

PAYSTUB PAY AND LEAVE CODES

Pay Type Code	Paystub Description	Detail Description
ABL	OSPOA BUSINESS	Leave used when conducting OSPOA union business by authorized individuals. Leave must be donated from employees within the bargaining unit. A donation/use maximum is established by contract.
AD	ADMIN LV	Paid leave time granted to compensate for work performed outside normal work hours by Judicial Department employees who are ineligible for overtime. (Agency Policy)
ALC	ASST LGL DIF	5% Differential for Assistant Legal Counsel at Judicial Department. (PPDB code)
ANA	ALLW N/A PLN	Code used to record taxable cash value of non-cash clothing allowance or other employee fringe benefit. (P050)
ANC	NRS CRED	Nurses credentialing per CBA
ASA	APPELATE STF	Judicial Department Appellate Judge differential. (PPDB code)
AST	ADDL STRAIGHTTIME	Additional straight time hours worked within same period that employee recorded sick, holiday, or other regular paid leave hours. Refer to Statewide Policy or Collective Bargaining Agreement. Hours not used in leave and benefit calculations.
AT	AWARD TM TKN	Paid leave for Judicial Department and Public Defense Service employees as years of service award. (Agency Policy)
AW	ASSUMED WAGES-UNPD VOL HR	Code used to record and track hours of volunteer non-employee workers. Does not generate pay. (P050)
BAV	BP/AWRD VALU	Code used to record the taxable cash value of a non-cash award or bonus granted through an agency recognition program. Not PERS subject. (P050 code)
BBW	BRDG/BM/WELDR	Certified Bridge/Boom/Welder differential (PPDB code)
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)
BCL	BRDG LDWKR	Bridge crew lead worker/coordinators differential (PPDB code)
BID	BRDE 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.
BLD	BKUP DIFF	Backup Lead Worker differential paid for all hours worked in the backup assignment per CBA.
BNS	BONUS	Special bonus pay awarded per agency policy. (Proposed 2008 and under PPDB review – not implemented.) (P050)
BP	BONUS PAY	Special additional pay. Use for "Red Circle" bonus or Flexible Recognition Cash Award per Judicial Department Policy. (P050)
BPS	SPECL AWARD	An employee recognition award, through the employee suggestion program or for outstanding service, paid to an employee. (P050)

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BT	BRK TME	Overtime paid for employees on assignment when employee is mandated/required to work with no break time. Refer to CBA / State Policy.
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)
CB	CALL BACK	Employee released from duty and called back to work before normal start time. Paid at straight rate of pay per CBA / State Policy.
CBO	CALL BACK OT	Employee released from duty and called back to work before normal start time. Paid at overtime rate of pay per CBA / State Policy.
CD	CAR DEV	Compensation during approved attendance at job related seminars, training sessions, or professional organization meetings.
CDA	CRED DIFF	Credential Differential. (PPDB code)
CDN	CAREER DEV W/O LVE	Compensation during attendance at job related seminars, training sessions, or professional organization meetings. No leave accruals for these hours.
CDO	CAR DEV OT	Overtime compensation during attendance at job related seminars, training sessions, or professional organization meetings.
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)
CDS	CAR DEVL P STRGHT	Straight time compensation for attending job-related seminars, training sessions, or professional organization meetings during non-work scheduled hours.
CH	CMP TME HOL TKN	Compensatory time taken in lieu of Holiday Leave . Refer to CBA / State Policy.
CL	CURRCLM LRN	Paid time to obtain direct care certification. Refer to CBA, for benefit package CA only.
CLA	CLOTH ALLOW	Non-taxable reimbursement or allowance for work uniform, protective clothing, or shoes. (P050)
CLT	CL ALW TXBL	Taxable uniform, protective clothing, or shoe allowance. (P050)
CMM	NT INS ML RR	Non-taxable reduced rate mileage reimbursement for operating a private vehicle for in-state travel. Refer to OAM 40.10.00. (P050)
CMN	NT INS MILGE FR	Non-taxable full rate mileage reimbursement for operating a private vehicle for in-state travel. Refer to OAM 40.10.00. (P050)
CMR	NT OTS ML RR	Non-taxable reduced rate mileage reimbursement for operating a private vehicle for out-of-state travel. Refer to OAM 40.10.00. (P050)
CMS	NT OTS ML FR	Non-taxable full rate mileage reimbursement for operating a private vehicle for out-of-state travel. Refer to OAM 40.10.00. (P050)
CMT	MILEAGE TAX	Taxable instate mileage reimbursement. Refer to OAM 40.10.00. (P050)
CMU	GRD TRANS TAX	Used to pay taxable instate ground transportation reimbursement to employees through OSPA. Refer to OAM 40.10.00. (P050)

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CNA	CLEAN ALLOW	Taxable allowance for cleaning and maintenance of uniforms. Refer to CBA / State Policy. (P050)
CNT	CRISIS NEGOT	Crisis Negotiator Differential. (PPDB code)
COA	CRS ASSMT DIF	Crisis Outreach Assessment Team Differential (SACU only) (PPDB)
COT	Clin OVRST DIF	Clinical Oversight of Trainees differential for Nurse Practitioners at the Oregon State Hospital of two and five tenths percent (2.5%) for all hours worked when assigned direct clinical oversight of a trainee per CBA.
CPC	CLNC PSYC DIF	Clinical Psychologists 5% differential (PPDB code)
CPH	HO PAY DAY-OFF	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.
CSD	CMTE SAFTY DIF	Differential for the Chair and Vice Chair of an Institution Safety Committee. (Refer to CBA) (PPDB code)
CSQ	CON STAT QUO	Used when benefit packages have not settled collective bargaining agreements to capture 'status quo' insurance contributions for employee. (P050)
CTA	COMP TIME ACCR	Compensatory leave time accrued at time and one half in lieu of overtime pay for FLSA non-exempt employees.
CTB	COMP TIME ACCR	Compensatory leave time accrued at time and one half when start time worked is different than regular scheduled start time for FLSA non-exempt employees.
CTE	STR TIME DIF	Compensatory leave time accrued at 1.0 when called-back from vacation/day off status for travel duty, Honor Guard, etc. in excess of 40 hours. (Refer to CBA)
CTH	HO COMP TM	Compensatory leave time accrued at time and one half in lieu of Holiday Pay when working on a holiday for FLSA non-exempt employees. (Refer to CBA / State Policy)
CTK	CMP TIM ACCR	Compensatory leave time accrued at straight rate (2.5) for field investigation/crime scene team members who are on call. (Refer to CBA)
CTJ	CMP TIM ACCR	Compensatory leave time accrued at straight rate (2.0) for medical staff who are working on call. (Refer to CBA)
CTL	COMP TME TKN	Compensatory time taken for hours earned.
CTM	DON MLTY LV	Pay down of accrued compensatory leave hours when donated to Military Donated Leave Program. Entered with P070 MMNN deduction. (P050)
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)
CTP	COMP TIME PYOUT	Payoff of compensatory time for FLSA non-exempt employees upon termination or to avoid exceeding the maximum hours allowed. Refer to CBA / State Policy. (P050)
CTQ	COMP TME CALL BK	Compensatory leave time accrued at straight time rate when called back to work outside of regular shift schedule. (Refer to CBA/State Policy)
CTR	C/T ACCR C/B	Compensatory leave time accrued by medical staff at 0.1667 rate when called back to work outside of regular shift schedule. (Refer to CBA / State Policy)

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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.
CTT	CMP TIME HOL	Compensatory leave time accrued at time and one half (1.5) for medical staff who are called back to work on select holidays. (Refer to CBA)
CTU	CMP TIM ACCR	Compensatory leave time accrued at straight rate (1.0) for medical staff who are working on call. (Refer to CBA)
CTV	CT ACCR C/B	Compensatory leave time accrued at 0.3334 rate for medical staff who are on call. (Refer to CBA)
CTX	COMP TM 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.
CTY	C/T HOL C/B	Compensatory leave time accrued at 0.50 rate for medical staff who are on call for specific holidays. (Refer to CBA)
CV	COVID Leave	Sick leave granted in the 6 scenarios as outlined in the HR6201 Federal Act for Emergency Sick Leave
CXT	COVID E FMLA	Emergency FMLA, and the continuation of pay while taking care of a child due to COVID19 related matters as outlined in HR6201 Federal Act
DBL	DIFF BI LING	A 5% bi-lingual differential paid employees who are in a position which requires this skill. (PPDB)
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)
DCR	RECR COACH DIFF	A 5% of regular rate of pay differential for sworn officers serving as primary coach for new recruits. (PPDB)
DEC	DECEASED PAY	Code to record and pay deceased employee's gross pay amount to a survivor or estate. (P050)
DEV	DVLPMENTL DIFF	Developmental differential. (PPDB code)
DFC	EXTRA DUTIES	Differential to compensate teachers when assigned extra duties such as coaching. (Refer to CBA) (P050)
DH	DONATED LV	Use of donated hardship leave used by eligible employee and paid as wages.
DL	DISCR LEAVE	Paid leave granted and used at agency discretion. Refer to applicable agency/statewide policy.
DOP	CONSEC DAYOFF	Compensation of four hours straight time pay when employee works 5/8's or 4/10's and agency changes scheduled shifts without proper notice. (Refer to CBA) (P050)
DPN	DP NTAX ADJ	Non taxable amount of domestic partner imputed value. (P050) Entered as a negative amount.
DPS	DP SCHG BENF	Taxable non-cash adjustment for the fair market value of PEBB surcharge(s) attributed to a domestic partner. (P050)
DPT	DP TAX BENEF	Taxable non-cash adjustment for the fair market value of domestic partner medical, vision or dental insurance. (P050) Entered as a positive amount.
DRL	DISASTER LV	Paid leave used at agency discretion for employees participating in disaster relief, search and rescue operations, or other designated emergencies.

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DS	DUTY STATN HOME	Compensated leave at straight time, restricted to employees who are stationed at home pending or during an investigation.
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)
EDN	NON-TX EDU EXP	A nontaxable payment under an accountable plan for employee's in-state education cost. (P050)
EDT	ED EXP TXBL	A taxable reimbursement for employee's in-state education cost. (P050)
EFD	EXP FNC DLAT	Expanded Function dental assistant certification differential. Refer to CBA. (PPDB)
EIP	EXCESS PREM	Value of premium cost of group-term life insurance above \$50K. Non-cash, taxable. Judicial Department only. (P050)
EL	EDU LV	Extended paid leave for job-related educational or training courses.
EMT	EMT DIFF	Emergency Medical Technician differential . (PPDB)
EOE	ELEC OFL EXP	Monthly taxable expense / per diem allowance for elected officials. (P050)
EQD	EQUITY DIFF	Supervisory differential supplement salary amount used when a supervisor salary would be less than subordinate salaries. (PPDB)
ER	REIMB OF EXP	Non-taxable reimbursement of non travel job-related expenses under an accountable plan. (P050)
ETD	ELEC TRD DIF	Electronic trades differential. (PPDB)
EXT	EXP TAXABLE	Taxable reimbursement of non-travel related expenses where reimbursement does not meet requirements of an accountable plan. (P050)
FAA	1ST RATE	Fire crew 1st rate of pay during same pay period.
FAB	2ND RATE	Fire crew 2nd rate of pay during same pay period.
FAC	3RD RATE	Fire crew 3rd rate of pay during same pay period.
FAD	4TH RATE	Fire crew 4th rate of pay during same pay period.
FB	WLB LVE COST	"Work Life Balance Day" purchase of leave time off for Secretary of State employees. (Agency policy)
FHC	FF HIGHR CLS	Work out of class differential paid at \$1.45 per hour when employees are assigned duties of a higher classification. (Refer to CBA/State policy)
FL	FRL LV	Paid leave granted to attend to responsibilities related to death of family member. (Refer to CBA/State policy)
FMU	FF MOVE UP	Work out of class differential paid at \$2.90 per hour when a firefighter is assigned move up duties. (Refer to CBA/State policy)
FPD	FLT POOL DIF	Float pool differential (SACU Only) (PPDB)
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
FST	STRGHT TME NO AC	To record hours worked between 32-40 hours during a week in which furlough leave was taken.
FTO	FLD TRAINING 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. (PPDB)

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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.(PPDB)
GBO	GRD BT OPDF	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. (PPDB)
GCD	GRP LIFE COORD	Differential paid at \$2.00 per hour for employees assigned as Group Life Coordinator. (Refer to CBA)
GL	GOV'S LV	Granted or Governor's leave time off between October-January per CBA/State Policy.
GPD	GEO PAY DIFF	Differential amount paid to all permanent, non-resident employees who works outside of the State of Oregon. (PPDB)
GSD	GRV SETL PAY	Wage payment to settle an employment dispute from a labor negotiation or settlement agreement. Taxable, not PERS subject.
GW	GRANT WORKED	Grant funded flat rate for sworn management state police officers who are FLSA and OT exempt.
HD	HOUSNG BENFT	Non-cash transaction to record taxable fair market value of state provided housing. (P050)
HEM	HEM INCENT	PEBB sponsored cash incentive when employee participates in Health Engagement Model. (P050)
HET	HOTEL EX TX	Record non-cash value of taxable hotel expenses when employee paid via a state credit card and did not report the costs within 60 days. (P050)
HL	HOLIDAY LVE	Use of holiday leave from hours accrued through a banked leave process. (Refer to CBA)
HLP	HOLIDAY PAYOFF	Cash pay out of banked holiday leave hours. Refer to CBA. (P050)
HO	HOLIDAY LV	Paid leave for state recognized holiday. HO is paid at regular salary rate of pay.
HP	HO PREMIUM	Premium pay for working on a state recognized holiday. HP is paid at 1.5 times the regular salary rate of pay.
HPI	HOL PRM INCL	Premium pay for working a non-standard schedule (greater than 8 hours) on a state recognized holiday. HPI is paid at 1.5 times the regular salary rate of pay.
HPX	HOL WRK NONSCH	Premium pay for working outside your normal work schedule on a state recognized holiday. HPX is paid at 2.5 times the regular salary rate of pay. (Refer to CBA)
HRB	HRB NRS DIFF	2.5% differential pay for Nurses in benefit package code CQ for working in CPS designated units.
HST	HOL STG	Straight time compensation for working on a state recognized holiday or for holidays falling on an employee's regular day off in lieu of straight time accrued (STS). (Refer to state policy)
HT	HALF TIME	Pay at the half-time rate added to straight-rate of pay for regular hours worked above the standard eight (8) on a holiday or for hours worked outside of normally scheduled hours. (Refer to CBA)
HU	HOL USE	Code to record paid leave when holiday leave is taken on another day.

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Pay Type Code	Paystub Description	Detail Description
ILN	NON-TX INST LDG	Non-taxable reimbursement of in-state lodging expenses while on overnight travel status under an accountable plan. (P050)
ILS	NTX OTST LDG	Non-taxable reimbursement of out-of-state lodging expenses while on overnight travel status under an accountable plan. (P050)
IPN	INCNTVE NON-SUB	Taxable employee incentive pay per agency policy. Not PERS subject. (P050)
IPS	INCENT SUBJ	Taxable employee incentive pay per agency policy. PERS subject. (P050)
IR	INS RETURN	Taxable contribution return payment when employee opts out of PEBB medical insurance coverage. (P050)
IRH	IRR HRS	Half-time compensation when reporting time is changed from regularly scheduled start time without proper notification to employee. (Refer to CBA)
ISD	STF DEPL DIF	Institutional security staff deployment differential. Refer to CBA or State Policy. (PPDB)
IT	INTV TST	To record and pay time spent interviewing/testing for an employment position at a State Agency.
IW	INCL WTHR	Used for inclement weather, please see applicable CBA, State HR Policy 60-015-01 Temporary Interruption of Employment, and the CHRO Guide for Leave-Related Questions for Temporary Interruption of Employment for more details. http://www.oregon.gov/das/Policies/60-015-01.attachment.pdf
JD	JURY DTY	To record hours for missed time due to summons to report for or service on jury duty at the county, state, or federal level.
JR	JOB ROTATION	To record employee pay while on a job rotation in another position.
KL	KELLY DAY LV	Paid time off for IAFF represented employees at Military Department. Refer to CBA for additional details.
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.
LCD	LIC CERT DIF	Compensation for license or certification qualifications. (PPDB)
LDA	LATL DIF ASI	Lateral Differential Assignment. (PPDB)
LE	LWOP EDU	Educational unpaid leave of absence from current position.
LF	LWOP SUSPEND	Unpaid disciplinary or investigatory leave.
LID	LIC/DPLY DIF	License and deployment differential. (PPDB)
LL	LWOP LACTATE	Unpaid leave time for employee to express milk.
LO	LWOP OTHER	Unpaid leave time not otherwise defined.
LOG	LWOP WRK COMP	Unpaid leave time for employee receiving Workers Compensation payments.
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 AOC Representation)
LP	LWOP CAR DEV	Unpaid leave for professional or career development.

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LR	LEG REQ LV	Paid, Legislatively required, leave time for victim of domestic violence, harassment, sexual assault, or stalking when all paid leave is exhausted. Up to 160 hours per year.
LS	LWOP SICK	Unpaid leave time granted to an employee recovering from a non-job-related injury or illness not covered under FMLA or OFLA.
LU	LWOP UNEXCUSED	Unauthorized, unpaid leave from work.
LV	LWOP VAC	Unpaid leave time granted when no paid vacation leave time is available.
LWD	LEAD WRK DIFF	Charge nurse and/or lead work duties differential. (PPDB)
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
LWT	LEAD WK TIME	Compensation for employee assigned temporary charge nurse duties/responsibilities as Lead Worker for the unit.
LX	LWOP MILITARY	Unpaid leave time granted to fulfill military duty deployment.
LZ	FED FURLOUGH	Unpaid leave time for federal employees due to federal government shut-down.
MCD	MENTOR DEV	Straight time pay for attending State mentorship programs/opportunities on a regularly scheduled day off during the normal business week.
MDL	MILT DONATPV	Lump sum payment to active military duty employee from Military Leave Donation Program. (P050)
MHD	M/H DIFF	Differential for Supervising Registered Mental Health Nurse working a shift with direct patient/client care duties. (Refer to CBA)
MIC	NTX INSTATE FMP	Non-taxable mileage reimbursement through OSPA when use of private vehicle for instate travel. Paid at full rate. (P050)
MIR	NTX INSTATE RMP	Non-taxable mileage reimbursement through OSPA when use of private vehicle for instate travel. Paid at reduced rate. (P050)
MKL	MK-UP TIME TAKEN	To record use of accrued makeup leave time. (Refer to CBA)
MKP	MKL PAYOFF	Payoff of makeup leave accrued. Refer to CBA. (P050)
ML	MILITARY LVE	Paid leave for discharging annual military training obligation. Maximum annual allowance 11 working days or 15 calendar days. Leave and benefits accrue.
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
MLN	ML NO ACCRL	To pay employee while attending annual Military training. No leave or benefit accruals.
MO	REIM TXBL ML	To record the taxable cash value reimbursement for out-of-state meal expenses. Non-accountable plan. (P050)
MOC	NTX OTST FMP	Non-taxable mileage reimbursement through OSPA when use of private vehicle for out-of-state travel. Paid at full rate. (P050)
MOR	NTX OTST RMP	Non-taxable mileage reimbursement through OSPA when use of private vehicle for out-of-state travel. Paid at reduced rate. (P050)

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MOT	TX MEAL ALLOW	Taxable cash allowance/reimbursement of out-of-state meal expenses. (P050)
MPL	MISC PD LV	Any granted paid leave not otherwise defined.
MS	REIM TXBL ML	To record the taxable cash value reimbursement for in-state meal expenses. Non-accountable plan. (P050)
MSN	NTX INST MEALS	Non-taxable reimbursement for meal expenses in connection with overnight in-state travel under accountable plan. (P050)
MSS	NTX OTST MEL	Non-taxable cash meal reimbursement during overnight out-of-state travel under accountable plan. (P050)
MST	TX MEAL ALLOW	Taxable cash allowance/reimbursement of in-state meal expenses. (P050)
MTD	MED PASS DIFF	Differential for passing or administering of medication. (Refer to CBA)
MTQ	TX MSC IN TR	Non-taxable in-state travel-related ground transportation/parking expense reimbursement under an accountable plan. (P050)
MTR	NT MSC IN TR	Non-taxable in-state travel-related miscellaneous expense reimbursement under an accountable plan. (P050)
MTS	NT MSC OS TR	Non-taxable out-of-state travel-related miscellaneous expense reimbursement under an accountable plan. (P050)
MVN	MV EXP NTXBL	Non-taxable cash payment for moving expenses. (P050)
MVT	MV EXP TXBL	Taxable cash payment for moving expenses. (P050)
MVU	TXBL NC MOV	Non-cash payment for taxable employee moving expense. (P050)
NFD	FGHT DIFF	Flight differential. (P050)
NGD	FGHT DIFF	Differential for employees working from aircraft flying grid patterns/low-altitude spotting. Pays at \$1.50 per hour.
NL	NEGOT PD LV	Paid leave granted during a Federal government shutdown.
NPD	NRS PER DIEM	State Hospital 15% per diem differential in lieu of benefits for nurses working less than 32 hours per month. Refer to CBA. (PPDB)
NSD	RELIEF STAFF DIFF	Differential for non-security staff assigned staff relief duty. Refer to CBA. (PPDB)
OCA	OC ACCR FISH	On-call duty leave accrual earned at the rate of 1.0 hour for every 6 hours on call. Maximum accrual of 24 per fiscal year. Refer to CBA.
OCL	OC FISH TKN	Paid leave for accrued on-call hours. (Refer to CBA / State Policy)
OCP	OC PAYOFF	Payoff for accrued on-call hours for eligible employees. Maximum 24 hours in fiscal year. (P050)
OD	OD LEAVE	Paid leave time use of hours accrued as Officer of the Day. (Refer to CBA / State Policy)
ODA	OD ACCR LV	Accrued hour for hour leave for employees assigned as Officer of the Day. (Refer to CBA / State Policy)
OHB	MOD 150.00	POD/MOD Salem, on site Board Eligible (1.50 multiplier) (benefit pkg MD only)
OHE	MOD 200.00	POD/MOD Holiday, Salem, on site Board Eligible (2.00 multiplier)(benefit pkg MD only)
OHL	MOD 100.00	POD/MOD Junction City, on site Board Eligible (1.00 multiplier) (benefit pkg MD only)

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OHO	MOD 150.00	POD/MOD Holiday Junction City, on site Board Eligible (1.50 multiplier) (benefit pkg MD only)
OHS	MOD 33.00	POD/MOD Off site Board Eligible (.33 multiplier) (benefit pkg MD only)
OHV	MOD 50.00	POD/MOD Holiday Off site Board Eligible (.50 multiplier) (benefit pkg MD only)
ONA	ON CALL 1/6	On-Call status paid at the rate of 1 hour for every 6 hours of on-call status. (Refer to CBA / State Policy)
ONH	ON CALL HOL	Employee on-call status on state recognized holiday. Paid at rate of 1.5 hours for every set of 6 hours assigned. (Refer to CBA / State Policy)
ONR	ON CALL 1/6	On-Call status paid at the rate of 1 hour for every set of 6 hours assigned. (Refer to CBA / State Policy)
ONS	ON CALL 1/3	On-Call status paid at the rate of 1 hour for every set of 3 hours assigned. (Refer to CBA / State Policy)
ONT	ON CALL 1/1	On-Call status when required to remain on the premises. Paid at the rate of 1 hour for every 1 hour on-call status. (Refer to CBA / State Policy)
ONV	ON CALL 1/3 HOL	Holiday on-call status when required to be available by phone. Paid at the rate of 1 hour for every 3 hours on-call status. (Refer to CBA / State Policy)
ONX	ON CALL 1/1 HOL	Holiday on-call status paid at the rate of 1.5 times for every 1 hour on-call. (Refer to CBA / State Policy)
ONY	ON CALL 1/2	On-call status paid at the rate of 1 hour of pay at 2nd step correctional range for every 2 hours of assigned on-call duty. (Refer to CBA / State Policy)
OP	HAZ DUTY	Differential 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)
OPB	LBR MKT DIFF	Labor market differential pay. Refer to CBA / State Policy. (PPDB)
OT	OVERTIME	Overtime rate of pay for non-exempt employees for hours worked in excess of 40 hours per workweek and/or scheduled hours in the day. (Refer to CBA / FLSA)
OTE	OT EMERGENCY	Overtime work during institutional related emergency.
OTM	OT MANDATORY	Mandated overtime work-cash. Includes when time worked is to offset SL hours in the same period. (Refer to CBA / State Policy)
OTX	OT COMPONENT	Overtime for regular Emergency Fire Crew at Department of Forestry. (Refer to CBA / State Policy)
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
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 only
PB	PERSONL BUSINSS	Paid leave used at the employee's discretion. Maximum of 24 hours each fiscal year. (Refer to CBA/State Policy for accrual rates).
PD	BB PER DIEM	Compensation for board members when attending required meeting/event. (P050)
PDA	AMRCORP 116	Stipend for AmeriCorps Volunteers Agency 16000. (P050)
PDB	AMRCORP 461	Stipend for AmeriCorps Volunteers Agency 46100. (P050)

PAYSTUB PAY AND LEAVE CODES

Pay Type Code	Paystub Description	Detail Description
PDL	PD REIMB LG	Non-taxable reimbursement of meals and lodging for legislature / board member. (P050)
PDM	LEG PER DIEM	Taxable reimbursement of meals and lodging for legislature / board member. (P050)
PDP	AMRICORP PRKS	Stipend for AmeriCorps Volunteers Agency 73410. (P050)
PDS	AMRCORP 575	Stipend for AmeriCorps Volunteers Agency 57500. (P050)
PLC	PA LN EXCCMP	Pay line exception of supplemental compensation for supervisors that supervise employees that would have a higher rate of pay otherwise. Refer to State Policy. (PPDB)
PLD	PEST LIC DIF	Differential for employees with pesticide application license when mixing, spraying and cleaning equipment.
PLE	PAY LINE EXCEP	Pay line exception. (PPDB)
PML	MILG N/SUBJ	Mileage reimbursement. Non-taxable. (P050)
PND	PD NON TCH DAY	Paid non-teaching day other than holidays. (Refer to CBA)
PP	PENALTY PY/12 HRS	Compensation when reporting time changed without proper notice, less than 12 hour notice. (Refer to CBA)
PPA	PENALTY PY/5 DYS	Compensation when reporting time changed without proper notice, less than five days notice. (Refer to CBA)
PPB	PEN PAY FLOAT	Penalty pay of \$50 per day per full shift when employee required to work a shift away from employee's normal work unit. (Refer to CBA) (P050)
PPT	PEN PAY 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)
PR	PRE-RETIRE LVE	Leave to attend bona fide retirement counseling. (Refer to CBA/State Policy)
PSC	PP OTM RGSDO	\$50 penalty pay when mandated to work overtime on a day immediately preceding a regularly scheduled day off or approved vacation day. (Refer to CBA) (P050)
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
PSS	AMRCRP PSTRL	Stipend for AmeriCorps Volunteers Agency 30936. (P050)
PTM	TAX MAG DIFF	Code used for presiding tax magistrate differential at Judicial. (PPDB)
RAS	REG ASSAULT LV	Supplemental pay received when employee is on Workers Compensation due to an inmate assault. (Refer to CBA / State Policy)
RCA	RCT COMP ACCR	Compensatory time accrued at 1.5 for training at Pre-Academy, DPSST Basic, Advanced Academy, etc. (Refer to CBA)
RCL	RC TIME TAKEN	Compensatory time taken following training at State Police Academy. (Refer to CBA)
RFS	IMR EXEMPT	Rest leave from forest fire duty after 14 day assignment. (Refer to CBA / State Policy)
RFX	IMR NONEXEMP	Rest leave from forest fire duty after 14 day assignment. (Refer to CBA / State Policy)

PAYSTUB PAY AND LEAVE CODES

Pay Type Code	Paystub Description	Detail Description
RG	REGULAR	All time for which an employee is regularly scheduled to work and is at work.
RGC	(RG)CLERGY	Code used to offset set gross pay amount for clergy parsonage allowance. Benefit packages AC, SP and CO only.
RGD	(RG)DECEASED	Offset deceased employee's gross pay account paid to survivor or estate. (P050)
RGG	ON-THE-JOB INJ	Used to record remainder of work shift when manager excuses employee to leave work early due to an on-the-job injury or illness.
RGM	REG LIGHT DUTY	Used to record time for an employee that has been injured on-the-job and is performing light duty work under the Employer-At-Injury Program.
RGP	REG SPECL PROJCT	Used to track regular hours worked related to a special project assignment.
RGX	NEGOTIATE RATE	Daily rate for employee paid on shift basis for emergency fire crew work. (Refer to CBA / State Policy)
RGY	RG DAILY EMERG	Daily rate for employees paid on shift basis for emergency only. (Refer to CBA / State Policy)
RGZ	RG DAILY NON- ER	Daily Rate for employees paid on shift basis for non-emergency only. (Refer to CBA / State Policy)
RHS	IMR EXEMP RG	Rest leave from forest fire duty after 14 day assignment. Counts as regular time. (Refer to CBA / State Policy)
RHX	IMR NONEX RG	Rest leave from forest fire duty after 14 day assignment. Counts as regular time. (Refer to CBA / State Policy)
RL	RELOCATE LV	Paid leave granted for transferring to a new official work station at employer's request and/or benefit.
RP	FLX REC PGM	Paid leave granted for Agency Recognition Program. See maximum limits/purpose for Judicial and under SEIU LOA.
RPO	LEGIS RET TX	Taxable employer paid retirement benefit for Legislators who opt out of PERS. (P050)
RRS	REST ROT STANDRD	Rest leave from forest fire duty after 21 day assignment. (Refer to CBA / State Policy)
RRX	REST ROT EXTRA	Rest leave from forest fire duty after 21 day assignment. (Refer to CBA / State Policy)
RSB	SAFETY BREAK	POD/MOD Safety Break (benefit package MD only)
RT	RPORT TME	Reporting time has changed without required notice or when scheduled for work but there is no work and employee is excused from duty. (Refer to CBA / State Policy)
SA	SPECIAL ASSIGMNT	Compensation for time spent in activities outside normally assigned duties such as agency committee meetings.
SAD	GRVNC SETTLE	Additional compensation provided as a result of labor negotiation, grievance settlement, retro-active salary adjustment, etc. PERS subject. (P050)
SAE	OTHR RMBRSMT	Reimbursement payment (not wages) to employee awarded as a result of labor negotiation, grievance settlement, or other such mandate. (P050)
SAN	SA NO ACCRL	Lump sum payment for coaching athletic teams at the Deaf School.

PAYSTUB PAY AND LEAVE CODES

Pay Type Code	Paystub Description	Detail Description
SB	STANDBY	Hours required to be available for work outside employee's regular work hours. (Refer to CBA / State Policy)
SBO	STANDBY OT	Hours required to be available for work outside employee's regular work hours. (Refer to CBA / State Policy)
SCD	SHFT DIFF \$.33	Shift differential paid at \$0.33 per hour, max 8 hours. Institution RN assigned charge duties. (Refer to CBA)
SCG	SHFT DIFF \$.34	Shift diff paid at \$0.34 per hour. Employee assigned duties of "shift charge" for shift with 2 or more employees. (Refer to CBA)
SCP	SCHED CHNGE PAY	Compensation for employees who are not given required notification of schedule change. (Refer to CBA / State Policy)
SCT	ODOT SCH CHNG	Penalty pay when work schedule changes without 7-day notice to employee. (Refer to CBA)
SD	SPECL DUTY	Employee relieved of regular duties and assigned special duties. (P050)
SDA	SHFT DIFF \$1.85	Shift differential for evening hours worked in 24 hour health-related environments. Refer to CBA / State Policy.
SDB	SHFT DIFF\$2.25	Shift differential for employees that work night hours of 11:00 pm through 7:00 am. (Refer to CBA / State Policy)
SDC	SHFT DIFF \$1.85	Shift differential for evening hours of 3:00 pm through 11:00 pm worked by Supervising RN and Nurse Managers. (Refer to CBA)
SDD	SHFT DIFF \$.50	Shift differential for hours worked from 6:00 pm to 6:00 am. Refer to CBA.
SDE	SHFT DIFF	Shift differential for all hours worked between 6:00 pm through 6:00 am or worked on a Saturday or Sunday. (Refer to CBA / State Policy)
SDH	SHT DIFF .06%	Percent shift differential for hours worked on weekend or between 6:00 pm to 6:00 am. (Refer to CBA)
SDK	AOC DIFF \$1.50	Operation Center shift differential for working between 6:00 pm through 6:00 am or on Saturdays or Sundays. (Refer to CBA)
SDP	SHIFT DIFF \$1.85	Shift differential paid to RN's, LPN's, Nurse Practitioners and Health Services Techs for hours worked between 6:00pm through 6:00am and weekends. Refer to CBA.
SDR	SHFT 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.
SDT	SJ 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.
SDU	SEC/DUTY DIF	Differential paid to non-security employees when performing security duties. (Refer to CBA) (PPDB)
SDW	SHFT DIFF \$X.XX	Weekend shift differential for working Friday night shift through Sunday swing shift. (Rates vary refer to CBA.)
SED	SEASNL DIFF	Compensation paid to seasonal employees in lieu of PERS pick up. (Refer to CBA) (PPDB)
SL	SCK LEAVE	Leave granted when employee has accrued sick leave. (Refer to CBA / State Policy)

PAYSTUB PAY AND LEAVE CODES

Pay Type Code	Paystub Description	Detail Description
SMN	MIL/NON SUBJECT	Record non-cash taxable value of personal use of state-owned vehicle garaged at employee's home. (P050)
SOT	SPILL OT TIME	Spill time paid at overtime rate of 1.5 for spill cleanup coordination duties. (Refer to CBA)
SP	SPILL TME TKN	Straight time leave accrued during a spill event. (Refer to CBA)
SPA	SPILL TIME ACCR	Straight time leave accrued at hour-for-hour for hours worked over 8 per day or 40 per week during a spill event. (Refer to CBA)
SPJ	SPEC PROJECT	Special project or assignment differential. (PPDB)
SPO	SPILL TIME ACCR 1/2	Straight time leave accrued at time and a half for hours worked over 8 per day or 40 per week during a spill event. (Refer to CBA)
SPP	SPILL PAYOFF	Payoff at straight time rate for time accrued during a spill event. Refer to CBA. (P050)
SQ	SPECL QUALIF	Compensation for additional certification in employee's professional education and/or multiple abilities. (Refer to CBA / State Policy) (PPDB)
SSD	SND/SNOW DIFF	Sanding and snow removal differential. (Refer to CBA / State Policy) (P050)
SST	SPILL STGHT TIME	Straight time pay for over 8 hours per day or 40 per week worked during a spill event. (Refer to CBA)
ST	STRGHT TIME TKN	Accrued straight time taken as leave per applicable state/agency policy or CBA.
STA	STRGHT TIME ACC	Straight-time leave accrued for FLSA exempt employees as hour-for-hour for time worked above 40 hours per week/eight hours per day. (Refer to CBA / State or Agency Policy)
STH	HO TIME ACC	Leave time accrued by FLSA exempt employee when working on a holiday. STH accrues at time and one half (1.5) for every hour worked.
STP	ST PAYOFF TM	Straight time payoff for time accrued by FLSA-exempt represented employees. (Refer to CBA) (P050)
STS	HO ST TIME ACC	Straight time leave accrued as hour for hour when the holiday falls on an employee's regular day off. (Refer to CBA / State or Agency Policy)
SU	SHOW UP TM	Compensation for an employee who is schedule for work, reports to work, and is released due to a lack of work. (Refer to CBA / State Policy)
SUL	SHOW UP LEAVE	Compensation for employees who show up for work and are released due to inclement or hazardous conditions. (Refer to CBA / State Policy)
SVN	VEH/NON SUBJ	Non-cash taxable value of personal use of state-owned vehicle garaged at employee's home under the commuting valuation rule. (P050)
SW3	WC FMLA/CBIW	Records up to three (3) administrative leave days under FMLA/SAIF when a staff person is physically assaulted in course of duties. Refer to CBA.
SWG	CW CBIW LV	Records up to three (3) administrative leave days under SAIF when a staff person is physically assaulted in course of duties. Refer to CBA.
TAP	TRNAROND PAY	Turn around pay. Penalty pay due to shift change paid at half-time rate for hours over 8 in a 24-hour period or for 6th and 7th day in one week. (Refer to CBA)
TC	COMP TRN	Used to record time during competency training. (Refer to CBA)
TCD	TIME COORD DIF	Differential pay for team coordinator. (Refer to CBA / State Policy) (PPDB)

PAYSTUB PAY AND LEAVE CODES

Pay Type Code	Paystub Description	Detail Description
TCE	OOS TELLCOMMUTE	Compensation code for out of state telecommuting hours of work.
TCM	TELLECOMMUTE	Compensation code for telecommuting hours of work.
TCO	COMP TRNG OT	Used to record overtime hours that occurred during competency training. (Refer to CBA)
TE	TRN DEL	Used to record time when delivering training and/or as presenter during conference event.
TEO	TRN DEL OT	Used to record overtime hours that occurred while delivering training and/or as presenter during conference event.
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
TLA	TOOL ALL N/T	Non-taxable reimbursement for purchase, replacement or repair of employee's personal tools used on the job. (P050)
TLD	TEAM LDR DIFF	Differential paid to employees acting as team leaders in the IS series. (Refer to State Policy) (PPDB)
TLT	TOOL ALL TAX	Taxable reimbursement for purchase, replacement or repair of personal tools used on the job. (P050)
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.
TRT	TERT TIME DIFF	Tactical Emergency Response Team differential. (Refer to CBA / State Policy) (PPDB)
TS	TEMP SICK	Leave granted when temp employee has accrued sick leave. (Refer to CBA / State Policy)
TT	TRNG TRVL	Compensator for travel time related to the delivery of training and/or presenting at a conference event.
TTA	TAX TRAVEL	Record non-cash taxable travel expenses when employee received a travel advance through accounts payable and did not return excess amount. Refer to OAM / Publication 15. (P050)
TTO	TRNG TRBL OT	Overtime compensator for travel time related to the delivery of training and/or presenting at a conference event.
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.
UBB	UN BARGIN LV	Paid leave time related to participation in union collective bargaining sessions.
UBG	UN BUS GRIEVE	Paid leave time to participate in union business related to a grievance (Step 1-Arbitration activities or potential grievance for written disciplinary action)

PAYSTUB PAY AND LEAVE CODES

Pay Type Code	Paystub Description	Detail Description
UBL	UN BUSINESS 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
UBM	UN BUS MISC	Paid leave time for conducting miscellaneous union business not otherwise categorized. i.e. labor mgmt meetings (Refer to CBA)
UBN	UN BUS NO ACCR	Paid leave for union business. Does not accrue leave.
UBP	UNION BUSINESS	Paid leave to participate in labor/management committee meetings
UBS	UN BUSINESS 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
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.
UST	UNSCH STGHT TM	Used to record hours worked that were not part of regular scheduling for part-time employee or for full-time employee when replacing LWOP hours. Leave and benefits accruals apply.
VA	VAC LV	Compensation for use of previously accrued vacation leave hours.
VAL	VA PAY EXTRA	Payoff of accrued vacation time for firefighters at termination. 274 hour maximum. (P050)
VAM	DON MLTY LV	Payoff of accrued vacation hours for donation to the Military Donated Leave Program. (P050)
VAP	VAC PAYOFF	Payoff of vacation time upon termination of State employment. (Refer to CBA / State or Agency-specific Policy) (P050)
VAQ	VA PAY ADD'L	Payoff of vacation hours when VA hours balance is greater than 250 hours. 100 maximum hours. (Refer to CBA / State or Agency-specific Policy) (P050)
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.
WC	WRK CMP RCVR	Recovery of compensation for money received by employee from Workers Comp while out for on-the-job injury. (P050)
WE	WKND ENV TRNG	Used to record time while doing in environmental training.
WEO	WKND ENV TRNG OT	Used to record overtime rate while in environmental training.
WID	WK INMT DIFF	Differential paid to employees assigned to work directly with inmates in institutional environments. (Refer to CBA) (PPDB)
WIT	TEMP WORK INMT	Differential paid to employees temporarily assigned to work directly with inmates in institutional environments or at correctional facilities. (Refer to CBA)
WL	WITNESS LEAVE	Paid leave time when required by subpoena or by proper authority to appear as a witness or subject matter expert on a non job-related matter. (Refer to CBA / State Policy)
WMD	WEGHMSTR DIF	5% differential for employees working as Senior Weigh Master or Motor Carrier Enforcement Officer 2. (Refer to CBA / State Policy) (PPDB)

PAYSTUB PAY AND LEAVE CODES

Pay Type Code	Paystub Description	Detail Description
WOC	WRK OUT OF CLASS	Compensation for performing duties in a position at a higher classification for an extended or pre-determined period of time. (Refer to CBA / State Policy) (PDDDB)
WSD	WOC SPEC DUTY	Work out of class differential paid at \$35.00 per shift for short-term 24 hour shift assignments. Not to exceed 3 shifts. (Refer to CBA)
XHD	DOG HNDL DUTY	Compensation for an employee assigned canine care on days off. Pays \$5.00 per hour. (Refer to CBA / State Policy)
XSH	UNREP NONEX	Overtime rate (1.5) of pay for FLSA non-exempt, unrepresented employees when working assigned fire and other emergency duties which exceed 40 hours in a workweek. (Rest and Relaxation and/or Rest and Rotation hours)
XSI	UNREP EXEMPT	Premium pay at 1.5 times regular rate for FLSA-exempt unrepresented employees when working assigned fire and other emergency duties. (Rest and Relaxation and/or Rest and Rotation hours)
XSO	REP NONEXMP OT	Overtime code for FLSA non-exempt represented employees when working assigned fire and other emergency duties over 40 hours in a one week period. (Rest and Relaxation and/or Rest and Rotation hours)
XSP	REP EXMP OT	Premium pay at 1.5 times rate for FLSA-exempt represented employees working assigned fire and other emergency duties outside of regular duties. (Rest and Relaxation and/or Rest and Rotation hours)
XT	GRNTD ADM LV	Granted paid leave for Assistant Attorney General's when an extraordinarily amount of time is spent on a case. (Agency policy)
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)
ZBN	R /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>
ZCB	RETRO CALL BCK	Call back pay code to adjust a prior pay period when you can no longer set a corrective flag.
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>
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>

PAYSTUB PAY AND LEAVE CODES

Pay Type Code	Paystub Description	Detail Description
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. <u>It is not subject to retirement, unemployment, or mass transit.</u> 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)
ZOC	RETRO ON-CALL	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.
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>
ZOT	RETRO OT	Retroactive overtime pay code used to adjust a prior pay period when you can no longer set a corrective flag. (P050)
ZPD	RETRO WOC	Retroactive pay for adjustments made in the Position Personnel Database system (PPDB) (P050)
ZPN	RETRO WOC NO PRS	Retroactive pay for adjustments made in the Position Personal Database (PPDB) Not PERS Subject
ZSD	RETRO SH DIF	Retroactive shift differential code used to adjust a prior pay period when you can no longer set a corrective flag. (P050)
ZSN	R STR NO PER	Retroactive straight time pay code used to adjust for a prior pay period when you can no longer set a corrective flag. <u>Not PERS subject.</u> Refer to CBA and/or settlement documents. (P050)
ZST	RETRO STR TM	Retroactive straight time pay code used to adjust a prior pay period when you can no longer set a corrective flag. (P050)
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>
ZTR	RTX MEAL RMB	Retroactive taxable cash expense reimbursement for instate meals when you can no longer set a corrective flag (P050)
ZTV	RTX MEAL ALW	Retroactive taxable, non-cash expense reimbursement for instate meals when you can no longer set a corrective flag. (P050)
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>

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

- **Agency Policy:** these pay codes are agency specific
- **P050:** these pay codes are only used by Agency Payroll staff
- **Refer to FLSA:** these pay codes are covered under the Fair Labor Standards Agreement (FLSA)
- **Refer to OAM / IRS Pub 15:** these pay codes have guidance on their use in the Oregon Accounting Manual

PAYSTUB PAY AND LEAVE CODES

Pay Type Code	Paystub Description	Detail Description
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- **Refer to State Policy:** these pay codes have specific language about them in statewide policy

Special Code Designators

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

Designator	Used for	Examples
F	Hours taken under FMLA[1]	VAF, GLF
G	Hours recorded for an employee who was injured on the job and has a compensable SAIF claim (CBIW[2])	SLG, LG
J	Hours worked in "Preferred Worker" status. Requires SAIF[3] approval.	RGJ, VAJ
I	Calculates the pay at the OT MLT rate on the PTB2. It allows leave and benefits to continue to accrue	HPI
N	OSPA will not use these hours when accruing leave hours.	HON, RGN
P	Leave pay-off entered on the P050. It reduces the leave balance and increases the employee's gross pay.	VAP, CTP
W	This allows leave to continue to accrue for leave without pay. Restricted by contract.	LOW, LSW
X	When used as third character on leave code it defaults the hours recorded to a negative value	VAX, SLX
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	VA8, SL8
9	Hours taken under FMLA Military Caregiver Leave and OFLA	SL9, VA9

[1] FMLA = Family Medical Leave Act

[2] CBIW = Continuation of Benefits for Injured Workers

[3] SAIF = State Accident Insurance Fund

[4] OFLA = Oregon Family Leave Act