK/PSL	Paid at 1.5
OTS	Overtime Straight	Y	Paid	Use if 40 hours includes SCK/PSL	For PT, non-exempt, under 40 hrs
OTT	Overtime Taken	N	Paid	To use accrued overtime hours	
HOLIDAY HOURS					
HOA	Holiday Accrued	N	Unpaid	For holiday worked or holiday on day off	Hours accrued
HOL	Holiday Taken Off	N	Paid	To account for holidays	
HLB	Holiday Leave Balance	N	Paid	Use floating/accrued holidays	
HWK	Holiday Half time	Y	Paid	For OT worked on holiday	Enter half of Reg hours
STANDBY/CALL BACK HOURS/SHIFT					
CAL	Call Back FLSA	Y	Paid		Paid at 1.5 (Local 620)
DIF	Evening Differential	Y	Paid	Majority of hours 5:30 pm to 7:30 am in locations assigned	Paid \$.75/hr (Local 620)
DSP	Graveyard Shift Differential	Y	Paid	Majority of hours between midnight and 7:00 am in locations assigned	Paid \$1.50/hr (Local 620)
STB	Standby Pay Local 620	Y	Paid	Required to be on standby	Paid \$3/hr (Local 620)
STC	On call graveyard	Y	Paid	Between midnight to 6:00 am	Paid \$10 per call (620)
WEK	Weekend Shift Allowance	Y	Paid	Limited to certain job classes	\$2/hr (Local 620)
MISCELLANEOUS CODES					
AST	Additional Straight Time	Y	Paid	Physicians only	Per MOU
MEM	Memo Hours	Y	Unpaid	For exempt employees only; must code 80 hours to REG	Tracking purposes only
TDM	Transportation Demand Mgt	N	Unpaid	Accrues extra vacation day per MOU for commuters	
EXTRA HELP					
EXH	Extra Help hours worked	Y	Paid	Extra help hours worked	
EOT	Extra Help FLSA Overtime	Y	Paid	Over 40 hours per week	Paid at 1.5
ESK	Extra Help Sick	Y	Paid	24 hours per year	
EXS	Extra Help Stand-By	N	Paid	Employee sick, medical, dental, and vision appts.	May be required to provide Dr. Note
CONTRACTORS					
CON	Contractors hours worked	Y	Paid	Contractors on payroll	
CPL	Contractor paid leave	Y	Paid	Paid leave for contractors	
CSR	Contractors hours worked	Y	Paid	Contractors with retirement	

NOTE: ALN and ULN are "no pay codes" that do not accrue leave balances or count for retirement service credit

Miscellaneous Information

Part time equivalents	
%	Hours per pay period
90.0%	72 hours per pay period
87.5%	70 hours per pay period
80.0%	64 hours per pay period
75.0%	60 hours per pay period
62.5%	50 hours per pay period
60.0%	48 hours per pay period
50.0%	40 hours per pay period
40.0%	32 hours per pay period
37.5%	30 hours per pay period
25.0%	20 hours per pay period
20.0%	16 hours per pay period
15.0%	12 hours per pay period

Hourly increments	
0.10	6 minutes
0.20	12 minutes
0.30	18 minutes
0.40	24 minutes
0.50	30 minutes
0.60	36 minutes
0.70	42 minutes
0.80	48 minutes
0.90	54 minutes

Questions??? Your immediate supervisor is your first point of contact.

Supervisors/Managers: Please email questions to the HR Group.