

Pay Codes and Their Definitions

Absence, Attendance or Tracking	Time Pair Required?	Pay Code	Description	Definition	Displayed on pay check as:
Absence	No	ABS	Paid Leave	Leave taken at full or partial salary which is not taken as sick, vacation or compensatory time off (i.e. jury duty, training, etc.).	Paid Leave
Absence	No	ALC	AWOL - Late Call	Pay Codes for attendance and discipline evaluation.	Unauth LeaveNoPy
Absence	No	ANC	AWOL - No Call	Pay Codes for attendance and discipline evaluation.	Unauth LeaveNoPy
Absence	No	ASNP	AWOL - Sick no Pay	Pay Codes for attendance and discipline evaluation.	Unauth LeaveNoPy
Absence	No	ATMJ	AWOL - Tardy Major	Pay Codes for attendance and discipline evaluation.	Unauth LeaveNoPy
Absence	No	ATMN	AWOL - Tardy Minor	Pay Codes for attendance and discipline evaluation.	Unauth LeaveNoPy
Absence	No	AWC	AWOL - With Call	Pay Codes for attendance and discipline evaluation.	Unauth LeaveNoPy
Absence	No	AWO	AWOL - Unauthorized Leave No Pay	Used for tracking unauthorized leave hours.	Unauth LeaveNoPy
Attendance	No	BIL	Bilingual Pay	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 "partial" Bilingual pay.	Bilingual Pay or Biling Pay-All hrs
Absence	No	BSCK	Bereavement - Sick	Employee on bereavement using their Sick quota.	Sick
Absence	No	BSTS	Bereavement - Short Term Sick	AFSCME & IUOE only - Employee on bereavement using their Short Term Sick quota.	Short Term Sick
Attendance	No	CIT	Call in Time	Payment to FOP union employees when called back to work status outside of normal work schedule. Paid at overtime rate.	Call in Time
Attendance	Yes	CLB	Call Back Pay	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.	Call Back Pay
Attendance	Yes	CLBC	Call Back Comp	To be used when employee is called back to work and desires compensatory time. UC Flex will automatically create correct hours of comp time per union contract or UC policy.	N/A, will not show on paycheck
Attendance	No	CLL	On Call Pay	Number of hours are to be entered for each day employee is to receive On Call Pay.	On Call Pay
Attendance	Yes	CLOE	UC Closed - Essential	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.	Overtime or Double-time
Absence	No	CLON	UC Closed - Non-essential	Used to record/track when a non-essential employee is absent due to UC being closed. Paid as ABS.	Paid Leave
Absence	No	CNP	CTT no balance - unpaid	Comp Time Taken - no balance - unpaid.	CTT-no balance
Absence	No	COM	Compensatory Time Paid	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.	Comp Pay Out
Absence	No	CONF	Conference W/Pay	Used to record/track when an employee is at a conference in paid capacity. Paid as ABS.	Paid Leave
Attendance	Yes	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
Absence	No	CTT	Compensatory Time Taken	Compensatory time taken during normal working hours.	Comp Time Taken
Attendance	Yes	DBL	Double Overtime at 2.0	Overtime hours paid at two times hourly rate. UC Flex will automatically calculate Double Overtime pay based on employee's union contract.	Double OT Pay
Attendance	Yes	DCE	Double Compensatory Time Earned	If employee is to earn DBL based on union contract and want Comp Time Earned instead.	N/A, will not show on paycheck
Tracking	No	DIS1	Verbal counseling	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	DIS2	Conference reports	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	DIS3	Written reprimands	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
Absence	No	FRL	Furlough	Employee to be placed on a temporary, non-duty, non-pay status for budget related reasons.	Furlough
Absence	No	FHC	FOP Holiday Compensatory Time Taken	(FOP ONLY) Employees can use this as paid time off from their FOP Holiday Comp Quota Balance	FOP HOL Comp

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Attendance	Yes	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
Absence	No	HOL	Holiday	Will be automatically added to timesheet at least 2 weeks before the holiday based on employee's FTE.	Holiday Pay
Attendance	Yes	HOT	Holiday Overtime	Pay earned for hours worked on a holiday by an employee which may be paid as overtime instead of being accrued as compensatory time.	Holiday OT Pay
Absence	No	JURY	Jury Duty	Used to record/track when an employee is out on jury duty. Paid as ABS.	Paid Leave
Absence	No	LAD	Labor Dispute No Pay	Used for tracking hours an employee was away from the office while on strike.	Labor Disp NoPy
Absence	No	MIL	Military Leave	Payment to employee while on military duty or summer military camp.	Military Leave
Absence	No	MNP	MIL no balance - unpaid	Military no balance - unpaid.	MIL NoPay NoBal
Absence	No	NPP	Authorized Leave No Pay	Used for tracking authorized leave hours without pay. Authorized personal time without pay.	ALV - Unpaid
Absence	No	OIL	Occupational Injury Leave	Payment to FOP union employees only while on Occupational Injury Leave.	Occup Injry Lv
Tracking	No	OGRC	Occasion - Grace Period	Pay Codes for attendance and discipline evaluation.	N/A, will not show on paycheck
Tracking	No	OLC	Occasion - Late Call	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
Attendance	Yes	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
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	Pay Codes for attendance and discipline evaluation.	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
Absence	No	PPL	AAUP PPL	Paid Parental Leave for AAUP ONLY	Pd Prtl LOA AAUP
Attendance	Yes	REG	Regular	Regular or normal pay received by an employee on an hourly basis.	Hourly Rate
Absence	No	SCK	Sick	Sick hours taken with pay.	Sick
Absence	No	SEA	Seasonal Day	Will be automatically added to timesheet at least 2 weeks before the Winter Season Day break based on 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
Absence	No	STS	Short Term Sick	AFSCME & IUOE only - Short Term Sick hours taken with pay.	Short Term Sick
Absence	No	SUP	Suspension No Pay	Used for tracking hours when an employee is away from the job while on suspension.	Suspension-Unpaid
Attendance	No	TIC	Time in Court	Payment to FOP union employees when required to attend court or other related conferences during off duty time.	Time in Court
Absence	No	TRNG	Training W/Pay	Used to record/track when an employee is at training in paid capacity. Paid as ABS.	Paid Leave

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Absence, Attendance or Tracking	Time Pair 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.	TWL-Partial Hours or TWL-All Hrs
Absence	No	UPD	Union Duty With Pay	Hours union stewards spent away from their job while 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