

PAYSTUB PAY AND LEAVE CODES

Pay Code	Paystub Description	Detail Description
ABL	OSPOA BUSINESS	Leave used when conducting OSPOA union business by authorized individuals. Leave must be donated from employees within the bargaining unit. A donation/use maximum is established by contract.
AD	ADMIN LV	Paid leave time granted to compensate for work performed outside normal work hours by Judicial Department employees who are ineligible for overtime. (Agency Policy)
AST	ADDL STRAIGHTTIME	Additional straight time hours worked within same period that employee recorded sick, holiday, or other regular paid leave hours. Refer to Statewide Policy or Collective Bargaining Agreement. Hours not used in leave and benefit calculations.
AT	AWARD TM TKN	Paid leave for Judicial Department and Public Defense Service employees as years of service award. (Agency Policy)
BLD	BKUP DIFF	Backup Lead Worker differential paid for all hours worked in the backup assignment per CBA.
BT	BRK TME	Overtime paid for employees on assignment when employee is mandated/required to work with no break time. Refer to CBA / State Policy.
CB	CALL BACK	Employee released from duty and called back to work before normal start time. Paid at straight rate of pay per CBA / State Policy.
CBO	CALL BACK OT	Employee released from duty and called back to work before normal start time. Paid at overtime rate of pay per CBA / State Policy.
CD	CAR DEV	Compensation during approved attendance at job related seminars, training sessions, or professional organization meetings.
CDN	CAREER DEV W/O LVE	Compensation during attendance at job related seminars, training sessions, or professional organization meetings. No leave accruals for these hours.
CDO	CAR DEV OT	Overtime compensation during attendance at job related seminars, training sessions, or professional organization meetings.
CH	CMP TME HOL TKN	Compensatory time taken in lieu of Holiday Leave . Refer to CBA / State Policy.
CPH	HO PAY DAY-OFF	Straight time compensation for holiday time that falls on a scheduled day off. (Refer to CBA / State Policy)
CTA	COMP TIME ACCR	Compensatory leave time accrued at time and one half in lieu of overtime pay non-FLSA exempt employees.
CTE	STR TIME DIFF	Compensatory leave time accrued at 1.0 when called-back from vacation/day off status for travel duty, Honor Guard, etc. in excess of 40 hours. (Refer to CBA)
CTH	HO COMP TM	Compensatory leave time accrued at time and one half in lieu of Holiday Pay when working on a holiday. (Refer to CBA / State Policy)
CTL	COMP TME TKN	Records compensatory leave time use.
CTO	CT MAN OT	Mandated compensatory time leave accrued for overtime work. Includes when time worked is to offset SL hours in the same period. (Refer to CBA / State Policy)
CTQ	COMP TME CALL BK	Compensatory leave time accrued at straight time rate when called back to work outside of regular shift schedule. Refer to CBA / State Policy.
CTR	C/T ACCR C/B	Compensatory leave time accrued by medical staff at 0.1667 rate when called back to work outside of regular shift schedule. (Refer to CBA / State Policy)
CTS	COMP TME ST	Compensatory leave time accrued at straight time (1.0) rate when holiday falls on employee's regularly scheduled day off.
CTT	CMP TIME HOL	Compensatory leave time accrued at time and one half (1.5) for medical staff who are called back to work on select holidays. (Refer to CBA)
CTU	CMP TIM ACCR	Compensatory leave time accrued at straight rate (1.0) for medical staff who are working on call. (Refer to CBA)
CTV	CT ACCR C/B	Compensatory leave time accrued at 0.3334 rate for medical staff who are on call. (Refer to CBA)
CTY	C/T HOL C/B	Compensatory leave time accrued at 0.50 rate for medical staff who are on call for specific holidays. (Refer to CBA)
DH	DONATED LV	Use of donated hardship leave used by eligible employee and paid as wages.
DL	DISCR LEAVE	Paid leave granted and used at agency discretion. Refer to applicable agency/statewide policy.

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DRL	DISASTER LV	Paid leave used at agency discretion for employees participating in disaster relief, search and rescue operations, or other designated emergencies.
DS	DUTY STATN HOME	Compensated leave at straight time, restricted to employees who are stationed at home pending or during an investigation.
EL	EDU LV	Extended paid leave for job-related educational or training courses.
FB	WLB LVE COST	"Work Life Balance Day" purchase of leave time off for Secretary of State employees. (Agency policy)
FL	FRL LV	Paid leave granted to attend to responsibilities related to death of family member.
GCD	GRP LIFE COORD	Differential paid at \$1.50 per hour for employees assigned as Group Life Coordinator. (Refer to CBA)
GL	GOV'S LV	Granted or Governor's leave time off between October-January per CBA/State Policy.
HL	HOLIDAY LVE	Use of holiday leave from hours accrued through a banked leave process. (Refer to CBA)
HO	HOLIDAY LV	Paid leave for state recognized holiday. HO is paid at regular salary rate of pay.
HP	HO PREMIUM	Premium pay for working on a state recognized holiday. HP is paid at 1.5 times the regular salary rate of pay.
HPI	HOL PRM INCL	Premium pay for working a non-standard schedule (greater than 8 hours) on a state recognized holiday. HPI is paid at 1.5 times the regular salary rate of pay.
HPX	HOL WRK NONSCH	Premium pay for working outside your normal work schedule on a state recognized holiday. HPX is paid at 2.5 times the regular salary rate of pay. (Refer to CBA)
HST	HOL STG	Straight time compensation for working on a state recognized holiday or for holidays falling on an employee's regular day off in lieu of straight time accrued (STS). (Refer to state policy)
HT	HALF TIME	Pay at the half-time rate added to straight-rate of pay for regular hours worked above the standard eight (8) on a holiday or for hours worked outside of normally scheduled hours. (Refer to CBA)
HU	HOL USE	Code to record paid leave when holiday leave is taken on another day.
IT	INTV TST	To record and pay time spent interviewing/testing for an employment position at a State Agency.
IW	INCL WTHR	To record shift hours not worked after reporting to work when weather conditions require the closing or curtailing of operations.
JD	JURY DTY	To record hours for missed time due to summons to report for or service on jury duty at the county, state, or federal level.
LE	LWOP EDU	Educational unpaid leave of absence from current position.
LF	LWOP SUSPEND	Unpaid disciplinary or investigatory leave.
LOG	LWOP WRK COMP	Unpaid leave time for employee receiving Workers Compensation payments.
LL	LWOP LACTATE	Unpaid leave time for employee to express milk.
LO	LWOP OTHER	Unpaid leave time not otherwise defined.
LP	LWOP CAR DEV	Unpaid leave for professional or career development.
LR	LEG REQ LV	Unpaid, Legislatively required, leave time for victim of domestic violence, harassment, sexual assault, or stalking when all paid leave is exhausted. Up to 160 hours per year.
LS	LWOP SICK	Unpaid leave time granted to an employee recovering from a non-job-related injury or illness not covered under FMLA or OFLA.
LU	LWOP UNEXCUSED	Unauthorized, unpaid leave from work.
LV	LWOP VAC	Unpaid leave time granted when no paid vacation leave time is available.
LWT	LEAK WK TIME	Compensation for employee assigned temporary charge nurse duties/responsibilities as Lead Worker for the unit.
LX	LWOP MILITARY	Unpaid leave time granted to fulfill military duty deployment.
MCD	MENTOR DEV	Straight time pay for attending State mentorship programs/opportunities on a regularly scheduled day off during the normal business week.

PAYSTUB PAY AND LEAVE CODES

Pay Code	Paystub Description	Detail Description
ML	MILITARY LVE	To pay employee while attending annual Military training. Leave and benefits accrue.
MLN	ML NO ACCRL	To pay employee while attending annual Military training. No leave or benefit accruals.
MPL	MISC PD LV	Any granted paid leave not otherwise defined.
MTD	MED PASS DIFF	Differential for passing or administering of medication. (Refer to CBA)
NGD	FGHT DIFF	Differential for employees working from aircraft flying grid patterns/low-altitude spotting. Pays at \$1.50 per hour.
NL	NEGOT PD LV	Paid leave granted during a Federal government shutdown.
OD	OD LEAVE	Paid leave time use of hours accrued as Officer of the Day. (Refer to CBA / State Policy)
ODA	OD ACCR LV	Accrued hour for hour leave for employees assigned as Officer of the Day. (Refer to CBA / State Policy)
ONA	ON CALL 1/8	On-Call status paid at the rate of 1 hour for every 8 hours of on-call status. (Refer to CBA / State Policy)
ONH	ON CALL HOL	Employee on-call status on state recognized holiday. Paid at rate of 1.5 hours for every set of 8 hours assigned. (Refer to CBA / State Policy)
ONR	ON CALL 1/6	On-Call status paid at the rate of 1 hour for every set of 6 hours assigned. (Refer to CBA / State Policy)
ONS	ON CALL 1/3	On-Call status paid at the rate of 1 hour for every set of 3 hours assigned. (Refer to CBA / State Policy)
ONT	ON CALL 1/1	On-Call status when required to remain on the premises. Paid at the rate of 1 hour for every 1 hour on-call status. (Refer to CBA / State Policy)
ONV	ON CALL 1/3 HOL	Holiday on-call status when required to be available by phone. Paid at the rate of 1 hour for every 3 hours on-call status. (Refer to CBA / State Policy)
ONX	ON CALL 1/1 HOL	Holiday on-call status paid at the rate of 1.5 times for every 1 hour on-call. (Refer to CBA / State Policy)
ONY	ON CALL 1/2	On-call status paid at the rate of 1 hour of pay at 2nd step correctional range for every 2 hours of assigned on-call duty. (Refer to CBA / State Policy)
OP	HAZ DUTY	Differential for working more than 20 feet above ground or water. Safety equipment required. (Refer to CBA / State Policy)
OT	OVERTIME	Overtime rate of pay for non-exempt employees for hours worked in excess of 40 hours per workweek and/or scheduled hours in the day. (Refer to CBA / FLSA)
OTE	OT EMERGENCY	Overtime work during institutional related emergency.
OTM	OT MANDATORY	Mandated overtime work. Includes when time worked is to offset SL hours in the same period. (Refer to CBA / State Policy)
OTX	OT COMPONENT	Overtime for regular Emergency Fire Crew at Department of Forestry. (Refer to CBA / State Policy)
PB	PERSONL BUSINSS	Paid leave used at the employee's discretion. Maximum of 24 hours each fiscal year.
PLD	PEST LIC DIF	Differential for employees with pesticide application license when mixing, spraying and cleaning equipment.
PND	PD NON TCH DAY	Paid non-teaching day other than holidays. (Refer to CBA)
PP	PENALTY PY/12 HRS	Compensation when reporting time changed without proper notice, less than 12 hour notice. (Refer to CBA)
PPA	PENALTY PY/5 DYS	Compensation when reporting time changed without proper notice, less than five days notice. (Refer to CBA)
PR	PRE-RETIRE LVE	Leave to attend bona fide retirement counseling.
RAS	REG ASAULT LV	Supplemental pay received when employee is on Workers Compensation due to an inmate assault. (Refer to CBA / State Policy)
RG	REGULAR	All time for which an employee is regularly scheduled to work and is at work.
RGG	ON-THE-JOB INJ	Used to record remainder of work shift when manager excuses employee to leave work early due to an on-the-job injury or illness.
RGM	REG LIGHT DUTY	Used to record time for an employee that has been injured on-the-job and is performing light duty work under the Employer-At-Injury Program.

PAYSTUB PAY AND LEAVE CODES

Pay Code	Paystub Description	Detail Description
RGP	REG SPECL PROJCT	Used to track regular hours worked related to a special project assignment.
RGX	NEGOTIATE RATE	Daily rate for employee paid on shift basis for emergency fire crew work. (Refer to CBA / State Policy)
RGY	RG DAILY EMERG	Daily rate for employees paid on shift basis for emergency only. (Refer to CBA / State Policy)
RL	RELOCATE LV	Paid leave granted for transferring to a new official work station at employer's request and/or benefit.
RRS	REST ROT STANDRD	Rest leave from forest fire duty after 21 day assignment. (Refer to CBA / State Policy)
RRX	REST ROT EXTRA	Rest leave from forest fire duty. (Refer to CBA / State Policy)
RT	RPORT TME	Reporting time has changed without required notice or when scheduled for work but there is no work and employee is excused from duty. (Refer to CBA / State Policy)
SA	SPECIAL ASSIGMNT	Compensation for time spent in activities outside normally assigned duties such as agency committee meetings.
SAN	SA NO ACCRL	Lump sum payment for coaching athletic teams at the Deaf School.
SB	STANDBY	Hours required to be available for work outside employee's regular work hours. (Refer to CBA / State Policy)
SBO	STANDBY OT	Hours required to be available for work outside employee's regular work hours. (Refer to CBA / State Policy)
SCD	SHFT DIFF \$.33	Shift differential paid at \$0.33 per hour, max 8 hours. Institution RN assigned charge duties. (Refer to CBA)
SDA	SHFT DIFF \$1.85	Shift differential for evening hours worked in 24 hour health-related environments. Applies to hours between 6:00 pm and 6:00 am. Refer to CBA / State Policy.
SDB	SHFT DIFF\$2.25	Shift differential for employees that work night hours of 11:00 pm through 7:00 am. (Refer to CBA / State Policy)
SDC	SHFT DIFF \$1.85	Shift differential for evening hours of 3:00 pm through 11:00 pm worked by Supervising RN and Nurse Managers. (Refer to CBA)
SDD	SHFT DIFF \$.50	Shift differential for hours worked from 6:00 pm to 6:00 am. (Refer to CBA)
SDE	SHFT DIFF\$.75	Shift differential for all hours worked between 6:00 pm through 6:00 am or worked on a Saturday or Sunday. (Refer to CBA / State Policy)
SDH	SHT DIFF .06%	Percent shift differential for hours worked on weekend or between 6:00 pm to 6:00 am. (Refer to CBA)
SDK	AOC DIFF \$1.50	Operation Center shift differential for working between 6:00 pm through 6:00 am or on Saturdays or Sundays. (Refer to CBA)
SDL	FORENSIC UT \$.75	Differential for represented employees (6-12 mths of service) temporarily assigned to the Harbors Building. (Refer to CBA)
SDM	FRNCS UNIT \$1.00	Differential for represented employees (13 to 24 mths of service) temporarily assigned to the Harbors Building. (Refer to CBA)
SDP	SHIFT DIFF \$1.85	Shift differential paid to RN's, LPN's, Nurse Practitioners and Health Services Techs for hours worked between 6:00pm through 6:00am and weekends. Refer to CBA.
SDQ	FRNCS DIFF \$1.25	Differential for represented employee (more than 24 mths of service) temporarily assigned to the Harbors Building. (Refer to CBA)
SDR	HARBOR ONLY \$.50	Differential for represented employees temporarily assigned to work in the Harbors Building. (Refer to CBA)
SDT	SD TEMP ASGN \$1.00	Represented employees temporarily re-assigned other duties. (Refer to CBA)
SDW	SHFT DIFF \$1.60	Weekend shift differential for working Friday night shift through Sunday swing shift. (Refer to CBA)
SL	SCK LEAVE	Leave granted when employee has accrued sick leave. (Refer to CBA / State Policy)
SP	SPELL TME TKN	Straight time leave accrued during a spill event. (Refer to CBA)
SPA	SPELL TIME ACCR	Straight time leave accrued at hour-for-hour for hours worked over 8 per day or 40 per week during a spill event. (Refer to CBA)

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Pay Code	Paystub Description	Detail Description
SST	SPILL STGHT TIME	Straight time pay for over 8 hours per day or 40 per week worked during a spill event. (Refer to CBA)
ST	STRGHT TIME TKN	Leave time taken using previously accrued straight time leave hours. Exempt represented and management service employees. (Refer to State Policy)
STA	STRGHT TIME ACC	Straight time accrued as hour-for-hour for represented FLSA-exempt employees. (Refer to CBA)
STH	HO TIME ACC	Leave time accrued by FLSA exempt employee when working on a holiday. STH accrues at time and one half (1.5) for every hour worked.
STS	HO ST TIME ACC	Straight time leave accrued as hour for hour when the holiday falls on an employee's regular day off. (Refer to CBA / State or Agency Policy)
SU	SHOW UP TM	Compensation for an employee who is schedule for work, reports to work, and is released due to a lack of work. (Refer to CBA / State Policy)
SUL	SHOW UP LEAVE	Compensation for employees who show up for work and are released due to inclement or hazardous conditions. (Refer to CBA / State Policy)
SW3	WC FMLA/CBIW	Records up to three (3) administrative leave days under FMLA/SAIF when a staff person is physically assaulted in course of duties. (Refer to CBA)
SWG	CW CBIW LV	Records up to three (3) administrative leave days under SAIF when a staff person is physically assaulted in course of duties. (Refer to CBA)
TAP	TRNAROND PAY	Turn around pay. Penalty pay due to shift change paid at half-time rate for hours over 8 in a 24-hour period or for 6th and 7th day in one week. (Refer to CBA)
TC	COMP TRN	Used to record time during competency training. (Refer to CBA)
TCE	OOS TELLCOMMUTE	Compensation code for out of state telecommuting hours of work.
TCM	TELLECOMMUTE	Compensation code for telecommuting hours of work.
TCO	COMP TRNG OT	Used to record overtime hours that occurred during competency training. (Refer to CBA)
TE	TRN DEL	Used to record time when delivering training and/or as presenter during conference event.
TEO	TRN DEL OT	Used to record overtime hours that occurred while delivering training and/or as presenter during conference event.
TT	TRNG TRVL	Compensator for travel time related to the delivery of training and/or presenting at a conference event.
TTO	TRNG TRBL OT	Overtime compensator for travel time related to the delivery of training and/or presenting at a conference event.
UBB	UN BARGIN LV	Paid leave time related to participation in union collective bargaining sessions.
UBG	UN BUS GRIEVE	Paid leave time to participate in union business related to a grievance (step 1 - arbitration activities).
UBL	UN BUSINESS LONG	Paid leave while on a long-term assignment for union business purposes. Generally with arranged reimbursement from Union. (Refer to CBA)
UBM	UN BUS MISC	Paid leave time for conducting miscellaneous union business not otherwise categorized. i.e. labor mgmt meetings (Refer to CBA)
UBN	UN BUS NO ACCR	Paid leave time for union business. Does not accrue leave or insurance accruals. (Refer to CBA)
UBP	UNION BUSINESS	Paid leave for participating in union steward business activities, i.e. supervisor/employee disciplinary meeting. (Refer to CBA)
UBS	UN BUSINESS SHORT	Paid leave while on a short-term assignment for union business purposes. Generally with arranged reimbursement from Union. (Refer to CBA)
UST	UNSCH STGHT TM	Used to record hours worked that were not part of regular scheduling for part-time employee or for full-time employee when replacing LWOP hours. Leave and benefits accruals apply.
VA	VAC LV	Compensation for use of previously accrued vacation leave hours.
WE	WKND ENV TRNG	Used to record time while doing in environmental training.
WEO	WKND ENV TRNG OT	Used to record overtime rate while in environmental training.
WIT	TEMP WORK INMT	Differential paid to employees temporarily assigned to work directly with inmates in institutional environments or at correctional facilities. (Refer to CBA)

PAYSTUB PAY AND LEAVE CODES

Pay Code	Paystub Description	Detail Description
WL	WITNESS LEAVE	Paid leave time when required by subpoena or by proper authority to appear as a witness or subject matter expert on a non job-related matter. (Refer to CBA / State Policy)
WSD	WOC SPEC DUTY	Work out of class differential paid at \$35.00 per shift for short-term 24 hour shift assignments. Not to exceed 3 shifts. (Refer to CBA)
XHD	DOG HNDL DUTY	Compensation for an employee assigned canine care on days off. Pays \$5.00 per hour. (Refer to CBA / State Policy)
XSH	UNREP NONEX	Overtime rate (1.5) of pay for FLSA non-exempt, unrepresented employees when working assigned fire and other emergency duties which exceed 40 hours in a work week.
XSI	UNREP EXEMPT	Premium pay at 1.5 times regular rate for FLSA-exempt unrepresented employees when working assigned fire and other emergency duties.
XSO	EXMP OT	Overtime code for FLSA non-exempt represented employees when working assigned fire and other emergency duties over 40 hours in a one week period.
XSP	EXMP OT	Premium pay at 1.5 times rate for FLSA-exempt represented employees working assigned fire and other emergency duties outside of regular duties.
XT	GRNTD ADM LV	Granted paid leave for Assistant Attorney General's when an extraordinarily amount of time is spent on a case. (Agency policy)

Paystub Pay Code Notes – these will be in (parenthesis) after the pay code description.

- **Agency Policy:** these pay codes are agency specific
- **Refer to FLSA:** these pay codes are covered under the Fair Labor Standards Agreement (FLSA)
- **Refer to OAM / IRS Pub 15:** these pay codes have guidance on their use in the Oregon Accounting Manual (OAM) and in IRS
- **Refer to State Policy:** these pay codes have specific language about them in statewide policy

Special Code Designators

For some OSPA pay and leave codes, you may add a digit for a special purpose. For example, the digit may be for protected leave, such as FMLA or CBIW. Please contact your agency payroll office when and if you should use one of these designators.

Designator	Used for	Examples
F	Hours taken under FMLA	VAF, GLF
G	Hours recorded for an employee who was injured on the job and has a compensable SAIF claim (CBIW)	SLG, LOG
J	Hours worked in "Preferred Worker" status. Requires SAIF approval.	RGJ, VAJ
N	OSPA will not use these hours when accruing leave hours.	HON, RGN
P	Leave pay-off entered on the P050. It reduces the leave balance and increases the employee's gross pay.	VAP, CTP
W	This allows leave to continue to accrue for leave without pay. Restricted by contract.	LOW, LSW
1	Hours taken under OFLA	LO1, VA1
2	Hours taken under both FMLA and OFLA	SL2, GL2
3	Hours recorded when the employee is protected under FMLA and has a compensable SAIF claim (CBIW)	RG3, VA3
5	Hours recorded when the employee is protected under OFLA-bereavement leave of up to 80 hours per event.	FL5, LO5

FMLA = Family Medical Leave Act

CBIW = Continuation of Benefits for Injured Workers

SAIF = State Accident Insurance Fund

OFLA = Oregon Family Leave Act