

KRONOS PAY CODE LISTING FOR SERVICE AREAS AND CENTRAL ADMINISTRATION

PAY CODE CATEGORY EXPLANATIONS:	
SYSTEM-GENERATED:	PAY CODES THAT KRONOS AUTOMATICALLY ASSIGNS TO TIME RECORDS. EMPLOYEES/SUPERVISORS SHOULD NOT BE MANUALLY ENTERING THESE CODES WHEN ENTERING TIME IN KRONOS.
EMPLOYEE-SELECTED:	PAY CODES THAT EMPLOYEES WILL MANUALLY ENTER ON TIME RECORDS IN KRONOS. THESE CAN BE TYPED IN THE PAY CODE BOX OR SELECTED FROM THE PAY CODE LISTING USING THE MAGNIFYING GLASS.
HUMAN RESOURCES (HR) SELECTED:	PAY CODES THAT MAY ONLY BE USED BY HUMAN RESOURCES STAFF OR BY EMPLOYEES/SUPERVISORS WHO HAVE SPECIFIC APPROVAL FROM HUMAN RESOURCES TO USE THESE CODES.

PAY CODE	PAY CODE DESCRIPTION	PAY CODE EXPLANATION	PAY CODE CATEGORY
BAS	BASE	ACTUAL REGULAR HOURS WORKED FOR NON-EXEMPT EMPLOYEES	SYSTEM-GENERATED
CTHW	COMP HOLIDAY WORKED	COMPENSATORY TIME EARNED FOR HOLIDAY WORKED AT TIME AND-ONE-HALF	SYSTEM-GENERATED
CTO	COMP TIME OVERTIME	COMPENSATORY TIME EARNED AT TIME-AND-ONE-HALF FOR WORKING MORE THAN 40 HOURS IN A WEEK	SYSTEM-GENERATED
EX40+	EXEMPT HOURS OVER 40	HOURS WORKED IN EXCESS OF 40 IN A WEEK FOR EXEMPT EMPLOYEES. THESE HOURS ARE NOT PAID BUT ARE CALCULATED FOR RECORDKEEPING AND ACCOUNTING PURPOSES	SYSTEM-GENERATED
EXEMP	EXEMPT	ACTUAL REGULAR HOURS WORKED FOR EXEMPT EMPLOYEES	SYSTEM-GENERATED
HOL	HOLIDAY LEAVE	HOLIDAY LEAVE HOURS	SYSTEM-GENERATED
HPR	HOLIDAY WORKED	PAY FOR HOLIDAY WORKED AT TIME-AND-ONE-HALF	SYSTEM-GENERATED
OVT	OVERTIME	OVERTIME PAID AT TIME-AND-ONE-HALF FOR WORKING MORE THAN 40 HOURS IN A WEEK	SYSTEM-GENERATED
SD	SHIFT DIFFERENTIAL	SHIFT DIFFERENTIAL OF \$0.60/HOUR FOR ELIGIBLE EMPLOYEES	SYSTEM-GENERATED
TEMP	TEMPORARY	REGULAR HOURS WORKED FOR TEMPORARY EMPLOYEES	SYSTEM-GENERATED
BGN	BARGAINING	PAY FOR EMPLOYEES PARTICIPATING IN THE COLLECTIVE BARGAINING PROCESS EVERY OTHER YEAR	EMPLOYEE-SELECTED

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PAY CODE	PAY CODE DESCRIPTION	PAY CODE EXPLANATION	PAY CODE CATEGORY
BLE	BEREAVEMENT	BEREAVEMENT/FUNERAL LEAVE FOR THE DEATH OF AN IMMEDIATE FAMILY MEMBER	EMPLOYEE-SELECTED
CBE	CALL BACK ENTITLEMENT	CALL BACK ENTITLEMENT PAY FOR NAPE CONTRACT-COVERED EMPLOYEES. PLEASE CONTACT HR FOR ELIGIBILITY INFORMATION.	EMPLOYEE-SELECTED
CIV	CIVIL LEAVE	CIVIL LEAVE FOR JURY DUTY, ELECTION BOARD DUTY, ETC - DOCUMENTATION REQUIRED	EMPLOYEE-SELECTED
CLB	CALL BACK WORKED	CALL BACK HOURS WORKED FOR NAPE CONTRACT-COVERED EMPLOYEES. PLEASE CONTACT HR FOR ELIGIBILITY INFORMATION.	EMPLOYEE-SELECTED
CTU	COMP TIME USED	COMPENSATORY TIME USED - MUST HAVE ENOUGH ACCRUED TIME TO COVER ABSENCE	EMPLOYEE-SELECTED
LWOP	LEAVE WITHOUT PAY	LEAVE WITHOUT PAY	EMPLOYEE-SELECTED
MIL	MILITARY	PAID MILITARY LEAVE - DOCUMENTATION REQUIRED	EMPLOYEE-SELECTED
MILNP	MILITARY UNPAID	UNPAID MILITARY LEAVE	EMPLOYEE-SELECTED
OCL	ON CALL	ON CALL PAY - PLEASE CONTACT HR FOR ELIGIBILITY INFORMATION	EMPLOYEE-SELECTED
OCP	ON CALL PHONE	ON CALL PHONE PAY - PLEASE CONTACT HR FOR ELIGIBILITY INFORMATION	EMPLOYEE-SELECTED

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PAY CODE	PAY CODE DESCRIPTION	PAY CODE EXPLANATION	PAY CODE CATEGORY
SICK	SICK LEAVE	SICK LEAVE USED - DOCUMENTATION REQUIRED FOR ABSENCES LONGER THAN 3 CONSECUTIVE DAYS	EMPLOYEE-SELECTED
UST	UNION STEWARD	PAY FOR UNION STEWARDS TO PERFORM UNION-RELATED ACTIVITIES AT WORK - LIMITED TO 12 HOURS PER MONTH	EMPLOYEE-SELECTED
VAC	VACATION	VACATION LEAVE USED - MUST HAVE ENOUGH ACCRUED TIME TO COVER ABSENCE	EMPLOYEE-SELECTED
WCA	WORK COMP ABSENT	UNPAID ABSENCE DUE TO WORKER'S COMPENSATION CLAIM	EMPLOYEE-SELECTED
CAT	CAT LEAVE NAPE	CATASTROPHIC LEAVE USED FOR NAPE-COVERED EMPLOYEES HR WILL ENTER TIME BASED ON DONATIONS RECEIVED FOR ELIGIBLE EMPLOYEES	HR-SELECTED
CATR	CAT LEAVE RULES	CATASTROPHIC LEAVE USED FOR RULES-COVERED EMPLOYEES - HR WILL ENTER TIME BASED ON DONATIONS RECEIVED FOR ELIGIBLE EMPLOYEES	HR-SELECTED
CHDB	COMP HOLIDAY DOUBLE	HOLIDAY COMP EARNED AT TWO TIMES FOR EMPLOYEES WHO WORK OVERTIME ON THE HOLIDAY - HR WILL CODE THIS FOR ELIGIBLE EMPLOYEES	HR-SELECTED
CSOT	COMP STRAIGHT OVERTIME	STRAIGHT COMP TIME EARNED - CONTACT HR FOR ELIGIBILITY INFORMATION	HR-SELECTED
FML	FAMILY MEDICAL LEAVE	UNPAID FAMILY MEDICAL LEAVE - MUST BE APPROVED BY HR IN ADVANCE	HR-SELECTED

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FMMIL	FAMILY MILITARY LEAVE	UNPAID FAMILY MILITARY LEAVE - MUST BE APPROVED BY HR IN ADVANCE	HR-SELECTED
HDB	HOLIDAY DOUBLE TIME	HOLIDAY PAID AT TWO TIMES FOR EMPLOYEES WHO WORK OVERTIME ON THE HOLIDAY - HR WILL CODE THIS FOR ELIGIBLE EMPLOYEES	HR-SELECTED
INJ	INJURY LEAVE	PAID INJURY LEAVE FOR APPROVED WORK INJURIES	HR-SELECTED
ISPD	INVESTIGATORY SUSPENSION PAID	PAID INVESTIGATORY SUSPENSION	HR-SELECTED
IWP	INVESTIGATORY SUSPENSION UNPAID	UNPAID INVESTIGATORY SUSPENSION	HR-SELECTED
SOT	STRAIGHT OVERTIME	STRAIGHT OVERTIME - CONTACT HR FOR ELIGIBILITY INFORMATION	HR-SELECTED
SWOP	SUSPENDED WITHOUT PAY	DISCIPLINARY SUSPENSION WITHOUT PAY	HR-SELECTED
SWP	SUSPENDED WITH PAY	DISCIPLINARY SUSPENSION WITH PAY	HR-SELECTED
WCSUP	WORK COMP SUPPLEMENT	UNPAID WORK COMP HOURS WHEN EMPLOYEE IS SUPPLEMENTING ABSENCE WITH PAID LEAVE	HR-SELECTED