

PAY AND LEAVE CODES

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INTRODUCTION

This appendix includes OSPA pay and leave codes and those PPDB differential codes that you may also enter on the P050 Gross Pay Adjustment screen in OSPA. It lists the OSPA pay and leave codes first. The two main categories of OSPA codes are: Time Sheet Codes and Gross Pay Adjustment Codes. The two main categories each have the following smaller groups within them:

Time Sheet Codes (P003, P004 Screens)	Gross Pay Adjustment Codes (P050 Screen)
<ul style="list-style-type: none"> • Compensatory Time Accrual • Differential Codes, Time Sheet • Leave Codes • Overtime Codes • Per Diem Codes • Premium Pay Codes • Straight Time Worked Codes 	<ul style="list-style-type: none"> • Differential Codes, P050 • Expense Reimbursements and Fringe Benefits Codes • Leave Payoffs • Lump Sum Payments • Special Payments • Volunteer Codes

The PPDB differential codes follow the OSPA codes.

If you are unable to find the code you want under these categories, see the index at the end of this document.

NOTE - If you have questions about whether a pay type is taxable, PERS-subject, maximum accrual allowed, etc., you may look it up on the OSPA PTB1 and PTB2 Payroll Benefit Package Table screens by benefit package code. See the Statewide Payroll Reference Manual, OSPA Related Documents, Screen Guides, PTB1 and

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PTB2.

R*STARS COMPTROLLER / AGENCY OBJECTS

The pay code determines the R*STARS Comptroller (COBJ) / Agency (AOBJ) Object to which a transaction will post in R*STARS, the state’s accounting application. This document includes the expenditure object for each pay code. The following table lists the currently used objects. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Interfaces, R*STARS for additional information.

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Controller / Agency Object	Title
3111	Regular Employees
3112	Board and Commission per Diem
3127	Disaster/Rescue Operations
3133	Firefighting Labor
3171	Overtime Payments
3173	On Duty – Call Back – Overtime
3176	Vehicle Allowance
3181	Shift Differential
3190	All Other Differential
3192	Holiday Pay
3193	Per Diem Lieu of Benefits

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Controller / Agency Object	Title
3194	O/Class, Leadwork, Special Qualifications
3195	Longevity – Bonus – Incentive
3196	Standby Duty Pay
3197	Diving Differential
3198	Penalty Pay
3199	Travel Differential
3211	Emp Retirement Contribution to Def Comp
3260	HEM
3262	Health Care Cash
3264	Med, Dental, Life Ins – Agency Subsidy
3805	Member Exp – Payroll Othr Svcs

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Controller / Agency Object	Title
3810	Employee Relocation – Payroll
3815	Laundry Services – Payroll
3820	Uniforms – Payroll
3835	Elected Official Allowance
3836	In Leg Meals and Lodging – Payroll
3837	In Leg Ground Transportation – Payroll
4101	Instate Meals with Overnight Stay
4103	Instate Mileage Reimbursement
4104	Instate Travel Miscellaneous Expenses
4105	Instate Meals – No Overnight Stay
4106	Instate Lodging
4108	Instate Ground Transportation
4109	Instate Mileage Reimbursement-Full Rate
4110	Instate Mileage Reimbursement-Reduced Rate
4150	Out-of-state Lodging

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Controller / Agency Object	Title
4151	Out-of-state Meals with Overnight Stay
4154	Out-of-state Travel Misc Expense
4162	Out-of-state Mileage Reimbursement – Full Rate
4163	Out-of-state Mileage Reimbursement – Reduced Rate
4406	Prof Dev Instate Tuition/Registration
4450	Prof Dev Instate Mileage Reimbursement-Full Rate
4451	Prof Dev Instate Mileage Reimbursement-Reduced Rate
4452	Prof Dev Out-of-state Mileage Reimbursement – Full Rate
4453	Prof Dev Out-of-state Mileage Reimbursement – Reduced Rate

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SPECIAL CODE DESIGNATORS

For some OSPA pay and leave codes, you may add a digit to track their use for a special purpose. For example, the digit may show the employee is on protected leave, such as FMLA or CBIW. Or, it may tell OSPA to not use the hours when accruing leave.

Codes that can use these special designators have an asterisk (*) beside them. Not all designators are available for the codes with an asterisk. See the PTB2 Payroll Benefit Package Table screen for the codes for a particular benefit package. If you want another pay code added to the benefit package, contact the OSPS Help Desk (OSPS.Help@das.state.or.us).

Designator	Used for	Examples
F	Hours taken under FMLA ¹	VAF, GLF
G	Hours recorded for an employee who was injured on the job and has a compensable SAIF claim (CBIW ²)	SLG, LOG
I	Calculates the pay at the OT MLT rate on the PTB2. It allows leave and benefits to continue to accrue	HPI
J	Hours worked in "Preferred Worker" status. Requires SAIF ³ approval. Will not charge the agency SAIF premiums.	RGJ, VAJ

¹ FMLA = Family Medical Leave Act

² CBIW = Continuation of Benefits for Injured Workers

³ SAIF = State Accident Insurance Fund

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Designator	Used for	Examples
N	OSPA will not use these hours when accruing leave hours. See Handbooks, Leave Accrual and Reporting.	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 ⁴	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
4	Hours recorded for COVID 19 related leave	SL4, VA4
5	Hours recorded when the employee is protected under OFLA-bereavement leave of up to 80 hours per event.	FL5, LO5
6	Hours taken under FMLA Exigency Leave	VA6, SL6
7	Hours taken under FMLA Exigency Leave and OFLA Leave	SL7, VA7
8	Hours taken under FMLA Military Caregiver Leave	SL8, VA8
9	Hours taken under FMLA Military Caregiver Leave and OFLA	SL9, VA9

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⁴ OFLA = Oregon Family Leave Act

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TIMESHEET CODES

COMPENSATORY TIME ACCRUAL

OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁵	COBJ/A OBJ
CTA	COMP TIME ACCR	Compensatory leave time accrued at time and one half in lieu of overtime pay non-FLSA exempt employees.	P	O	3111
CTB	CT ACCR .50	Compensatory leave time accrued at time and one half when start time worked is different than regular scheduled start time.	P	O	3111
CTE	STR C/T ACCR	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)	P	O	3111
CTH	COMP TIME HOL	Compensatory leave time accrued at time and one half in lieu of Holiday Pay when working on a holiday. (Refer to CBA / State Policy)	P	O	3111
CTK	C/T ACCR C/B	Compensatory time accrued at a 2.5 accrual rate for field investigation/crime scene team members who are on call	P	O	3111
CTJ	C/T ACCR C/B	Compensatory time accrued at a 2.0 accrual rate for medical staff who are on call.	P	O	3111
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)	P	O	3111
CTQ	CT C/B	Compensatory leave time accrued at straight time rate when called back to work outside of regular shift schedule. Refer to CBA / State Policy.	P	O	3111

⁵ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of

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these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PTB2 and Payroll Processes Using OSPA, ODT, Entering Time and Timesheet Entry.

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁵	COBJ/A OBJ
CTR	C/T ACCR C/B	Compensatory time accrued by medical staff for call back using an accrual rate of .1667. Per contract.	P	O	3111
CTS	COMP TME ST	Compensatory leave time accrued at straight time (1.0) rate in lieu of additional straight time pay for FLSA non-exempt employees.	P	O	3111
CTT	C/T HOL C/B	Compensatory time accrued using a 1.5 accrual rate for medical staff who are on call on selected holidays.	P	O	3111
CTU	C/T ACCR C/B	Compensatory time accrued at a 1.0 accrual rate for medical staff who are on call.	P	O	3111
CTV	C/T ACCR C/B	Compensatory time accrued at a .3334 accrual rate for medical staff who are on call.	P	O	3111
CTX	C/T ACCR 2.5	Compensatory leave time earned at two and one half times (2.5) rate for working on a holiday that extends beyond normal hours per OSPOA CBA.	P	O	3111
CTY	C/T HOL C/B	Compensatory time accrued at a .5 accrual rate for staff who are on call on a holiday.	P	O	3111
OCA	OC ACCR FISH	Accrued on-call hours for employees at an ODFW hatchery only, per CBA. Accrued at the rate of one hour of straight time leave for six hours of assigned on-call duty (prorated for less than six hours on-call). Maximum of 24 hours in a fiscal year.	P	O	3111
ODA	OOD ACCRL	Accrued leave at a 1.0 rate for the Officer of the Day for Department of Corrections and Oregon Youth Authority, per policy.	N	O	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁵	COBJ/A OBJ
SPO	SPL ACCR TIME	Straight-time leave accrued at time and one half for hours worked over 8 hrs per day or over 40 hrs per week during a spill for DEQ (agency 34000) only	P	O	3111
RCA	RCT COMP ACC	Compensatory time at a 1.5 accrual rate per OSPOA CBA (training at Pre-Academy, DPSST Basic, Advanced Academy and/or Police Career Officer Development schools).	N	O	3111
STA	ST ACCR TIME	Straight-time leave accrued for FLSA exempt employees as hour-for-hour for time worked above 40 hours per week/eight hours per day per applicable collective bargaining	P	O	3111
STH	STRT TM HOL	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.	P	O	3111
STS	ST STRT ACCR	Straight time accrued for holiday falling on employee's regular day off. STS accrues one for one.	P	O	3111

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DIFFERENTIAL CODES, TIME SHEET

OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁶	COBJ/A OBJ
BID	BRGE COND DIFF	\$4.00/hr differential when using rope access or UBIT (AEE) and operation of UBIT (SEIU). Differential applies for all hours worked performing these duties at the job site, excluding travel to and from	N	O	3194
BLD	BKUP LDWKR	Backup Lead Worker differential paid at the rate of \$1.00/hr for all hours worked in the backup assignment.	D	O	3194
COT	CLIN OVRST DIFF	2.5% differential to be paid for Clinical Oversight of Trainees when assigned direct clinical oversight of a trainee Per CBA. Also to be used as 2.5% preceptor differential who is assigned by the employer to act as a preceptor to a senior practicum nursing student.	N	O	3194
DCR	COACH RC DIF	5% of a sworn officers regular rate of pay for hours serving as the primary coach for a new recruit (UA Benefit Package, Agency 25700 only), WR#3680	P	O	3190
EWD	EW DIFF 1.00	\$1.00 Differential for actual hours worked when an employee is required by management to report to work in person during inclement weather, hazardous conditions, and when offices are closed to the public due to pandemic concerns	D	O	3190
FHC	FF HIGHR CLS	Work out of class differential paid at \$1.70 per hour when employees are assigned duties of a higher classification. (KF and FF Benefit Packages, Agency 24800 only)	D	O	3194
FMU	FF MOVE UP	Work out of class differential paid at \$2.90 per hour when a firefighter is assigned move up duties. (FF Benefit Package, Agency 24800 only)	D	O	3194

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GCD	GRP COORD DF	Group Life Coordinator differential paid at the rate of \$2.00/hr when an employee is facilitating a group. Paid to an employee where the agency has given the employee the assignment in writing and requires a specific certification.	D	O	3181
HRB	HRB NRS DIFF	2.5% differential pay for Nurses in benefit package code CQ for working in CPS designated units.	P	O	3194
PLA	INC \$24 WKND	Licensed Practical Nurse who provide care on the weekend; between the hours of 2200 (10pm) on Friday until 0700 (7am) on Monday	P	O	3190
PLO	INC \$10 WKDY	Licensed Practical Nurse while providing care between the hours of 0700 on Monday and 2199 on Friday	P	O	3190
LNP	LPN SHFT DIF	Licensed Practical Nurses will receive a shift differential of \$3.70 per hour	P	O	3181
LWE	INSTR INS TR	Compensation for employee who are selected and assigned to instruct institution training receive an additional 5% above their rate of pay for all hours they are conducting institutional training	P	O	3194
LWT	LEAD WK TIMEP	Compensation for employees who have been assigned temporary charge and/or lead work duties/ responsibilities by management for a specific shift or schedule. Paid at 5%	P	O	3194
PSD	PORT DIFF	Portability differential for employees of the stabilization and Crisis Unit within the Department of Human Services of two dollars and seventy-three cents (\$2.73) per hour for all hours worked when an employee is ported to an alternate per CBA	N	O	3181
SWA	INC \$13 WKND	Custodian, Food Service Worker, Cook, and AS1 (assigned to the CSO unit) who provide indirect care on the weekend; between the hours of 2200 (10pm) on Friday until 0700 (7am) on Monday	P	O	3190

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SWO	INC \$5 WKDY	Custodian, Food Service Worker, Cook, and AS1 (assigned to the CSO unit) who provide indirect care between the hours of 0700 on Monday and 2199 on Friday	P	O	3190
TMB	INC \$14 WKND	SACU employees who provide direct resident care between the hours of 2200 on Friday until 0700 on Monday	P	O	3190
TMC	INC \$6 WKDY	SACU employees who provide direct resident care for all other hours	P	O	3190
TFD	TREE FALL DIFF	Tree Faller differential for employees of the Oregon Department of Transportation, Oregon Parks and Recreation Department, and the Oregon Department of Forestry who hold an advanced tree faller certification and are performing work on advanced trees	N	O	3194
TMA	INC \$18 WKND	MHTT, MHT1, MHT2, MHST, TMHA and Activities Coordinator (assigned to treatment services, while providing direct nursing care) on the weekend; between the hours of 2200 (10pm) on Friday until 0700 (7am) on Monday	P	O	3190
TMO	INC \$7 WKDY	MHTT, MHT1, MHT2, MHST, and TMHA and Activities Coordinator (assigned to treatment services, while providing direct nursing care) between the hours of 0700 on Monday and 2199 on Friday	P	O	3190

⁶ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PTB2 and Payroll Processes Using OSPA, ODT, Entering Time and Timesheet Entry.

⁷ CBA = Collective Bargain Agreement

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁶	COBJ/A OBJ
MHA	MHN \$13 WKDY	Mental Health Registered Nurses who provide direct patient care between the hours of 0700 on Monday and 2199 on Friday will be paid an additional thirteen dollars (\$13.00) per hour for each hour or major portion thereof (thirty (30) minutes or more).	P	O	3196
MHB	DIFFER \$12	Employees in the classifications of Nurse Practitioner, Registered Nurse, and Health Services Technician, who work at CCCF, EOCI, TRCI, SRCI or WCCF, and who provide direct patientcare, will be paid an additional \$12.00/hr	D	O	3196
MHC	DIFFER \$5	Certified Medication Aides, at CCCF, will be paid an additional \$5/hr for all time of actual work	D	O	3196
MHD	M/H DIF	Differential when Supervising Registered Mental Health Nurse works a shift with direct care duties as a mental health nurse per CBA. Straight time. Entered in addition to regular time.	N	O	3190
MHO	MHN #31 WKND	Mental Health Registered Nurses who provide direct patient care between the hours of 2200 on Friday until 0700 on Monday will be paid an additional thirty-one dollars (\$31.00) per hour per hour for each hour or major portion thereof (thirty (30) minutes or more).	P	O	3196
MHT	MNT HLTH DIF	Mental Health Therapist series employees who are required to have a can license will receive a shift differential of \$2.00 per hour	P	O	3181
MOD	MN OT DIF 10	10% Differential for mandatory OT on 3 rd calendar day within regular scheduled work week. SACU. CA benefit package	D	O	3190
MTD	MED PASS DIF	Compensation for passing and administering medication.	D	O	3194
NGD	FLIGHT DIF	Differential paid to ODFW or Forestry employees who work from aircraft, flying grid patterns, low-altitude spotting, locating and capturing animals or collecting census data. \$1.50/hour of actual airtime.	D	O	3190

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OP	HAZARD DUTY	Differential compensation for work performed more than 20 feet above ground or water that requires use of safety equipment. Also used for transportation of hazardous materials. (Refer to CBA / State Policy)	D	O	3194
PLD	PEST LIC DIF	Differential paid to employees with pesticide application license when mixing, spraying, and cleaning equipment.	D	O	3190
SCD	SH DIFF 0.33	Temporary hourly differential of \$.33 for an eight hour shift for an Institution RN who has assigned charge duties. Limited to classification C6214 in an SEIU represented position.	D	O	3181
SCG	SH DIFF 0.34	Shift differential paid for an employee assigned duties of “shift charge” during a shift with 2 or more other employees. Limited to classification C6710, C6711, or C6725 in an SEIU represented position.	D	O	3181
SDA	SH DIFF 2.35	Shift differential paid for evening hours worked at institutional and other 24-hour work environments.	D	O	3181

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To⁶	COBJ/A OBJ
SDB	SH DIFF 2.70	Shift differential paid for night hours worked at institutional and other 24-hour work environments.	D	O	3181
SDC	SH DIFF 1.85	Shift differential paid for evening shift work by Supervising RNs and Nurse Managers at Mental Health.	D	O	3181
SDD	SH DIF P/CBA	Shift differential for hours worked from 6:00 pm to 6:00 am at the rate of \$.50 per hour per CBA for agencies 25700 and 84500 only	D	O	3181
SDE	SH DIFF 1.00	Shift Differential \$1.00. Shift differential paid for hours worked if other than day shift.	D	O	3181
SDH	SH DIFF .06%	Shift differential paid for hours worked on weekends or between 6:00pm and 6:00am. – AFSCME DEQ only.	D	O	3181
SDK	AOC DIFF 1.5	AOC Differential of \$1.50. See Article 36, Section 1 & 2 (This is for the TF benefit).	D	O	3181
SDP	SH 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.	D	O	3181
SDR	SH DIFF 5.00	Shift differential for RN's whose regularly scheduled work week includes a Sat and/or Sun receive this differential for each hour or major portion thereof (30 min or more) for all scheduled hours worked between 12:01 am on Sat through 12:00 midnight on Sun. For AFSCME Nurses.	D	O	3181

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OSPA Code	PTB2 Description	Detail Descriptio	OT Code	Add To ⁶	COBJ/A OBJ
SDT	SH DIFF \$1.00	Shift Differential \$1.00. Voluntary & Involuntary Temporary Reassignments for the CA benefit package for DHS SOCP, or OLCC, benefit package CM for hours worked between 6pm and 6am or all day Saturday and Sunday.	D	O	3181
SDW	SHFT DIFF \$X.XX	Weekend shift differential for working Friday night shift through Sunday swing shift. (Rates vary refer to CBA.)	D	O	3181
WID	WK INMTE DIF	Workers Inmate Differential. SEIU only, DMV specific, see Article 26.3A.	P	O	3190
WIT	WK INMTE TIMEP	A 5% premium differential for non-correctional employees who are assigned to work in direct contact with inmates for specific shift assignments. Per SEIU CBA.	P	O	3190
WSD	WOC SPEC DUT	Work out of class paid @ \$35.00 per shift for short-term assignments in agency 24800 (Military) only. Not to exceed three consecutive shifts. On the timesheet, enter one unit (one hour) of WSD for each shift worked.	D	O	3194
XHD	DOG HDL DUTY	Differential paid dog handlers for canine care on days off at \$5.00 per hour (State Police).	D	O	3194

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LEAVE CODES

OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁸	COBJ/A OBJ
ABL	OSPOA ASN BL	Leave used to conduct OSPOA business by authorized individuals. Leave must be donated from employees within the bargaining unit. 750 hours biennial limitation.	N	R	3111
AD	ADMIN LVE	Paid leave to compensate leave for Admin purposes, including EO 21-29. Also, used as paid leave to compensate for work performed outside normal work hours by Judicial Department employees who are ineligible for overtime. (Agency Policy)	N	R	3111
AT	AWARD TIME TKN	Paid leave for Judicial Dept and Public Defense Service (YD benefit package) years of service award.	N	R	3111
CH* ⁹	CT HOL TKN	Compensatory time taken in lieu of holiday leave for firefighters at Military Department.	N	R	3111
CTL*	COMP TIME TKN	Compensatory time taken for hours earned.	N	R	3111
CV	COVID Leave	HR6201 Federal Act for Emergency Sick Leave	N	R	3111
CXT	COVID E FMLA	Continuation of pay while taking care of a child due to Covid19 related matters as outlined in HR6201 Federal Act	N	R	3111

⁸ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PTB2 and Payroll Processes Using OSPA, ODT, Entering Time and Timesheet Entry.

⁹ Codes with an asterisk (*) use one or more special third-character designators. See the Special Code Designators section above.

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁸	COBJ/A OBJ
DH*	DONATED LV	Paid donated hardship leave. When an eligible employee receives donated leave from other state employees, establish the donated leave balance on the P435 screen. Enter the paid donated leave taken on the P003 or P004 screens.	N	R	3111
DL*	DISCR LEAVE	Paid leave granted and used at agency discretion. (Replaced AD in 1990.)	N	R	3111
DRL	DISASTER LV	Paid leave used at agency discretion for employees participating in disaster relief and/or search and rescue operations.	N	R	3127
EL*	EDUCATION LV	Extended paid leave for job-related educational courses or training sessions, such as sabbatical leave.	N	R	3111
FB	WLB LVE TKN	“Work Life Balance Day” leave time purchased by Secretary of State employees per their 2013-2015 Compensation Package.	N	R	
FC	WLB LVE COST	The offsetting cost associated with the FB pay type code.	N	R	
FL*	FUNERAL LV	Paid leave to discharge obligations arising from a death in the employee's immediate family, as determined by contract. May be used in conjunction with paid FMLA, OFLA, CBIW, but not in conjunction with LWOP. Counts as part of FMLA / OFLA / CBIW leave.	N	R	3111
GL*	GIVEN/GOV LV	Granted or Governor’s leave time off dependent upon applicable CBA/State Policy.”	N	R	3111
HL*	HOLIDAY LVE	Paid leave for holiday bank hours accrued per CBA.	N	R	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁸	COBJ/A OBJ
HO*	HOLIDAY LVE	Paid leave for specified holidays per CBA/State Policy. The holiday falls on a normally scheduled workday for the employee and the employee takes the day off.	N	R	3111
HU	HOLIDAY USE	Paid leave for specific holidays when leave is taken on another day.	N	R	3111
IT	INTV & TEST	Paid leave for interviewing and testing for position at another State entity.	N	R	3111
IW	INCLMT WThER	Used for inclement weather, please see applicable CBA, State HR Policy 60-015-01 Temporary Interruption of Employment, and the CHRO <i>Guide for Leave-Related Questions for Temporary Interruption of Employment</i> for more details. http://www.oregon.gov/das/Policies/60-015-01.attachment.pdf	N	R	3111
JD	JURY DUTY	Paid leave for time served on a jury at the county, state, or federal level.	N	R	3111
KL	KELLY DAY LV	Paid time off for IAFF represented employees at Military Department. Refer to CBA for additional details.	N	R	3111
LA	LWOP TAG MIL	Unpaid military leave for The Adjutant General (TAG) at agency 24800. Also used for unpaid furlough leave per policy and/or CBA. Leave and benefits are accrued; is not PERS subject.	N	L	3111
LE	LWOP EDUC	Unpaid leave granted for pursuit of educational, professional, or career development.	N	L	3111
LF	LWOP SUSPEND	Unpaid disciplinary leave.	N	L	3111
LL	LWOP LACTATE	Unpaid portion of an employee's rest period to allow an employee time to express milk per HB 2372 (2007 regular session) and OAR 839-020-0051.	N	L	3111
LO*	LWOP OTHER	Unpaid leave not otherwise defined.	N	L	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁸	COBJ/A OBJ
LOG	LWOP WRK COM	Unpaid leave during period employee is receiving Worker's Compensation payments.	N	L	3111
LOM	LWOP MIL LV	Unpaid military leave for employees with Reserve orders for weekend drills. Time counts towards leave accrual and benefits. (Agency 29100 per AOCE Representation)	N	L	3111
LP	LWOP CAR DVL	Unpaid leave for professional or career development. Maximum use per CBA. (Agency 34000 only.)	N	L	3111
LR*	LEG REQ LVE	Legislatively required leave per HB 3263 for eligible victims of domestic violence, harassment, sexual assault or stalking. Up to 160 paid leave hours per year, on an as needed basis, to be used after all other leave is exhausted. ORS 659A.270, ORS 659A.285, ORS 659A.290.	N	R	3111
LS	LWOP SICK	Unpaid leave granted an employee who is recovering from a non-job-related injury or illness and is not on a protected leave. Used after employee has exhausted all available accrued leaves.	N	L	3111
LU	LWOP UNEXCUS	Unpaid leave for unexcused absence from work.	N	L	3111
LV	LWOP VAC	Unpaid leave granted in cases where employee has no accrued vacation leave.	N	L	3111
LX	LWOP MILITARY	Unpaid leave granted for active full-time military duty. Usually limited to a maximum of four years.	N	L	3111
LZ	FED FURLOUGH	Unpaid Federal furlough leave due to the Federal government shut-down. Does not affect employee's leave accrual or PEBB eligibility. Is not included in PERS calculations.	N	R	3111
MKL	MKUP TIME TKN	Makeup leave used (Agency 25700 only).	N	R	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁸	COBJ/A OBJ
ML*	MILITARY LVE	Paid leave for discharging annual military training obligation. Maximum annual allowance 11 working days or 15 calendar days.	N	R	3111
MPL	MISC PD LVE	Any paid leave not otherwise defined in this document. Do not use this code to pay straight time to employees assigned to a home duty station pending an investigation. The correct code for that purpose is "DS".	N	R	3111
NL	NEGOT PD LV	Paid leave granted to represented/non-represented based on agreement between the State and a union bargaining unit and/or an agency head and agency employees (i.e. to make whole an employee that was required to be on unpaid leave time due to federal government shut down).	N	R	3111
OCL	OC FISH TKN	Paid leave for accrued on-call hours for employees at an ODFW hatchery only, per CBA. Accrued at the rate of one hour of straight time leave for six hours of assigned on-call duty (prorated for less than six hours on-call). Maximum of 24 hours in a fiscal year.	N	R	3111
OD	OOD LEAVE	Compensatory leave at Dept. of Corrections and Oregon Youth Authority for Officer of the Day.	N	R	3111
PB*	PERSONAL BUS	Paid leave to be used at the employee's discretion. Accrual rate (typically 24 hours per fiscal year) as specified in CBA/State Policy.	N	R	3111
PND	PD NON TCHDY	Paid non-teaching day other than holidays. Used to account for days of pay during school breaks for those working under a teaching contract which is paid over a 12-month period.	N	R	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁸	COBJ/A OBJ
PR*	PRERETIRE LV	Paid leave to pursue bona fide pre-retirement counseling programs. See appropriate CBA/State Policy.	N	R	3111
RCL	RC TIME TAKN	Compensatory leave taken following training at State Police Academy. Also ODOT RC time taken.	N	R	3111
RFS	IMR EXEMPT	Rest leave from forest fire duty after 14 day assignment. Paid as misc. pay.	N	O	3111
RFX	IMR NONEXEMP	Rest leave from forest fire duty after 14 day assignment. Paid as misc. pay.	N	O	3111
RHS	IMR EXEMP RG	Rest leave from forest fire duty after 14 day assignment. Counts as regular time. (Refer to CBA / State Policy)	N	R	3111
RHX	IMR NONEX RG	Rest leave from forest fire duty after 14 day assignment. Counts as regular time. (Refer to CBA / State Policy)	B	R	3111
RL	RELOCATE LVE	Paid leave granted for transferring to a new official station at employer's request and/or benefit.	N	R	3111
RP	FLX REC PGM	Paid leave granted for Judicial Flexible Recognition Program (Agencies 19700 & 19800 only).	N	R	3211
RRS	REST ROT STD	The employee shall be given paid leave as necessary to avoid any decrease in compensation related to the need for adequate rest and recuperation time between shifts.	N	R	3111
RRX	REST ROT XTR	Rest leave from forest fire duty after 21 day assignment. Paid as misc. hours.	B	O	3111
SL*	SICK LEAVE	Compensation for use of accrued sick leave as outlined in CBA/State Policy. May also include bereavement leave.	N	R	3111
SP	SPL TKN TIME	Taken straight time that was accrued during a spill per CBA, DEQ (agency 34000) only.	N	R	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁸	COBJ/A OBJ
ST*	ST TAKN TIME	Accrued straight time taken as leave per applicable state/agency policy or CBA.	N	R	3111
SUL	SHOW UP LVE	Compensation when an employee shows up for work and is released from work before the end of his/her shift for other than inclement or hazardous conditions.	N	R	3111
SW3	WC FMLA/CBIW	Up to three paid administrative leave days when a staff person is physically assaulted in the course of duties and meets CBA defined criteria. Recorded as FMLA and CBIW.	N	R	3111
SWG	WC CBIW LV	Up to three paid administrative leave days when a staff person is physically assaulted in the course of duties and meets CBA defined criteria. Recorded as CBIW.	N	R	3111
TS*	TEMP SICK	Compensation for use of accrued sick leave as outlined in CBA/State Policy. May also include bereavement leave. (For Temporary Employees ONLY)	N	R	3111
UBB	UNION BARGIN	Paid leave to participate in union collective bargaining sessions	N	R	3111
UBG	UN BUS GRIEVE	Paid leave time to participate in union business related to a grievance (Step 1-Arbitration activities or potential grievance for written disciplinary action)	N	R	3111
UBL	UN BUS LEAVE	Paid leave while on short or long term assignment for union business purposes, generally with arranged reimbursement from Union. (Short term leaves, Union President, contract specialist). Refer to CBA	N	R	3111
UBM	UN BUS MISC	Paid leave time for conducting miscellaneous union business (NEO, approved committees, management requested meetings)	N	R	3111
UBN	UN BUS NOACC	Paid leave for union business. Does not accrue leave.	N	R	3111
UBP	UNION BUS	Paid leave to participate in labor/management committee meetings	N	R	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ⁸	COBJ/A OBJ
UBS	UN BUS SHORT	Paid leave to represent employees in pre-dismissals, investigatory meetings and to be present upon request when an employee is reporting inappropriate workplace behavior	N	R	3111
VA*	VACATION LV	Compensation for use of accrued vacation leave.	N	R	3111
VF	EXCESS VA	For agencies 19700/19800 as of 10/1/20, the max balance for employees in benefit packages YM, YN, YP, and YS will go from 425 to 350 hr. Leave in excess of 350 as of 10/1 will be moved to VF. As of 01/01/10 the maximum balance for VA for employees in benefit packages XX and SM will go from 425 to 350 hr. OSPA will move the VA >350 for these employees into an excess vacation leave account during the December 2009 leave accrual process. Staff must use it by 6/30/13. Use VF when employees use leave from this account.	N	R	3111
WL	WITNESS LV	Court, legislative committee, or quasi-judicial body witness leave with pay if the employee is required by subpoena or other direction by proper authority to appear on a non job-related	N	R	3111
XT	GRNTD ADM LV	Special paid leave. For agency 13700, benefit package AG, granted to Assistant Attorney Generals for extraordinary time spent on a case. For agency 25700, benefit package SM,	N	R	3111

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OVERTIME CODES

OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹⁰	COBJ/A OBJ
BT	BREAK TIME	Overtime paid for Forestry Department employees when employee is required to work with no break time. SEIU ODOT Coalition, Article 90.3C, Section 9.	O	O	3171
CDO	CAR DVLP OT	Overtime compensation during attendance at job-related seminars, training sessions, or professional organization meetings.	O	O	3171
OT	OVERTIME	Compensation at time and one-half of an employee's regular hourly rate of pay for time worked in excess of eight hours per day or 40 hours per workweek. Overtime for an irregular work schedule is for time worked in excess of 10 hours per day or 40 hours per workweek.	O	O	3171
OTE	OT EMERGENCY	Used when an overtime eligible employee in agency 29100 Corrections worked mandatory overtime in response to an institution related emergency	O	O	3171
OTM	OT MANDATORY	Used to report mandatory overtime, including when an overtime eligible employee represented by SEIU worked mandatory overtime in the same period that the employee recorded sick leave.	O	O	3171

¹⁰ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PTB2 and Payroll Processes in OSPA, ODT, Entering Time and Timesheet Entry.

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹⁰	COBJ/A OBJ
OTX	OT COMPONENT	Overtime component for XF benefit package	O	O	3171
SOT	SPL OT TIME	Spill time paid at overtime rate of 1.5 per CBA for spill cleanup coordination duties, DEQ (agency 34000) only	O	O	3171
TCO	COMP TRNG OT	Work-related competency training overtime	O	O	3171
TEO	TRNG DEL OT	Training delivered overtime	O	O	3171
TTO	TRNG TRVL OT	Training travel overtime	O	O	3171
WEO	WKENV TRG OT	Work environment training overtime	O	O	3171
XSO	REP NON EXEM	Overtime code for FLSA non-exempt represented employees when working assigned fire and other emergency duties over 40 hours in a one week period. (Rest and Relaxation and/or Rest and Rotation hours)	O	O	3171

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PER DIEM CODES

OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹¹	COBJ/A OBJ
RGY	RG DLY EMERG	Daily rate for employees paid on shift basis for emergency only. Must be “D” wage basis code on the P030 screen. (Agency # 84800 only.)	N	R	3111
RGZ	RG DLY NO EM	Daily rate for employees paid on shift basis for non-emergency only. Must be “D” wage basis code on the P030 screen. (Agencies # 84800 and 86200 only.)	N	R	3111

¹¹ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PTB2 and Payroll Processes Using OSPA, ODT, Entering Time and Timesheet Entry.

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PREMIUM PAY CODES

OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹²	COBJ/A OBJ
CB	CALL BACK	Employee released from duty and called back to work before normal start time. Straight time rate of pay per CBA/State Policy.	B	O	3173
CBO	CALL BACK OT	Employee released from duty and called back to work before normal start time. Overtime rate of pay per CBA.	O	O	3173
CPH	HO PAY DYOFF	Compensation for holidays that fall on a scheduled day off at straight time for agency 29100 benefit packages CC, SP, and CO. Code does not pay Worker's Comp tax.	N	O	3192
FPP	FORENSIC PAY	Field Investigation/Crime Scene Rotation and Response pay of 2.5 times the regular rate of pay when assigned and called to respond to crime scenes outside regular working hours.	B	O	3194
GW	GRANT WORKED	Grant funded flat rate for sworn management state police officers who are FLSA and OT exempt	N	O	3171
HP	HOLIDAY PRM	Compensation at time and one-half for holiday hours worked.	B	O	3192

¹² On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PTB2 and Payroll Processes Using OSPA, ODT, Entering Time and Timesheet Entry. Questions? Contact the OSPS Help Desk
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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹²	COBJ/A OBJ
HPI	HOL PRM INCL	Compensation at time and one-half for holiday hours worked on a non-standard schedule (more than 8 hours in the day for a full-time employee). Hours coded as HPI will be included in leave and benefit accrual calculations.	B	O	3171
HPX	HLDY WRK N/S	Compensation at time multiplied by 2.5 for holiday hours worked when not scheduled to do so. OSPOA contract.	B	O	3192
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)	P	O	3171
IRH	IRREG HOURS	Half-time compensation when reporting time has been changed from previously-set base starting time. (Refer to CBA)	P	O	3198
MCD	MENTSHIP CD	Compensation for DEQ Vehicle Inspection Program employees who participate in state mentorship opportunities on their regularly scheduled days off (excluding holidays) during the normal business week. Paid at regular rate of pay, not included in the overtime calculation.	N	O	3111
OHB	MOD 150.00	POD/MOD Salem, on site Board Eligible (1.50 multiplier) (benefit pkg MD only)	P	O	3196
OHE	MOD 200.00	POD/MOD Holiday, Salem, on site Board Eligible (2.00 multiplier)(benefit pkg MD only)	P	O	3196
OHL	MOD 100.00	POD/MOD Junction City, on site Board Eligible (1.00 multiplier) (benefit pkg MD only)	P	O	3196
OHO	MOD 150.00	POD/MOD Holiday Junction City, on site Board Eligible (1.50 multiplier) (benefit pkg MD only)	P	O	3196

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹²	COBJ/A OBJ
OHS	MOD 33.00	POD/MOD Off site Board Eligible (.33 multiplier) (benefit pkg MD only)	P	O	3196
OHV	MOD 56.67	POD/MOD Holiday Off site Board Eligible (.50 multiplier) (benefit pkg MD only)	P	O	3196
ONA	ON CALL 1/6	Compensation paid at one hour for six hours of on call status per ONA contract.	P	O	3196
ONH	ON CALL HOL	Employee to be available for holiday work. Paid at rate of 1.5 hours for every 6 hours of On Call status. (.2501 multiplier.) (CK benefit package only.)	P	O	3196
ONR	ON CALL 1/6	Employee to be available for work. Paid at rate of 1 hour for every 6 hours of On Call status. (.1667 multiplier.)	P	O	3196
ONS	ON CALL 1/3	Expanded on call for Physicians at .3334 multiplier. 1 hour pay for every 3 hours On Call status. Exempt employees. (MD benefit package only.)	P	O	3196
ONT	ON CALL 1/1	Expanded on call for Physicians at .1.0 multiplier. 1 hour pay for each hour On Call status. Exempt employees. (MD benefit package only.)	P	O	3196
ONU	ON CALL 1.5	Employee to be available for work. Paid at rate of 1.5 hours for every 6 hours of On Call status (.2501 multiplier)	P	O	3196
ONV	O/C 1/3 HOL	Expanded on call for Physicians at .5000 time and a half multiplier for holiday On Call at 1 hour pay for every 3. Exempt employees. (MD benefit package only.)	P	O	3196
ONX	ON CALL 1.5	Expanded An on-call employee who returns to work when requested shall be paid the on-call differential for a minimum of two hours at the rate of time and one-half. Additional time worked is paid on an hourly basis for each hour or major portion of an hour worked at	P	O	3196
ONY	ON CALL 1/2	On Call duty for Dept of Corrections paid at the second step of the correctional officer range. 1 hour pay for every 2 hours On Call status. (CC benefit package only.)	P	O	3196

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹²	COBJ/A OBJ
PP	PEN PAY/12HR	Compensation when reporting time has been changed without proper notice. Article 40; Section 2-SEIU Contract; HRSD Policy 20.005.10.	D	O	3198
PPA	PEN PAY/5DAY	Compensation when reporting time has been changed without proper notice. Article 40; Section 2-SEIU Contract; HRSD Policy 20.005.10.	D	O	3198
RT	REPORT TIME	Compensation when: (1) reporting time is changed without required notice. Report time is time designated as the start of daily work shift / weekly work schedule; (2) scheduled for work, but there is no work and excused from duty.	B	O	3198
SB	STANDBY	Hours required to be available for work outside employee's regular work hours.	P	O	3196
SBO	STANDBY O/T	Hours required to be available for work. Paid at overtime rate of pay.	O	O	3171
SCP	SCHED CHG PY	Compensation for employees who are not notified of a schedule change as required in CBA (Agency 25700 only).	P	O	3198
SCT	SCH CHG ODOT	Penalty pay when schedule has been changed without sufficient notice as required by CBA (Agency 73000 only).	D	O	3198
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 the 6th and 7th day in one week. Benefit packages AC, CC and SP.	D	O	3198
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 workweek. (Rest and Relaxation and/or Rest and Rotation hours)	O	O	3171

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Pay and Leave Codes

OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹²	COBJ/A OBJ
XSI	UNREP EXEMP	Premium pay at 1.5 times regular rate for <i>FLSA-exempt unrepresented</i> employees when working assigned fire and other emergency duties. (Rest and Relaxation and/or Rest and Rotation hours)	N	O	3171
XSP	REP EXEMPT	Premium pay at 1.5 times rate for <i>FLSA-exempt represented</i> employees working assigned fire and other emergency duties outside of regular duties. (Rest and Relaxation and/or Rest and Rotation hours)	P	O	3171

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STRAIGHT TIME WORKED CODES

OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹³	COBJ/A OBJ
AST	ADDNL STRGHT	<p>Straight time pay for additional hours worked during the same week that a represented employee recorded sick leave. Used in lieu of overtime pay code and specific to CBA/State Policy. If the overtime is mandatory, see OTIME.</p> <p>Also used for FLSA-exempt employees when they work more than their regularly scheduled hours during a work week or between 32-40 hours during a week that includes paid time off.</p> <p>This code does not accrue leave or apply hours for benefit calculations.</p>	B	O	3111
CD*	CAREER DVLP	Compensation during attendance at job-related seminars, training sessions, or professional organization meetings.	N	R	3111
CDS	CAR DVLP STR	Compensation for attending job-related seminars, training sessions, or professional organization meetings during non-work scheduled hours. Does not accrue leave.	B	O	3111
CL	CURRCLM LRN	Paid time to obtain direct care certification. Refer to CBA, for benefit package CA only.	B	O	3111
DS	DTY STAT HM	Compensation at straight time rate, restricted to employees who are stationed at home pending an investigation.	N	R	3111

¹³ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See the Statewide Payroll Reference Manual, OSPS System Related Documents, Screen Guides, PTB2 and Payroll Processes Using OSPA, ODT, Entering Time and Timesheet Entry.

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹³	COBJ/A OBJ
FST	STRT TM NO ACC	To report hours worked, between 32-40 within a week, at straight time rate of pay while on special duty assignment. Hours reported do not count toward benefit or leave accruals.	B	O	3111
HST	HOLIDAY STR	Compensation for holidays worked at straight time or for holidays falling on an employee's regular day off in lieu of straight time accrued (STS).	B	O	3192
JR	JOB ROTATION	Compensation for employee being paid while on a rotation assignment.	N	R	3111
RAS	REG ASLT SUP	Used in place of accrued leave when an employee is assaulted by an inmate and receives wage loss payments from SAIF. Use for up to 1/3 of the employee's regular schedule. Reference CBA and Statewide Policy for applicability.	N	R	3111
RG*	REGULAR PAY	Compensation at straight time rate.	N	R	3111
RGG	RG CBIW LV	Compensation at straight time. Used to record the remaining hours for the day for an employee with an on-the-job injury or illness who leaves work early at the direction of a manager. If the employee leaves on his/her own direction, record the time as leave taken.	N	R	3111
RGM	REG LT DUTY	Compensation at straight rate. Used when an employee who has an on-the-job injury or illness is performing light duty work under the Workers' Benefit Fund Employer-at-Injury Program.	N	R	3111
RGP	REG SPC PROJ	Code used to track regular pay while performing work related to a special project. Used by some agencies to track federally funded payroll costs.	N	R	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹³	COBJ/A OBJ
RGX	NEGOTIATE RT	Compensation for Dept of Forestry emergency firefighting crews, XF benefit package, ONLY. Subject to retirement, workers' compensation, FIT, and SIT. Not subject to social security, Medicare, or unemployment.	N	R	3133
SA*	SPECL ASSIGN	Compensation for time spent in non-emergency response activities outside normally assigned duties. (i.e.: committee meetings).	N	R	3111
SPA	SPL ACCR TIME	Straight-time leave accrued on one-to-one basis for hours worked over 8 hrs per day or over 40 hrs per week during a spill for DEQ (agency 34000) only	P	O	3111
SST	SPL STR TIME	Straight time pay for over 8 hrs per day or over 40 hrs per week worked during a spill for DEQ (agency 34000) only.	N	O	3111
STA	ST ACCR TIME	Straight-time leave accrued for FLSA exempt employees as hour-for-hour for time worked above 40 hours per week/eight hours per day per applicable collective bargaining agreement or Statewide Policy.	P	O	3111
SU	SHOW UP TIME	Compensation for when employee reports to work and there is no work to do. Assumes no prior notice.	P	O	3198
TC	COMPTNCY TRN	Work-related competency training	N	R	3111
TCE	OOS TELECOMMUTE	Compensation for out of state telecommuting hours.	N	R	3111
TCM	TELECOMMUTE	Compensation for telecommuting hours.	N	R	3111
TE	TRNG DELIV	Compensation for training delivered	N	R	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	Add To ¹³	COBJ/A OBJ
TO	TRADE OFF	Used to record a shift trade, time off but counts as regular hours for the purposes of accruing leave and benefits (Refer to CBA or state/agency policy). Limited to benefit packages CA, CC, CO and OY. Used in conjunction with the TW pay/leave code.	N	R	3111
TT	TRNG TRAVEL	Compensation for training travel.	N	R	3199
TW	TRADE WORK	Used to record a shift trade, time worked but counts as regular hours for the purposes of accruing leave and benefits (Refer to CBA or state/agency policy). Limited to benefit packages CA, CC, CO and OY. Used in conjunction with the TO pay/leave code.	N	R	3111
UST	UNSCHEd STR	Additional straight time pay code used for 'unscheduled' hours worked by part-time employees or F/T employees when replacing LWOP. Hours recorded with this code are used in the leave accrual and benefit calculation process.	B	O	3111
WE	WK ENV TRNG	Compensation for work environment training	N	R	3111

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OSPA GROSS PAY ADJUSTMENT CODES

DIFFERENTIAL CODES, P050

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
PPB	PP FLOAT	Per CBA, penalty pay of \$100 per full shift (prorated for partial shift) when an employee is required to work a shift away from the employee’s normal unit	D	3198
SSD	SND/SNOW DIF	Sanding and snow removal differential paid to SEIU employees at ODOT.	D	3190
YDD	DIVING DIFF	Differential paid for diving duty, rate to be set by the agency. Limited to benefit package codes XX, CU and CE. (P050)	D	3197
YDD	CUST HAZ 5%	5% differential paid for legislative custodial employees who work inside the Capitol during COVID-19 closures. Limited to benefit package XL, timesheet code.	D	3197

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Pay and Leave Codes

EXPENSE REIMBURSEMENTS AND FRINGE BENEFITS

Cash Entries

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
CLA	CLOTH ALLOW	Non-taxable under an accountable plan. Reimbursement or allowance for uniform, protective clothing, or shoes.	N	3820
CLT	CL ALW TXBL	Taxable uniform, protective clothing, or shoe allowance or reimbursement (non-accountable plan).	N	3820
CMM	NT INS ML RR	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for in-state travel claims. Paid at the reduced rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan	N	4110
CMN	NT INS ML FR	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for in-state travel claims. Paid at the full rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan.	N	4109
CMR	NT OTS ML RR	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for out-of-state travel claims. Paid at the reduced rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan	N	4163

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Pay and Leave Codes

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
CMS	NT OTS ML FR	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for out-of-state travel claims. Paid at the full rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan.	N	4162
CMT	MILEAGE TAX	Code used to pay taxable instate mileage reimbursements to employees through OSPA. (Non-accountable plan.)	N	4103
CMU	GD TRANS TAX	Code used to pay taxable instate ground transportation reimbursements to employees through OSPA. (Non-overnight travel and/or non-accountable plan.)	N	4108
CNA	CLEAN ALLOW	Taxable allowance paid to uniformed employees for cleaning and maintenance of uniforms per CBA. (Non-accountable plan.)	N	3815
EDN	ED EXP NTXBL	Nontaxable payment under an accountable plan for an employee's in-state education expenses.	N	4406
EDT	ED EXP TXBL	Taxable payment for an employee's in-state education expenses.	N	4406
EOE	ELEC OFL EXP	Used to record monthly taxable expense allowance provided under ORS 292.313 to all elected officials. Taxable, non-accountable plan.	D	3835
ER	REIMB OF EXP	Non-taxable reimbursement of non-travel job-related expenses incurred by the employee. Paid under an accountable plan. Not PERS subject.	N	4704

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Pay and Leave Codes

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
EXT	EXP TAXABLE	Taxable reimbursement of non-travel related expenses incurred by a Legislative member where the reimbursement does not meet the requirements of an accountable plan.	N	3805
FTV	TX VHCL ALLOW	Taxable vehicle allowance, non-accountable plan. Approved for use by one employee in agency 12100 only. Contact OSPS for additional use if needed. (Inactivated 02/28/2014)	D	3176
HEM	HEM INCENT	Cash incentive paid by PEBB when an employee participates in the Health Engagement Model (HEM), beginning with the 2013 PEBB Plan Year. (Taxable / not PERS subject.)	D	3260
ILN	NTX INST LDG	Reimbursement of instate lodging as a business expense when on overnight travel. Nontaxable under an accountable plan. Not PERS subject.	D	4106
ILS	NTX OTST LDG	Reimbursement of out-of-state lodging as a business expense when on overnight travel. Nontaxable under an accountable plan. Not PERS subject.	D	4150
IPN	INCNT NONSUB	Employee incentive pay for benefit package YX, agency 17700. Not subject to FIT, SIT, FICA, PERS, or mass transit.	D	3195
IPS	INCENT SUBJ	Employee incentive pay for benefit package YX, agency 17700. Subject to FIT, SIT, FICA, and PERS. Not subject to mass transit.	D	3195
IR	INS RETURN	Taxable payment to employee when the employee opts out of PEBB medical or medical and dental insurance coverage. When you enter an AMOUNT for a one-time entry, 300.00 is the maximum amount per entry.	D	3262

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Pay and Leave Codes

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
MIC	NTX INST FMP	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for instate travel for professional development activities. Paid at the full rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan.	N	4450
MIR	NTX INST RMP	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for instate travel for professional development activities. Paid at the reduced rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan	N	4451
MOC	NTX OTST FMP	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for out-of-state travel for professional development activities. Paid at the full rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan.	N	4452
MOR	NTX OTST RMP	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for out-of-state travel for professional development activities. Paid at the reduced rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan	N	4453
MOT	TX MEAL ALLOW	Cash allowance or reimbursement of taxable out-of-state meal expense.	D	4436
MSN	NTX INST MEL	Non-taxable cash meal allowance connected to overnight in-state travel under an accountable plan	N	4101
MSS	NTX OTST MEL	Non-taxable cash meal allowance connected to overnight out-of-state travel under an accountable plan	N	4151
MST	TX MEAL ALOW	Cash allowance or reimbursement of taxable in-state meal expense.	D	4105

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Pay and Leave Codes

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
MTQ	NT TV/PK INS	Non-taxable instate travel-related ground transportation/parking expense reimbursement under an accountable plan. (P050)	N	4108
MTR	NT MSC IN TR	Miscellaneous instate travel-related expense reimbursements paid through OSPA. Nontaxable/ accountable plan.	N	4104
MTS	NT MSC OS TR	Miscellaneous out-of-state travel-related expense reimbursements paid through OSPA. Nontaxable/ accountable plan.	N	4154
MVN	MV EXP NTXBL	Non-taxable cash payment for moving expenses which meet nontaxable test of IRS code.	N	3810
MVT	MV EXP TXBL	Cash payment for taxable employee moving expense.	N	3810
PDL	PD REIMB LG	Reimbursement of meals and lodging. Nontaxable / accountable plan - not PERS subject.	N	3836
PDM	LEG PER DIEM	Meal and lodging reimbursement as per diem. Taxable and not PERS subject (Legislators).	N	3836
PML	MILG N/SUBJ	Mileage reimbursement. Nontaxable / accountable plan - not PERS subject (Legislators).	N	3837
SAE	OTHR RMBRSMT	Reimbursement (not wages) payment to employee awarded as a result of labor negotiation or a grievance settlement. Nontaxable. Not PERS subject.	N	3198
TLA	TOOL ALL N/T	Cash reimbursement to employees for the purchase, replacement, or repair of their personal "tools of the trade" used on the job. Nontaxable if it meets the IRS test for an accountable plan. See http://www.irs.gov/businesses/	N	3820

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Pay and Leave Codes

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
TLT	TOOL ALL TAX	Taxable cash reimbursement or allowance for the purchase, replacement, or repair of personal “tools of the trade” used on the job. Taxable when it does not meet the IRS test for an accountable plan. See http://www.irs.gov/businesses/	N	3820
ZTR	RETRO TAX ER	Used to enter a taxable, cash expense reimbursement or allowance for instate meals / no overnight stay for a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as other income. Subject to FICA, retirement, FIT and SIT. It is not subject to unemployment or mass transit.	N	4105

Non-cash Entries

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
ANA	ALLW N/A PLN	Used to record the value of a taxable uniform or protective clothing allowance / advance when the payment to the employee was not done through OSPA. The entry results in additional taxable income and withholding to the employee but does not result in a cash payment.	N	3820

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OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
BAV	BP/AWRD VALU	Used to record the taxable value of a non-cash award or bonus granted through an agency employee recognition program so the amount is recorded and taxed through OSPA. Not PERS subject. Not subject to Mass Transit or Unemployment.	D	3195
DPN	DP NTAX ADJ	Entered as a negative amount. Calculated in Section C of the PEBB Domestic Partner Worksheet when a part-time or job share employee has part-time medical insurance for a domestic partner and/or the partner's children. Only make an entry on the P050 screen if Section C.3 is negative. Reduces the employee's FICA, FIT and SIT subject wages and withholding.	N	3111
DPS	DP SCHG BENF	Entered as a positive amount. Taxable non-cash Adjustment for the fair market value (determined by PEBB) of PEBB surcharge(s) attributed to a domestic partner. Calculated in Section D of the PEBB Domestic Partner Worksheet.	N	3111
DPT	DP TAX BENEF	Entered as a positive amount. Taxable non-cash Adjustment for the fair market value (determined by insurance carriers) of domestic partner medical, vision or dental insurance. Calculated in Section B of the PEBB Domestic Partner Worksheet.	N	3111
EIP	EXCESS PREM	The cost of group-term life insurance above \$50,000 of coverage is subject to income and FICA taxes. Non-cash, taxable entry, for Judicial only, to record value of premium for coverage above \$50,000.	D	3111
HD	HOUSNG BENFT	Non-cash transaction to record the taxable FMV of housing provided by the state.	D	4106

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OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
HET	HOTEL EX TX	Non cash Taxable lodging	D	4106
MO	REIM TXBL ML	Non-cash transaction to record the value of the reimbursement of taxable out-of-state meal expense where the reimbursement did not come from OSPA	D	4436
MS	REIM TXBL ML	Non-cash transaction to record the value of the reimbursement of taxable in-state meal expense where the reimbursement did not come from OSPA	D	4105
MVU	TXBL NC MOV	Non-cash payment for taxable employee moving expense.	N	3810
RPO	LEGIS RET TX	Employer paid retirement benefit for Legislators who opt out of PERS to participate in the deferred compensation program allowed in ORS 237.650 to 237.660. Subject to FICA and WBF assessment. Included in income for PEBB short and long-term disability insurance premiums.	N	3211
SMN	MIL/NON SUBJ	To record the non-cash taxable value of the personal use of a state-owned vehicle garaged at the employee's home under the cents-per-mile rule.	N	3111
SVN	VEH/NON SUBJ	To record the non-cash taxable value of the personal use of a state-owned vehicle garaged at the employee's home under the commuting valuation rule.	N	3111
TTA	TAX TRAVEL	To record non-cash taxable travel expenses when an employee received a travel advance through accounts payable and did not return the excess amount or provide receipts timely. Recorded as taxable wages. CO benefit package only. WR3993, Table Change #95	D	3111

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<i>Code Lists</i>			<i>Pay and Leave Codes</i>	
ZTV	RETRO VALUE	Used to record a taxable, non-cash expense reimbursement or allowance for instate meal / no overnight stay for a prior pay period, in the current month, when you can no longer set a corrective flag. This reflects a reimbursement or allowance paid outside OSPA. It does not affect the overtime calculation in the month entered. Reported as other income. Subject to FICA, retirement, FIT, and SIT. It is not subject to unemployment or mass transit.	N	4105

LEAVE PAYOFFS

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Pay and Leave Codes

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
CTM	DON MLTY LV	Payoff of accrued compensatory time donated to the Military Donated Leave Program. Paid at the equivalent hourly rate. Entered with a P070 MMNN deduction for zero tax and income affect. See Handbooks, Military Leave of Absence.	N	3111
CTP	COMP PAYOFF	Payoff of compensatory time when the employee's balance exceeds the maximum hours allowed under CBA/State Policy	N	3171
HLP	HL PAYOFF	Holiday leave bank payoff for benefit package UA, agency 25700, per CBA. Paid at the equivalent hourly rate. Not included in calculation of union dues. WR#3680.	N	3111
MKP	MKL PAYOFF	Payoff of makeup leave accrued (Agency 25700 only).	N	3171

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OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
OCP	OC PAYOFF	Payoff for accrued on-call hours for employees at an ODFW hatchery only, per CBA. Accrued at the rate of one hour of straight time leave for six hours of assigned on-call duty (prorated for less than six hours on-call). Maximum of 24 hours in a fiscal year	N	3111
SPP	SPILL PAYOFF	Payoff at straight time rate of pay for time accrued during a spill per CBA, DEQ (agency 34000) only	N	3111
STP	ST PAYOFF TIME	Payoff at straight time rate of pay for special time accrued by FLSA-exempt employees per CBA.	N	3111
VAL	VA PAY EXTRA	Payoff of accrued vacation time for firefighters at termination or per specific contract language. Paid at the equivalent hourly rate. 274 maximum payoff hours allowed. Use VAP and VAQ prior to using VAL.	N	3111
VAM	DON MLTY LV	Payoff of accrued vacation time donated to the Military Donated Leave Program. Paid at the equivalent hourly rate. Entered with a P070 MMNN deduction for zero tax and income affect. See Handbooks, Military Leave of Absence.	N	3111
VAP	VAC PAYOFF	Payoff of accrued vacation time upon termination or per specific contract language. Paid at the equivalent hourly rate. 250 maximum payoff hours allowed. Use VAP prior to using VAQ or VAL.	N	3111
VAQ	VA PAY ADD'L	Used in conjunction with VAP to pay vacation hours above 250 when allowed per CBA or agency policy for Lottery, Judicial, Legislative Branch, Firefighter, and AEE benefit packages. 100 maximum payoff hours allowed.	N	3111

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Pay and Leave Codes

LUMP SUM PAYMENTS¹⁴

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
BP	SPECIAL ADDITIONAL PAY	Special additional pay	D	3195
BPS	SPECL AWARD	An employee recognition award, through the employee suggestion program or for outstanding service, paid to an employee.	N	3195
DFC	EXTRA DUTIES	Extra duties to which a teacher may be assigned, such as coaching, advisor, etc. Blind and Deaf Schools only.	D	3111

¹⁴ PPDB codes, such as WOC and LWD, are in the PPDB Codes section below.

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Pay and Leave Codes

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
FAA	1ST RATE	1st rate of pay (for XF benefit package only)	D	3133
FAB	2ND RATE	2nd rate of pay during same pay period (XF benefit pkg)	D	3133
FAC	3RD RATE	3rd rate of pay during same pay period (XF benefit pkg)	D	3133
FAD	4TH RATE	4th rate of pay during same pay period(XF benefit pkg)	D	3133
GSD	GRV SETL PAY	Wage payment to settle an employment dispute from a labor negotiation or settlement agreement. Taxable, not PERS subject.	N	3111
SAD	GRVNC SETTLE	Compensation awarded as a result of labor negotiation or a grievance settlement. Taxable and PERS subject.	N	3111
SAN	SA NO ACCRL	Lump sum payment for coaching athletic teams at the Deaf School. Benefit packages CO, UR, and XX. Not included in the leave accrual calculation.	N	3111
ZBN	RETRO CB NO PERS	Call Back pay code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in month entered. Reported as taxable income. Subject to FIT and SIT, FICA, unemployment, and mass transit. <u>Not PERS Subject.</u>	N	3173
ZCB	RETRO C/B	Call back pay code to adjust a prior pay period when you can no longer set a corrective flag.	N	3173

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OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
ZCN	R O/C NO PERS	On Call pay code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, FIT, SIT, unemployment, and mass transit. <u>Not PERS Subject</u>	N	3196
ZDN	R SH DIF NOP	Shift Differential code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, FIT, SIT, unemployment, and mass transit. <u>Not PERS Subject</u>	N	3181
ZIR	RETRO IR SUB	Retroactive IR entry used to adjust a prior pay period, in the current pay month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FIT, SIT and FICA. It is not subject to retirement, unemployment, or mass transit. Examples include: (1) return of out-of-pocket expense for insurance premiums for employees whose contracts were not settled by tax year-end; (2) retroactive entry of IR for an employee who opts out of PEBB medical insurance. (Non PERS ONLY)	N	3264
ZOC	RETRO O/C	On Call pay code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, retirement, FIT, SIT, unemployment, and mass transit.	N	3196

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<i>Code Lists</i>			<i>Pay and Leave Codes</i>	
OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
ZON	RETRO OT NO PERS	Overtime pay code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, FIT, SIT, unemployment, and mass transit. <u>Not PERS Subject</u>	N	3171
ZOT	RETRO OT	Overtime pay code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, retirement, FIT, SIT, unemployment, and mass transit.	N	3171
ZPD	RETRO WOC	Retroactive pay for adjustments made in the Position Personal Database (PPDB)	N	3194
ZPN	RETRO WOC NO PERS	Retroactive pay for adjustments made in the Position Personal Database (PPDB) <u>Not PERS Subject</u>	N	3194
ZSD	RETRO SH DIF	Shift Differential code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, retirement, FIT, SIT, unemployment, and mass	N	3181
ZSN	R STR NO PER	Straight time code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Use for regular hours already worked but paid at the wrong rate. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, FIT, SIT, unemployment, and mass transit. <u>Not PERS Subject.</u>	N	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
ZST	RETRO STR TM	Straight time code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Use for regular hours already worked but paid at the wrong rate. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, retirement, FIT, SIT, unemployment, and mass transit.	N	3111
ZTN	RTX MLRMB NP	Retroactive taxable cash expense reimbursement for instate meals when you can no longer set a corrective flag (P050) <u>Not PERS Subject</u>	N	4105
ZTR	RTX MEAL RMB	Retroactive taxable cash expense reimbursement for instate meals when you can no longer set a corrective flag (P050)	N	4105
ZTV	RTX MEAL ALW	Retroactive taxable, non-cash expense reimbursement for instate meals when you can no longer set a corrective flag. (P050)	N	4105
ZVN	RTX MLALW NP	Retroactive taxable, non-cash expense reimbursement for instate meals when you can no longer set a corrective flag. (P050) <u>Not PERS Subject</u>	N	4105

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Pay and Leave Codes

Special Payments

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/AOBJ
CSQ	CON STAT QUO	Used only for benefit packages that have not settled their collective bargaining agreements.	N	3262
DEC	DECEASED PAY	Deceased employee's gross pay amount paid to survivor or estate. Code is exempt from federal and state taxes but not from FICA. Used with a negative RGD. See Recommended Practices, Deceased Employees.	N	3111
DOP	CONS DYOFF	Compensation when an employee works 5/8's or 4/10's and the agency changes the employee's shift so that the employee does not have the scheduled number of consecutive days off. Compensated for 4 hours straight pay. AFSCME Security Plus only.	D	3198
MDL	MILT DONATPY	Lump sum payment to employee on active military duty from Military Leave Donation Program. Subject to FIT and SIT, not subject to social security and Medicare. See Handbooks, Military Leave of Absence.	N	3111
PAQ	CLGY PAR NR	Clergy parsonage allowance. Code is exempt from federal and state taxes but not FICA. Non-PERS subject. Used with negative RGC. Benefit packages AC, SP, XX and SEIU only	N	3111
PAR	CLGY PAR ALL	Clergy parsonage allowance. Code is exempt from federal and state taxes but not FICA. Used with negative RGC. Benefit packages AC, SP, XX and SEIU.	N	3111

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OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/AOBJ
PPT	PP W/S CHG	Penalty pay when work schedule is changed without 7-day notice. Employee may also be entitled to three hours additional RG pay per day until 7-day notice met. (Refer to CBA) (P050)	D	3198
PSC	PP OTIME RSDO	LOA 32.2C-07-159 of the SEIU contract defines circumstances where an employee is entitled to \$50 penalty payment when mandated to work overtime on a day immediately preceding a regularly scheduled day off or an approved vacation.	D	3198
RGC	(RG) CLERGY	Code used to offset set gross pay amount for clergy parsonage allowance. Benefit packages AC, SP and CO only.	N	3111
RGD	(RG)DECEASED	Code used to offset deceased employee's gross pay amount paid to survivor or estate. Entered with a negative amount. Used with pay code DEC. See Recommended Practices, Deceased Employees.	N	3111
SD	SPECL DUTY	Compensation for employees who are relieved of regular duties and assigned special duties.	D	3194
WC	WRK CMP RCVR	Recovery of compensation for the money employee received from Worker's Comp for an on-the-job injury. Used when employee used accrued leave and received SAIF job lost payments for the same time.	N	3111

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Code Lists

Pay and Leave Codes

OSPA VOLUNTEER CODES

OSPA Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
AW	ASSUMED WAGE	Assumed wages used to track volunteer hours; does not generate pay.	N	3111
PD	BB PER DIEM	Compensation for attending required meetings, i.e. board members. Not PERS subject.	D	3112
PDA	AMRCORP 116	Stipend for AmeriCorps Volunteers (Agency 11600).	N	3193
PDB	AMRCORP 461	Stipend for AmeriCorps Volunteers (Agency 46100).	N	3193
PDP	AMRCORP PRKS	Stipend for AmeriCorps Volunteers (Agency 73410).	N	3193
PDS	AMRCORP 575	Stipend for AmeriCorps Volunteers (Agency 57500).	N	3193
PSS	AMRCRP PSTRL	Stipend for AmeriCorps Volunteers (Agency 30936).	N	3193

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PPDB DIFFERENTIAL CODES – No longer used

OSPA may calculate fixed PPDB differentials with a percent or a set amount. HR staff enters them in the PPDB. You may view them in OSPA on the P030 Job Status Data screen. If you need to correct a PPDB entry, you can make a one-time entry with one of these codes on the P050 Gross Pay Adjustments on File screen.

Not all of these codes are in OSPA. Check the PTB2 screen to see if this code is in the employee’s benefit package. If you need a code activated for one-time use, please contact the OSPS Help Desk, OSPS.Help@das.state.or.us or (503) 378-OSPS (6777), option zero.

PPDB Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
ALC	ASST LGL DIF	Assistant Legal Counsel 5% differential for Judicial Dept.	N	3194
ANC	NRS CRED	Nurses credentialing per CBA	N	3194
ASA	APPELATE STF	Appellate Staff differential for Judicial Dept.	N	3190
BBW	BRDG/BM/WELD	Certified Bridge/Boom/Welder differential (Agency 73000)	N	3190
BCC	BRD CHR DIFF	This differential applies to the chairs of the Public Utility Commission and the Workers’ Compensation Board. The differential is 5 percent of the base pay	N	3190
BCD	BRD CERT DIFF	Board Certification Differential for Nurse Practitioners at the Oregon State Hospital of five percent (5%) for all Nurse Practitioners who hold a Board certification related to their assignment. For those Nurse Practitioners who hold two (2) or more Board certification specialties, the differential shall be seven and five tenths percent (7.5%). (PPDB) per CBA. (OT=N, COBJ/AOBJ=3194)	N	3194
BCL	BRDG LDWKR	Bridge Crew lead worker/coordinators differential (Agency 73000).	N	3111
BNS	BONUS	Under Review by PPDB Staff	N	3190

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<i>Code Lists</i>			<i>Pay and Leave Codes</i>	
PPDB Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
CAD	CADC DIFF	Certified Alcohol and Drug Counselor (CADC) differential of five percent (5%) for employees of the Oregon State Hospital and the Oregon Youth Authority who are a CADC and are assigned to use their certification. Does not apply to employees who are required to have the CADC certification as a MQ or SQ of their position. (PPDB) per CBA (OT=N, COBJ/AUBJ=3194)	N	3194
CDA	CRED DIFF	Credential differential, benefit packages YM, YP, YS, and YN only	N	3190
CDL	COMM DL DIFF	Commercial Driver's License (CDL) differential of two percent (2%) for employees who possess a CDL that are not required to possess but use to carry out assigned duties per CBA (PPDB) (OT=N, COBJ/AOBJ= 3194)	N	3194
CNT	CRISIS NEGOT	Crisis Negotiator in agency 29100 Corrections	N	3194
COA	CRS ASSMT DIF	Crisis Outreach Assessment Team Differential (SACU only) (PPDB)	N	3194
CPC	CL PSYCH DIFF	Clinical Psychologists 5% Differential	N	3194
DBL	DIFF BI LING	Bilingual 5% differential paid employees who are in a position which requires this skill.	N	3194
DBT	BEHV THPY DIFF	Dialectical Behavioral Therapy differential for Nurses at the Oregon State Hospital of two and five tenths percent (2.5%) (PPDB) per CBA. (OT=N, COBJ/AOBJ= 3194)	N	3194
EAD	N/A	Emergency Assignment Temporary Differential; Five Percent (5%) above employees current base salary; Applies to specific classifications as stated in the AFSCME LOA	N	3194
EDD	EDUCATN DIFF	Educational differential for Nurses at the Oregon State Hospital who possess a Doctorate in Nursing of twelve percent (12%). (PPDB) per CBA. (OT=N, COBJ/AOBJ= 3194)	N	3194
EFR		Evidence Field Response Tech Differential per CBA		3190

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PPDB Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
EMT	EMT DIFF	Emergency Medical Technician differential.	N	3194
EQD	EQUITY DIFF	Compensation for Supervisory positions where supervisory salaries would be less than subordinate salaries (Agency 29100).	N	3195
ETD	ELEC TRD DIF	Electronic trades differential.	N	3190
FPD	FLT PL DIF	Float Pool Differential (SACU only) (PPDB)	N	3194
FTO	FLD TRNG OFC	Differential for designated correctional officers who do hands on training for other employees. The training is additional training requirements above the DPSST training received.	N	3194
GBD	GRD BT DIFF	Patrol Vessel Guardian 15% differential for employees assigned as member of crew on the Guardian per shift or portion of a shift that the Guardian is away from the vessel's home port.	N	3190
GBO	GRD BT OPP	Patrol Vessel Guardian operator 5% differential paid to the operator of the Guardian per shift or portion of a shift the Guardian is away from the vessel's home port.	N	3190
GFI	G F INCENTIVE	Grandfathered incentives paid for Agency 25700 (not listed as agency specific by HRSD).	N	3195
GPD	GEO PAY DIFF	Compensation for regular work location outside the State. Applies to all permanent, non-resident employees whose regular work location is outside the State of Oregon. Article 26; Section 2 SEIU Contract. May only be paid with approval of the Budget Administrators and LRU.	N	3194
HRC	HRC NRS DIFF	2.5% differential pay for Nurses in benefit package code CQ for working in CPS designated units.		3194
INS		Instructor Differential DPSST		3190
ISD	STF DEPL DIF	Institution security staff deployment differential (replaced RMS) (Agency 29100).	N	3190

Statewide Payroll Reference Manual

<i>Code Lists</i>			<i>Pay and Leave Codes</i>	
PPDB Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
LCD	LIC CERT DIF	Compensation for license or certification qualifications.	N	3194
LDA	LATL DIF ASI	Lateral Differential Assignment (PPDB)	N	
LID	LIC/DPLY DIF	Differential for both license and deployment (Agency 29100).	N	3194
LWD	LEAD WK DIFF	Compensation for employees who have been assigned charge and/or lead work duties.	N	3194
MLD	MULTI LING DIFF	Ten percent (10%) Multilingual differential for employees who are required to speak two different languages other than English. The requirement must be identified in the employee's position description. (PPDB) per CBA	N	3194
NPD	NRS PER DIEM	State Hospital 15% per diem differential in lieu of benefits for nurses working less than 32 hours per month. AFSCME CBA.	N	3193
NSD	RELF SH DIFF	Differential for non-security staff assigned as staff relief (Article 25, sect. 6) (Agency 29100).	N	3190
OPB	LBR MKT DIFF	Market differential pay for employees at Building Codes (Agency 44000).	N	3190
PLC	PA LN EXCCMP	Compensation for supervisory positions where supervisory salaries would be less than subordinate salaries.	N	3190
PLE	PA LN EXCEPT	Pay line exception.	N	3190
PTM	TAX MAG DIFF	Code used for presiding tax magistrate differential at Judicial.	N	3190
SDU	SEC/DUTY DIF	Differential paid to non-security employees when performing security duties (Agency 29100).	N	3190
SED	SEASNL DIFF	Compensation paid seasonal employees in lieu of PERS pick up.	N	3191

Statewide Payroll Reference Manual

Code Lists

Pay and Leave Codes

PPDB Code	PTB2 Description	Detail Description	OT Code	COBJ/A OBJ
SET		Senior Evidence Technician differential - OSPOA		3190
SPJ	SPECL PROJECT	Special Project or Assignment	N	3190
SQ	SPECL QUALIF	Compensation for additional certification in an employee's professional education and/or multiple abilities.	N	3194
TCD	TIME COORD DIF	Differential pay for team coordinator (Agency 54300).	N	3190
TLD	TEAM LDR DIF	Differential pay for employees acting as team leader in the Information Systems series.	N	3194
TRD	TRAINING	Training differential.	N	3190
TRT	TERT TIME DIFF	Tactical Emergency Response Team differential (Agency 29100).	N	3194
USD	UNIT STABILIZ DIFF	Unit Stabilization Differential for the Nurses at the Oregon State Hospital of two and five tenths percent (2.5%) (PPDB) per CBA.	N	
WID	WK INMT DIF	5% differential for non-correctional officers who are assigned to work in direct contact with inmates as their regular work assignment.	N	3190
WMD	WEGHMSTR DIF	5% differential for ODOT employees working as Senior Weigh Master or Motor Carrier Enforcement Officer ² in classification of Pub Service Rep 4.	N	3194
WOC	WRK OUTCLASS	Compensation for performing duties in a position at a higher classification.	N	3194

Statewide Payroll Reference Manual

Code Lists

Pay and Leave Codes

PAY AND LEAVE CODE ALPHABETICAL INDEX

Code	Category	Group
ABL	Time Sheet	Leave Codes
AD	Time Sheet	Leave Codes
ALC	PPDB ¹⁵	
ANA	P050	Expense/Fringe
ANC	PPDB	
ASA	PPDB	
AST	Time Sheet	Straight Time
AT	Time Sheet	Leave Codes
AW	P050	Volunteer
BAV	P050	Expense/Fringe
BBW	PPDB	
BCD	PPDB	
BCL	PPDB	

Code	Category	Group
BID	Time Sheet	
BLD	Time Sheet	
BNS	PPDB	
BP	P050	Lump Sum
BPS	P050	Lump Sum
BT	Time Sheet	Overtime
CAD	PPDB	
CB	Time Sheet	Premium Codes
CBO	Time Sheet	Premium Codes
CD* ¹⁶	Time Sheet	Straight Time
CDA	PPDB	
CDO	Time Sheet	Overtime

Code	Category	Group
CDL	PPDB	
CDS	Time Sheet	
CLT	P050	Expense/Fringe
CMM	P050	Expense/Fringe
CMN	P050	Expense/Fringe
CMR	P050	Expense/Fringe
CMS	P050	Expense/Fringe
CMT	P050	Expense/Fringe
CNA	P050	Expense/Fringe
CNT	PPDB	
COA	PPDB	
COT	Time Sheet	Differential
CPH	Time Sheet	Premium Codes
CSQ	P050	Lump Sum

¹⁵ PPDB codes, if activated in OSPA, may be entered on the P050 for one-time adjustments.

¹⁶ Codes with an asterisk (*) use one or more special third-character designators. See the Special Code Designators section above.

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Code Lists

Code	Category	Group
CTA	Time Sheet	Comp Time Acc
CTB	Time Sheet	
CTE	Time Sheet	Comp Time Acc
CTH	Time Sheet	Comp Time Acc
CTJ	Time Sheet	Comp Time Acc
CTL*	Time Sheet	Leave Codes
CTIME	P050	Leave Payoffs
CTO	Time Sheet	Comp Time Acc
CTP	P050	Leave Payoffs
CTQ	Time Sheet	Comp Time Acc
CTR	Time Sheet	Comp Time Acc
CTS	Time Sheet	Comp Time Acc
CTT	Time Sheet	Comp Time Acc
CTU	Time Sheet	Comp Time Acc
CTV	Time Sheet	Comp Time Acc
CTY	Time Sheet	Comp Time Acc
DBL	PPDB	
DBT	PPDB	
DCR	Time Sheet	Diff, Time Sheet

Pay and Leave Codes

Code	Category	Group
DEC	P050	Special Payments
DFC	P050	Lump Sum
DH*	Time Sheet	Leave Codes
DL*	Time Sheet	Leave Codes
DOP	P050	Special Payments
DPN	P050	Expense/Fringe
DPS	P050	Expense/Fringe
DPT	P050	Expense/Fringe
DRL	Time Sheet	Leave Codes
DS	Time Sheet	Straight Time
EDD	PPDB	
EDN	P050	Expense/Fringe
EDT	P050	Expense/Fringe
EIP	P050	Expense/Fringe
EL*	Time Sheet	Leave Codes
EMT	PPDB	
EOE	P050	Expense/Fringe
EQD	PPDB	
ER	P050	Expense/Fringe

Code	Category	Group
ETD	PPDB	
EWD	Time Sheet	Diff, Time Sheet
EXT	P050	Expense/Fringe
FAA	P050	Lump Sum
FAB	P050	Lump Sum
FAC	P050	Lump Sum
FAD	P050	Lump Sum
FB	Time Sheet	Leave Code
FC	Time Sheet	Leave Code
FHC	Time Sheet	Diff, Timesheet
FL	Time Sheet	Leave Codes
FMU	Time Sheet	Diff, Timesheet
FPD	PPDB	
FPP	Time Sheet	Premium Codes
FTO	PPDB	
FTV	P050	Expense/Fringe
GBD	Time Sheet	Diff, Time Sheet
GCD	Time Sheet	Diff, Time Sheet
GFI	PPDB	

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Code Lists

Pay and Leave Codes

Code	Category	Group
GL*	Time Sheet	Leave Codes
GPD	PPDB	
GSD	P050	Lump Sum
GW	Time Sheet	Premium Codes
HD	P050	Expense/Fringe
HEM	P050	Expense/Fringe
HET	P050	Expense/Fringe
HL*	Time Sheet	Leave Codes
HLP	P050	Leave Payoffs
HO*	Time Sheet	Leave Codes
HP*	Time Sheet	Premium Codes
HPI	Time Sheet	Premium Codes
HPX	Time Sheet	Premium Codes
HRG	Time Sheet/PPDB	Diff, Time Sheet PPDB
HST	Time Sheet	Straight Time
HT	Time Sheet	Premium Codes

Code	Category	Group
HU	Time Sheet	Leave Codes
ILN	P050	Expense/Fringe
ILS	P050	Expense/Fringe
IPN	P050	Expense/Fringe
IPS	P050	Expense/Fringe
IR	P050	Expense/Fringe
IRH	Time Sheet	Premium Codes
ISD	PPDB	
IT	Time Sheet	Leave Codes
IW	Time Sheet	Leave Codes
JD	Time Sheet	Leave Codes
JR	Time Sheet	Straight Time
KL	Time Sheet	Leave Codes
LCD	PPDB	
LDA	Time Sheet	Diff, Time Sheet
LE	Time Sheet	Leave Codes

Code	Category	Group
LOF	Time Sheet	Leave Codes
LOG	Time Sheet	Leave Codes
LID	PPDB	
LL	Time Sheet	Leave Codes
LO*	Time Sheet	Leave Codes
LP	Time Sheet	Leave Codes
LR	Time Sheet	Leave Codes
LS	Time Sheet	Leave Codes
LU	Time Sheet	Leave Codes
LV	Time Sheet	Leave Codes
LWD	PPDB	
LWE	Time Sheet	Diff, Time Sheet
LWT	Time Sheet	Diff, Time Sheet
LX	Time Sheet	Leave Codes
MCD	Time Sheet	Premium Codes
MDL	P050	Special Payments
MHD	Time Sheet	Diff, Time Sheet

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Code Lists

Code	Category	Group
MIR	P050	Expense/Fringe
MKL	Time Sheet	Leave Codes
MKP	P050	Leave Payoffs
ML*	Time Sheet	Leave Codes
MLD	PPDB	
MOF	P050	Expense/Fringe
MOD	Time Sheet	Leave Codes
MOR	P050	Expense/Fringe
MPL*	Time Sheet	Leave Codes
MO	P050	Expense/Fringe
MOT	P050	Expense/Fringe
MS	P050	Expense/Fringe
MSN	P050	Expense/Fringe
MSS	P050	Expense/Fringe
MST	P050	Expense/Fringe
MTD	Time Sheet	Diff, Time Sheet
MTQ	P050	Expense/Fringe
MTR	P050	Expense/Fringe

Pay and Leave Codes

Code	Category	Group
MTS	P050	Expense/Fringe
MVN	P050	Expense/Fringe
MVT	P050	Expense/Fringe
NFD	Time Sheet	Diff, Time Sheet
NL	Time Sheet	Leave Codes
NPD	PPDB	
NSD	PPDB	
OCA	Time Sheet	Comp Time Acc
OCL	Time Sheet	Leave Codes
OCP	P050	Leave Payoffs
OD	Time Sheet	Leave Codes
ODA	Time Sheet	Comp Time Acc
ONA	Time Sheet	Premium Codes
ONH	Time Sheet	Premium Codes
ONR	Time Sheet	Premium Codes
ONS	Time Sheet	Premium Codes
ONT	Time Sheet	Premium Codes
ONU	Time Sheet	Premium Codes

Code	Category	Group
ONV	Time Sheet	Premium Codes
ONX	Time Sheet	Premium Codes
ONY	Time Sheet	Premium Codes
OP	Time Sheet	Diff, Time Sheet
OPB	PPDB	
OT	Time Sheet	Overtime
OTE	Time Sheet	Overtime
OTIME	Time Sheet	Overtime
OTX	Time Sheet	Overtime
PAQ	P050	Special Payments
PAR	P050	Special Payments
PB*	Time Sheet	Leave Codes
PD	P050	Volunteer
PDA	P050	Volunteer
PDB	P050	Volunteer
PDL	P050	Expense/Fringe
PDM	P050	Expense/Fringe

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Code Lists

Pay and Leave Codes

Code	Category	Group
PDP	P050	Volunteer
PDS	P050	Volunteer
PLC	P050	Volunteer
PLD	P050	Volunteer
PLE	PPDB	
PML	P050	Expense/Fringe
PND	Time Sheet	Leave Codes
PP	Time Sheet	Premium Codes
PPA	Time Sheet	Premium Codes
PPB	P050	Diff, P050
PPT	P050	Special Payments
PR*	Time Sheet	Leave Codes
PSC	P050	Special Payments
PSD	Time Sheet	
PSS	P050	Volunteer
PTIME	PPDB	
RAS	Time Sheet	Straight Time

Code	Category	Group
RCA	Time Sheet	Comp Time Acc
RCL	Time Sheet	Leave Codes
RFS	Time Sheet	Leave Codes
RFX	Time Sheet	Leave Codes
RG*	Time Sheet	Straight Time
RGC	P050	Special Payments
RGD	P050	Special Payments
RGG	Time Sheet	Straight Time
RGM	Time Sheet	Straight Time
RGP	Time Sheet	Straight Time
RGX	Time Sheet	Straight Time
RGY	Time Sheet	Per Diem
RGZ	Time Sheet	Per Diem
RL	Time Sheet	Leave Codes
RP	Time Sheet	Leave Codes
RPO	P050	Expense/Fringe
RRS	Time Sheet	Leave Codes

Code	Category	Group
RRX	Time Sheet	Leave Codes
RT	Time Sheet	Premium Codes
SA*	Time Sheet	Straight Time
SAD	P050	Lump Sum
SAE	P050	Expense/Fringe
SAN	P050	Lump Sum
SB	Time Sheet	Premium Codes
SBO	Time Sheet	Premium Codes
SCD	Time Sheet	Diff, Time Sheet
SCG	Time Sheet	Diff, Time Sheet
SCP	Time Sheet	Premium Codes
SCT	Time Sheet	Premium Codes
SD	P050	Special Payments
SDA	Time Sheet	Diff, Time Sheet
SDB	Time Sheet	Diff, Time Sheet
SDC	Time Sheet	Diff, Time Sheet

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Code Lists

Pay and Leave Codes

Code	Category	Group
SDD	Time Sheet	Diff, Time Sheet
SDE	Time Sheet	Diff, Time Sheet
SDH	Time Sheet	Diff, Time Sheet
SDK	Time Sheet	Diff, Time Sheet
SDP	Time Sheet	Diff, Time Sheet
SDR	Time Sheet	Diff, Time Sheet
SDT	Time Sheet	Diff, Time Sheet
SDU	PPDB	
SDW	Time Sheet	Diff, Time Sheet
SED	PPDB	
SL*	Time Sheet	Leave Codes
SMN	P050	Expense/Fringe
SOT	Time Sheet	Overtime
SP	Time Sheet	Leave Codes
SPA	Time Sheet	Straight Time
SPJ	PPDB	
SPP	P050	Leave Payoffs

Code	Category	Group
SQ	PPDB	
SSD	P050	Diff, P050
SST	Time Sheet	Straight Time
ST*	Time Sheet	Leave Codes
STA	Time Sheet	Straight Time
STH	Time Sheet	
STP	P050	Leave Payoffs
STS	Time Sheet	Straight Time
SU	Time Sheet	Straight Time
SUL	Time Sheet	Leave Codes
SVN	P050	Expense/Fringe
SW3	Time Sheet	Leave Codes
SWG	Time Sheet	Leave Codes
TAP	P050	Special Payments
TC	Time Sheet	Straight Time
TCD	PPDB	

Code	Category	Group
TCE	Time Sheet	Straight Time
TCM	Time Sheet	Straight Time
TCO	Time Sheet	Overtime
TE	Time Sheet	Straight Time
TEO	Time Sheet	Overtime
TFD	Time Sheet	
TLA	P050	Expense/Fringe
TLD	PPDB	
TLT	P050	Expense/Fringe
TRD	PPDB	
TRT	PPDB	
TS	Time Sheet	Leave Codes
TT	Time Sheet	Straight Time
TTA	P050	Expense/Fringe
TTO	Time Sheet	Overtime
UBB	Time Sheet	Leave Codes
UBG	Time Sheet	Leave Codes

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Code Lists

Code	Category	Group
UBM	Time Sheet	Leave Codes
UBN	Time Sheet	Leave Codes
UBP	Time Sheet	Leave Codes
UBS	Time Sheet	Leave Codes
USD	PPDB	
UST	Time Sheet	Straight Time
VA*	Time Sheet	Leave Codes
VAL	P050	Leave Payoffs
VAM	P050	Leave Payoffs
VAP	P050	Leave Payoffs
VAQ	P050	Leave Payoffs
VF	Time Sheet	Leave Codes
WC	P050	Special Payments
WE	Time Sheet	Straight Time
WEO	Time Sheet	Overtime
WIT	Time Sheet	Diff, Time Sheet

Pay and Leave Codes

Code	Category	Group
WID	PPDB/Tm Sheet	PPDB/DIFF, TmSht
WL	Time Sheet	Leave Codes
WMD	PPDB	PPDB/Diff
WOC	PPDB/P050	PPDB/Diff, P050
WSD	Time Sheet	Diff, Time Sheet
XHD	Time Sheet	Diff, Time Sheet
XSH	Time Sheet	Premium Codes
XSI	Time Sheet	Premium Codes
XSO	Time Sheet	Overtime
XSP	Time Sheet	Premium Codes
XT	Time Sheet	Leave Codes
YDD	P050	Diff, P050
ZBN	P050	Lump Sum
ZCB	P050	Lump Sum
ZCN	P050	Lump Sum
ZDN	P050	Lump Sum

Code	Category	Group
ZIR	P050	Lump Sum
ZOC	P050	Lump Sum
ZON	P050	Lump Sum
ZOT	P050	Lump Sum
ZPD	P050	Lump Sum
ZSN	P050	Lump Sum
ZST	P050	Lump Sum
ZTN	P050	Expense/Fringe
ZTR	P050	Expense/Fringe
ZTV	P050	Expense/Fringe
ZVN	P050	Expense/Fringe