

Kronos Pay Codes and their definitions

Pay Code	Description	Definition	Displayed on pay check as
ABS	Paid Leave	Leave taken at full or partial salary which is not taken as sick, vacation or compensatory time off (jury duty, weather, training)	Paid Leave
AWO	Unauthorized Leave No Pay	Used for tracking unauthorized leave hours such as tardy	Unauth LeaveNoPy
AWO-lc	AWO - Late Call	A&BS Pay Codes used for attendance and discipline evaluations	Unauth LeaveNoPy
AWO-nc	AWO - No Call	A&BS Pay Codes used for attendance and discipline evaluations	Unauth LeaveNoPy
AWO-SNOP	AWO - Sick No Pay	A&BS Pay Codes used for attendance and discipline evaluations	Unauth LeaveNoPy
AWO-tardymj	AWO - Tardy Major	A&BS Pay Codes used for attendance and discipline evaluations	Unauth LeaveNoPy
AWO-tardymn	AWO - Tardy Minor	A&BS Pay Codes used for attendance and discipline evaluations	Unauth LeaveNoPy
AWO-wc	AWO - With Call	A&BS Pay Codes used for attendance and discipline evaluations	Unauth LeaveNoPy
BIL	Bilingual Pay	Pay supplement for classified employees required to use a second language in their job. Paid based on a defined number of hours as reported by the timekeeper. If employee has a Recurring Payment for "Bilingual - All Hours", then no entry in Kronos is required, paid based on contractual agreements	Bilingual Pay or Biling Pay-All hrs
BSCK	Bereavement - Sick	Employee on bereavement using their Sick quota	Sick
BSTS	Bereavement - Short Term Sick	AFSCME & IUOE only - Employee on bereavement using their Short Term Sick quota	Short Term Sick
CLB	Call Back Pay	Minimum payment made to hourly staff when called back to work status outside of normal work schedule, paid at straight time.	Call Back Pay
CLL	On Call Pay	Differential pay for hourly employees when in an "on call" status.	On Call Pay
COM	Compensatory Time Paid	Compensatory quota paid after expiration of 180 days, a change in status to exempt position, at separation or when employee wants to receive cash payment before expiration date instead of taking compensatory time off.	Comp Pay Out
CR1	Crew Leader Differential	Pay supplement for classified employees for acting as crew leaders	Crew Ldr Pay 1
CR2	Crew Leader Differential	Pay supplement for classified employees for acting as crew leaders	Crew Ldr Pay 2

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Pay Code	Description	Definition	Displayed on pay check as
CTE	Compensatory Time Earned	Hours worked in excess of 40 hours per week which an employee has chosen to accrue as compensatory time instead of being paid overtime.	N/A, will not show on paycheck
CTT	Compensatory Time Taken	Compensatory time taken during normal working hours	Comp Time Taken
DBL	Double Overtime at 2.0	Overtime hours paid at two times hourly rate.	Double OT Pay
DCE	Double Compensatory Time Earned	Excess hours worked (overtime at 2.0) per week which employee has chosen to accrue as compensatory time instead of being paid overtime.	N/A, will not show on paycheck
FCTT	FMLA - Compensatory Time Taken	Employee wishes to use Compensatory Time Taken while out on FMLA leave once his/her Sick quota is exhausted.	Comp Time Taken
FSCK	FMLA - Sick	Employee to be paid from their Sick quota while out on FMLA leave.	Sick
FSNOP	FMLA - Sick No Pay	Employee has exhausted all their Sick quota or wishes not to be paid while out on FMLA leave.	Sick-no balance
FSTS	FMLA - Short Term Sick	AFSCME & IUOE only - Employee wishes to use their Short Term Sick while out on FMLA leave once their Sick quota is exhausted.	Short Term Sick
FVAC	FMLA - Vacation	Employee wishes to use Vacation while out on FMLA leave once his/her Sick quota is exhausted.	Vacation
HCE	Holiday Compensatory Time Earned	Hours worked on a holiday by an employee which may be accrued as compensatory time instead of being paid as overtime.	N/A, will not show on paycheck
HOL	Holiday	Pay at straight time for a holiday, whether off or worked.	Holiday Pay
HOT	Holiday Overtime	which may be paid as overtime instead of being accrued as compensatory time.	Holiday OT Pay
LAD	Labor Dispute No Pay	Used for tracking hours an employee was away from the office while on strike.	Labor Disp NoPy
MIL	Military Leave	Payment to employee while on military duty or summer military	Military Leave
NPC	Compensatory Time No Pay	Used when employee requested CTT, but did not have a sufficient quota to cover the absence.	CTT-no balance
NPP	Authorized Leave No Pay	Used for tracking authorized leave hours without pay. Authorized personal time without pay.	ALV - Unpaid
NPS	Sick No Pay	Used when employee requested SCK, but did not have a sufficient quota to cover the absence.	Sick-no balance
NPT	Short Term Sick No Pay	Used when employee requested STS, but did not have a sufficient quota to cover the absence.	STS No Balance
NPV	Vacation No Pay	Used when employee requested VAC, but did not have a sufficient quota to cover the absence.	VAC-no balance
olc	Occasion - Late Call	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck

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onc	Occasion - No Call	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
osck	Occasion - Sick	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
osnop	Occasion - Sick No Pay	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
osts	Occasion - Short Term Sick	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
otardymj	Occasion - Tardy Major	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
otardymn	Occasion - Tardy Minor	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
OTP	Overtime at 1.5	Overtime hours paid at time and one-half.	Overtime Pay
OTS	Overtime at Straight Pay	Hours paid at straight time for those employees who work in excess of their standard schedule but less than 40 hours in one week.	Straight OT Pay
owc	Occasion - With Call	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
plc	Points - Late Call	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
pnc	Points - No Call	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
psnop	Points - Sick No Pay	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
ptardymj	Points - Tardy Major	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
ptardymn	Points - Tardy Minor	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
pwc	Points - With Call	A&BS Pay Codes used for attendance and discipline evaluations	N/A, will not show on paycheck
REG	Regular	Regular or normal pay received by an employee on a hourly basis.	Hourly Rate
SCK	Sick	Sick hours taken with pay.	Sick
SH2	Shift Differential - Second Shift	Payment for shift differential to employees when eligible	2nd Shift Pay
SH3	Shift Differential - Thrid Shift	Payment for shift differential to employees when eligible	3rd Shift Pay
STS	Short Term Sick	AFSCME & IUOE only - Short Term Sick hours taken with pay	Short Term Sick
SUP	Suspension No Pay	Used for tracking hours when an employee is away from the job while on suspension	Suspension-Unpaid

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Pay Code	Description	Definition	Displayed on pay check as
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. If employee has a Recurring Payment for "TWL - All Hours", then no entry in Kronos is required	TWL-Partial Hours or TWL-All Hrs
UPD	Union Duty With Pay	Hours union stewards spent away from their job while conducting union business.	Union Duty Pay
VAC	Vacation	Vacation hours taken with pay.	Vacation
WCTT **	Worker's Comp - Compensatory Time Taken	Optional - Used for tracking hours when an employee uses CTT while out on Worker's Compensation.	Comp Time Taken
WSCK **	Worker's Comp - Sick	Optional - Used for tracking hours when an employee uses SCK while out on Worker's Compensation.	Sick
WSNOP **	Worker's Comp - Sick No Pay	Optional - Used for tracking hours when an employee is without pay while out on Worker's Compensation.	Sick-no balance
WSTS **	Worker's Comp - Short Term Sick	Optional - AFSCME & IUOE only, Used for tracking hours when an employee uses STS while out on Worker's Compensation.	Short Term Sick
WVAC **	Worker's Comp - Vacation	Optional - Used for tracking hours when an employee uses VAC while out on Worker's Compensation.	Vacation

** - The use of these paycodes are optional and are there to assist the org units with tracking employee hours out while on Worker Compensation. If the hours are to be counted towards FMLA as well, then record the absences as FMLA and you can enter WSCK for 0.00 hours on the first day of the FMLA absence to signify the FMLA absences are related to Worker's Compensation.