## Pay Codes and Their Definitions

<table>
<thead>
<tr>
<th>Absence, Attendance or Tracking</th>
<th>Time Pair Required?</th>
<th>Pay Code</th>
<th>Description</th>
<th>Definition</th>
<th>Displayed on paycheck as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence</td>
<td>No</td>
<td>ABS</td>
<td>Paid Leave</td>
<td>Leave taken at full or partial salary which is not taken as sick, vacation or compensatory time off (i.e. jury duty, training, etc.).</td>
<td>Paid Leave</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>ALC</td>
<td>AWOL - Late Call</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>Unauth LeaveNoPy</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>ANC</td>
<td>AWOL - No Call</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>Unauth LeaveNoPy</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>ASNP</td>
<td>AWOL - Sick no Pay</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>Unauth LeaveNoPy</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>ATMJ</td>
<td>AWOL - Tardy Major</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>Unauth LeaveNoPy</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>ATMN</td>
<td>AWOL - Tardy Minor</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>Unauth LeaveNoPy</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>AWC</td>
<td>AWOL - With Call</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>Unauth LeaveNoPy</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>AWO</td>
<td>Unauthorized Leave No Pay</td>
<td>Used for tracking unauthorized leave hours.</td>
<td>Unauth LeaveNoPy</td>
</tr>
<tr>
<td>Attendance</td>
<td>No</td>
<td>BIL</td>
<td>Bilingual Pay</td>
<td>SEIU only - 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. Number of hours are to be entered for each day employee is to receive &quot;partial&quot; Bilingual pay.</td>
<td>Bilingual Pay or Billing Pay-All hrs</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>BSCK</td>
<td>Bereavement - Sick</td>
<td>Employee on bereavement using their Sick quota.</td>
<td>Sick</td>
</tr>
<tr>
<td>Attendance</td>
<td>No</td>
<td>BSTS</td>
<td>Bereavement - Short Term Sick</td>
<td>AFSCME &amp; IUOE only - Employee on bereavement using their Short Term Sick quota.</td>
<td>Short Term Sick</td>
</tr>
<tr>
<td>Attendance</td>
<td>Yes</td>
<td>CIT</td>
<td>Call in Time</td>
<td>Payment to FOP union employees when called back to work status outside of normal work schedule. Paid at overtime rate.</td>
<td>Call in Time</td>
</tr>
<tr>
<td>Attendance</td>
<td>Yes</td>
<td>CLB</td>
<td>Call Back Pay</td>
<td>To be used when employee is called back to work and desires pay. UC Flex will automatically pay at the appropriate rate of pay per union contracts or UC policy.</td>
<td>Call Back Pay</td>
</tr>
<tr>
<td>Attendance</td>
<td>Yes</td>
<td>CLBC</td>
<td>Call Back Comp</td>
<td>To be used when employee is called back to work and desires compensatory time. UC Flex will automatically correct hours of comp time per union contract or UC policy.</td>
<td>N/A, will not show on paycheck</td>
</tr>
<tr>
<td>Attendance</td>
<td>Yes</td>
<td>CLL</td>
<td>On Call Pay</td>
<td>Number of hours are to be entered for each day employee is to receive On Call Pay.</td>
<td>On Call Pay</td>
</tr>
<tr>
<td>Attendance</td>
<td>Yes</td>
<td>CLOE</td>
<td>UC Closed - Essential</td>
<td>To be used to report/track essential employees that work during UC closures. Will be paid at the appropriate rate of pay (DBL or OTP) per union contracts or UC policy.</td>
<td>Overtime or Double-time</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>CLON</td>
<td>UC Closed - Non-essential</td>
<td>Used to record/track when a non-essential employee is absent due to UC being closed. Paid as ABS.</td>
<td>Paid Leave</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>CNP</td>
<td>CTT no balance - unpaid</td>
<td>Compensatory quota paid after expiration of 180 days (360 days for FOP), 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. Hours entered in a single cell cannot exceed scheduled hours, however multiple entries can be made on a single day until desired hours have been entered.</td>
<td>Comp Pay Out</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>COM</td>
<td>Compensatory Time Paid</td>
<td>Compensatory time taken during normal working hours.</td>
<td>Comp Time Taken</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>CONF</td>
<td>Conference W/Pay</td>
<td>Used to record/track when an employee is at a conference in paid capacity. Paid as ABS.</td>
<td>Paid Leave</td>
</tr>
<tr>
<td>Attendance</td>
<td>Yes</td>
<td>CTE</td>
<td>Compensatory Time Earned</td>
<td>Hours worked in excess of 40 hours per week which an employee has chosen to accrue as compensatory time instead of being paid overtime.</td>
<td>N/A, will not show on paycheck</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>CTT</td>
<td>Compensatory Time Taken</td>
<td>Compensatory time taken during normal working hours.</td>
<td>Comp Time Taken</td>
</tr>
<tr>
<td>Attendance</td>
<td>Yes</td>
<td>DBL</td>
<td>Double Overtime at 2.0</td>
<td>Overtime hours paid at two times hourly rate. UC Flex will automatically calculate Double Overtime pay based on employee's union contract.</td>
<td>Double OT Pay</td>
</tr>
<tr>
<td>Attendance</td>
<td>Yes</td>
<td>DCE</td>
<td>Double Compensatory Time Earned</td>
<td>If employee is to earn DBL based on union contract and want Comp Time Earned instead.</td>
<td>N/A, will not show on paycheck</td>
</tr>
<tr>
<td>Tracking</td>
<td>No</td>
<td>DIS1</td>
<td>Verbal counseling</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
</tr>
<tr>
<td>Tracking</td>
<td>No</td>
<td>DIS2</td>
<td>Conference reports</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
</tr>
<tr>
<td>Tracking</td>
<td>No</td>
<td>DIS3</td>
<td>Written reprimands</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
</tr>
<tr>
<td>Tracking</td>
<td>No</td>
<td>DIS4</td>
<td>Hearings</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
</tr>
<tr>
<td>Tracking</td>
<td>No</td>
<td>DISC</td>
<td>Discipline has been issued</td>
<td>Discipline has been issued.</td>
<td>N/A, will not show on paycheck</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>FRL</td>
<td>Furlough</td>
<td>Employee to be placed on a temporary, non-duty, non-pay status for budget related reasons.</td>
<td>Furlough</td>
</tr>
<tr>
<td>Attendance</td>
<td>Yes</td>
<td>HCE</td>
<td>Holiday Compensatory Time Earned</td>
<td>Hours worked on a holiday by an employee which may be accrued as compensatory time instead of being paid as overtime.</td>
<td>N/A, will not show on paycheck</td>
</tr>
<tr>
<td>Pay Codes and Their Definitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Absence, Attendance or Tracking</strong></td>
<td><strong>Time Pair Required?</strong></td>
<td><strong>Pay Code</strong></td>
<td><strong>Description</strong></td>
<td><strong>Definition</strong></td>
<td><strong>Displayed on pay check as:</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
<td>-------------</td>
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<td>----------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Absence No</td>
<td>HOL</td>
<td>Holiday</td>
<td>Will be automatically added to timesheet at least 2 weeks before the holiday based on employee's FTE.</td>
<td>Holiday Pay</td>
<td></td>
</tr>
<tr>
<td>Attendance Yes</td>
<td>HOT</td>
<td>Holiday Overtime</td>
<td>Pay earned for hours worked on a holiday by an employee which may be paid as overtime instead of being accrued as compensatory time.</td>
<td>Holiday OT Pay</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>JURY</td>
<td>Jury Duty</td>
<td>Used to record/track when an employee is out on jury duty. Paid as ABS.</td>
<td>Paid Leave</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>LAD</td>
<td>Labor Dispute No Pay</td>
<td>Used for tracking hours an employee was away from the office while on strike.</td>
<td>Labor Disp NoPay</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>MIL</td>
<td>Military Leave</td>
<td>Payment to employee while on military duty or summer military camp.</td>
<td>Military Leave</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>MNP</td>
<td>MIL no balance - unpaid</td>
<td>Military no balance - unpaid.</td>
<td>MIL NoPay NoBal</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>NPP</td>
<td>Authorized Leave No Pay</td>
<td>Used for tracking authorized leave hours without pay. Authorized personal time without pay.</td>
<td>ALV - Unpaid</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>OIL</td>
<td>Occupational Injury Leave</td>
<td>Payment to FOP union employees only while on Occupational Injury Leave.</td>
<td>Occup Injury Lv</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>OGRC</td>
<td>Occasion - Grace Period</td>
<td>Occasion defined for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>OLC</td>
<td>Occasion - Late Call</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>ONC</td>
<td>Occasion - No Call</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>ONOC</td>
<td>Occasion - No Clock</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>OOMJ</td>
<td>Occasion - OT Abuse Major</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>OOMN</td>
<td>Occasion - OT Abuse Minor</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>OOTD</td>
<td>Occasion - OT Abuse Disc</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
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</tr>
<tr>
<td>Tracking No</td>
<td>OSCK</td>
<td>Occasion - Sick</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>OSNP</td>
<td>Occasion - Sick No Pay</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>OSTS</td>
<td>Occasion - Short Term Sick</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>OTMJ</td>
<td>Occasion - Tardy Major</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>OTMN</td>
<td>Occasion - Tardy Minor</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Attendance Yes</td>
<td>OTP</td>
<td>Overtime at 1.5</td>
<td>Overtime hours paid at time and one-half.</td>
<td>Overtime Pay</td>
<td></td>
</tr>
<tr>
<td>Attendance Yes</td>
<td>OTS</td>
<td>Overtime at Straight Pay</td>
<td>Hours paid at straight time for those employees who work in excess of their standard schedule but less than 40 hours in one week.</td>
<td>Straight OT Pay</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>OWC</td>
<td>Occasion - With Call</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>PGRC</td>
<td>Points - Grace Period</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>PLC</td>
<td>Points - Late Call</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>PNC</td>
<td>Points - No Call</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>PNOC</td>
<td>Points - No Clock</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>POMJ</td>
<td>Points - OT Abuse Major</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>POMN</td>
<td>Points - OT Abuse Minor</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>POTD</td>
<td>Points - OT Abuse Disc</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>PSNP</td>
<td>Points - Sick No Pay</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>PTMJ</td>
<td>Points - Tardy Major</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>PTMN</td>
<td>Points - Tardy Minor</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Tracking No</td>
<td>PWC</td>
<td>Points - with call</td>
<td>Pay Codes for attendance and discipline evaluation.</td>
<td>N/A, will not show on paycheck</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>PPL</td>
<td>AAUP PPL</td>
<td>Paid Parental Leave for AAUP ONLY</td>
<td>PD Pri LOA AAUP</td>
<td></td>
</tr>
<tr>
<td>Attendance Yes</td>
<td>REG</td>
<td>Regular</td>
<td>Regular hourly or normal pay received by an employee on an hourly basis.</td>
<td>Hourly Rate</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>SCK</td>
<td>Sick</td>
<td>Sick hours taken with pay.</td>
<td>Sick</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>SEA</td>
<td>Seasonal Day</td>
<td>Will be automatically added to timesheet at least 2 weeks before the WInter Season Day break based on employee’s FTE.</td>
<td>Seasonal Day Pay</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>SKBK</td>
<td>Faculty Sick Bank</td>
<td>Sick Pay for Faculty Sick Bank hours.</td>
<td>Faculty Sick Bank</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>SNP</td>
<td>Sick no balance - unpaid</td>
<td>Sick no balance - unpaid.</td>
<td>Sick-no balance</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>STNP</td>
<td>STS no balance - unpaid</td>
<td>Short Term Sick no balance - unpaid.</td>
<td>STS No Balance</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>STS</td>
<td>Short Term Sick</td>
<td>AFSCME &amp; IUOE only - Short Term Sick hours taken with pay.</td>
<td>Short Term Sick</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>SUP</td>
<td>Suspension No Pay</td>
<td>Used for tracking hours when an employee is away from the job while on suspension.</td>
<td>Suspension-Unpaid</td>
<td></td>
</tr>
<tr>
<td>Attendance No</td>
<td>TIC</td>
<td>Time in Court</td>
<td>Payment to FOP union employees when required to attend court or other related conferences during off duty time.</td>
<td>Time in Court</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>TRNG</td>
<td>Training W/Pay</td>
<td>Used to record/track when an employee is at training in paid capacity. Paid as ABS.</td>
<td>Paid Leave</td>
<td></td>
</tr>
<tr>
<td>Attendance No</td>
<td>TWL</td>
<td>Temporary Wage Level Adjustment</td>
<td>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.</td>
<td>TWL-Partial Hours or TWL-All Hrs</td>
<td></td>
</tr>
<tr>
<td>Absence No</td>
<td>UPD</td>
<td>Union Duty With Pay</td>
<td>Hours union stewards spent away from their job while conducting union business.</td>
<td>Union Duty Pay</td>
<td></td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Absence</td>
<td>No</td>
<td>VAC</td>
<td>Vacation</td>
<td>Vacation hours taken with pay.</td>
<td>Vacation</td>
</tr>
<tr>
<td>Absence</td>
<td>No</td>
<td>VNP</td>
<td>VAC no balance - unpaid</td>
<td>Vacation no pay.</td>
<td>VAC-no balance</td>
</tr>
<tr>
<td>Attendance</td>
<td>No</td>
<td>MEAL</td>
<td>Extend or add meal break</td>
<td>Taking longer meal break or employee failed to clock out and in for meal.</td>
<td>N/A, will not show on paycheck</td>
</tr>
<tr>
<td>Attendance</td>
<td>No</td>
<td>WKML</td>
<td>Work through meal</td>
<td>Minutes worked through scheduled meal. To be input as .25 for 15 minutes.</td>
<td>Work through meal</td>
</tr>
</tbody>
</table>