

Pay Code Set Name: Statewide Pay Code Set

#	Pay Code	Pay code Description	When to utilize
1	ANNLV	ANNUAL LEAVE USAGE	USED WHEN AN EMPLOYEE TAKES TIME OFF WORK AND CHARGES IT TO ANNUAL LEAVE. DECREASES THE EMPLOYEE'S ANNUAL LEAVE BALANCE.
2	CIVIL	CIVIL LEAVE USAGE	USED WHEN AN EMPLOYEE TAKES TIME OFF WORK AND CHARGES IT TO CIVIL LEAVE, SUCH AS JURY DUTY. SINCE AN EMPLOYEE MAY TAKE AN UNLIMITED AMOUNT OF CIVIL LEAVE, CIVIL LEAVE BALANCES ARE NOT MAINTAINED; ONLY USAGES ARE TRACKED.
3	CLLBO	CALL BACK PAY 1.5	PAY FOR BEING CALLED BACK INTO WORK AFTER A REGULAR WORKDAY. THERE IS AN AUTOMATICALLY CALCULATED GUARANTEED MINIMUM HOURS OF 3. THE ACTUAL HOURS WORKED INCLUDING TRAVEL TIME SHOULD BE ENTERED ON THE TIMECARD. THE RATE IS AT TIME AND ONE-HALF. VALID FOR ALL EXCEPT THE ACADEMIC, UNCLASSIFIED, AND NONCLASSIFIED EMPLOYEES.
4	CMPMA	COMPENSATION LEAVE EARNED	COMPENSATORY TIME EARNED FOR HOURS WORKED AT STRAIGHT TIME. THIS WOULD BE USED BY EMPLOYEES WHOSE NORMAL WORK WEEK IS 37.5 HOURS FOR THE 2.5 HOURS BEFORE 40 HOURS WHICH WOULD THEN BE ELIGIBLE FOR COMPENSATORY TIME ACCRUAL AT TIME AND ONE-HALF.
5	COMP	COMPENSATION LEAVE USAGE	USED WHEN AN EMPLOYEE TAKES TIME OFF WORK AND CHARGES IT TO COMPENSATORY LEAVE. DECREASES THE EMPLOYEE'S COMPENSATORY LEAVE BALANCE.
6	CP15	COMPENSATORY TIME EARNED 1.5	COMPENSATORY TIME EARNED FOR HOURS WORKED OVER 40 HOURS PER WEEK AND FOR TIME WORKED ON A HOLIDAY. THE TIME ACCRUED IS AT TIME AND ONE-HALF AND IS VALID FOR ALL EXCEPT ACADEMIC AND UNCLASSIFIED EMPLOYEES.
7	DISRE	DISASTER RELIEF SERVICES	USED WHEN AN EMPLOYEE TAKES TIME OFF WORK AND CHARGES IT TO DISASTER RELIEF LEAVE. ONLY USAGES ARE TRACKED. VALID FOR CERTIFIED DISASTER RELIEF SERVICE VOLUNTEERS OF THE AMERICAN RED CROSS.
8	FLAN	FMLA ANNUAL	THIS CODE IS USED TO RECORD ANNUAL LEAVE USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.
9	FLAS	FMLA SICK	THIS CODE IS USED TO RECORD SICK LEAVE USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.
10	FLCU	FMLA COMPENSATORY USAGE	THIS CODE IS USED TO RECORD COMPENSATORY TIME USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.
11	FLFH	FMLA FLOATING HOLIDAY	THIS CODE IS USED TO RECORD FLOATING HOLIDAY TIME USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.

12	FLMB	FMLA FY-BONUS	THIS CODE IS USED TO RECORD FISCAL YEAR BONUS OR GRANDFATHERED BONUS TIME USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.
13	FLMM	FMLA MILITARY	THIS CODE IS USED TO RECORD MILITARY LEAVE USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.
14	FLOAT	FLOATING HOLIDAY LEAVE USAGE	USED WHEN AN EMPLOYEE TAKES TIME OFF WORK AND CHARGES IT TO FLOAT LEAVE. DECREASES THE EMPLOYEE'S FLOAT LEAVE BALANCE. TO BE USED IN FULL DAY INCREMENTS ONLY.
15	FLSD	FMLA SICK DEPENDENT	THIS CODE IS USED TO RECORD SICK DEPENDENT LEAVE USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.
16	FLSS	FMLA SUPPLEMENT SICK	THIS CODE IS USED TO RECORD SUPPLEMENTAL SICK LEAVE USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.
17	FLWD	FMLA PERSONAL LEAVE WITHOUT PAY – DEPENDENT	THIS CODE IS USED TO RECORD DEPENDANT SICK LEAVE WITHOUT PAY USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.
18	FLWE	FMLA SICK LEAVE WITHOUT PAY – EMPLOYEE	THIS CODE IS USED TO RECORD SICK LEAVE WITHOUT PAY USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.
19	FLWP	FMLA LEAVE WITHOUT PAY	THIS CODE IS USED TO RECORD LEAVE WITHOUT PAY USED IN ACCORDANCE WITH THE FAMILY AND MEDICAL LEAVE ACT.
20	FYBNS	FISCAL YEAR BONUS LEAVE USAGE	THIS CODE IS FOR FISCAL YEAR BONUS LEAVE OR GRANDFATHERED BONUS LEAVE USAGE. THE BALANCE IS REDUCED FROM FISCAL YEAR BONUS BALANCE UNTIL DEPLETED THEN REDUCED FROM GRANDFATHERED BONUS BALANCE IF THE EMPLOYEE HAS A GRANDFATHERED BONUS BALANCE.
21	HCMPA	HOLIDAY COMP TIME EARNED AT STRAIGHT (FORMERLY NOT NOTED AT STRAIGHT)	USED WHEN AN EMPLOYEE CHOICES TO ACCRUE COMPENSATORY TIME AT A STRAIGHT RATE IN LIEU OF MONETARY COMPENSATION WHEN NOT WORKING ON A HOLIDAY.
22	HCOMP	HOLIDAY COMP LEAVE USAGE	USED WHEN AN EMPLOYEE TAKES TIME OFF WORK AND CHARGES IT TO HOLIDAY COMPENSATORY LEAVE. DECREASES THE EMPLOYEE'S COMPENSATORY LEAVE BALANCE.
23	HLD19	HOLIDAY PAY STRAIGHT FLEX SCHD	USED BY AN EMPLOYEE WHO WORKS OTHER THAN A MONDAY THROUGH FRIDAY SCHEDULE AND WHO IS NOT SCHEDULED TO WORK ON A CALENDAR HOLIDAY. THE RATE IS AT STRAIGHT TIME. THIS CODE SHOULD BE USED BY LAW ENFORCEMENT EMPLOYEES.
24	HLDAY	HOLIDAY PAY 1.5 WORKED FT	USED TO PAY A FULL-TIME EMPLOYEE FOR WORKING ON A HOLIDAY. THE NUMBER OF HOURS WORKED SHOULD BE ENTERED. THE RATE IS AT ONE AND ONE-HALF TIMES. THIS CODE SHOULD BE USED BY LAW ENFORCEMENT EMPLOYEES.
25	HLDNS	HOLIDAY PAY STRAIGHT PT	USED BY A PART-TIME EMPLOYEE WHEN THEY WORK THE DAY BEFORE AND THE DAY AFTER THE HOLIDAY, BUT DID NOT WORK THE HOLIDAY. THE RATE IS AT STRAIGHT TIME.
26	HLDPT	HOLIDAY PAY 1.5 WORKED PT	USED TO PAY A PART-TIME EMPLOYEE FOR WORKING ON A HOLIDAY. THE NUMBER OF HOURS WORKED SHOULD BE ENTERED. THE RATE IS AT TIME AND ONE-HALF.

27	HLDY	HOLIDAY GIVEN OFF (FORMERLY NOT WORKED)	DAY OFF GIVEN FOR THE HOLIDAY. USED WHEN AN EMPLOYEE DOES NOT WORK ON THE HOLIDAY BUT WILL BE PAID FOR THE HOLIDAY AT THEIR REGULAR RATE.
28	LWOPP	LEAVE WITHOUT PAY PERSONAL	USED WHEN AN EMPLOYEE TAKES A PERSONAL LEAVE OF ABSENCE WITHOUT PAY. NO LEAVE BALANCES ARE DECREASED ONLY USAGES ARE TRACKED.
29	LWOPS	LEAVE WITHOUT PAY SICK	USED WHEN AN EMPLOYEE HAS NO SICK LEAVE BALANCES, AND MUST TAKE A LEAVE OF ABSENCE WITHOUT PAY. NO LEAVE BALANCES ARE DECREASED ONLY USAGES ARE TRACKED.
30	MLTRY	MILITARY LEAVE USAGE	ANY FULL-TIME EMPLOYEE OF THE STATE WHO IS A MEMBER OF THE NATIONAL GUARD OR OF A RESERVE COMPONENT OF THE ARMED FORCES OF THE UNITED STATES SHALL BE ENTITLED TO MILITARY LEAVE WHEN SUCH DUTY IS IN CONFLICT WITH THE EMPLOYEE'S REGULAR WORK SCHEDULE. THE EMPLOYEE IS ENTITLED TO 15 DAYS OF PAID MILITARY LEAVE PER TRAINING YEAR TO ENGAGE IN TEMPORARY ACTIVE DUTY.
31	MLWP	MILITARY LEAVE WITHOUT PAY	ANY FULL-TIME EMPLOYEE OF THE STATE WHO IS A MEMBER OF THE NATIONAL GUARD OR OF A RESERVE COMPONENT OF THE ARMED FORCES OF THE UNITED STATES SHALL BE ENTITLED TO MILITARY LEAVE WITHOUT PAY WHEN SUCH DUTY IS IN COFLICT WITH THE EMPLOYEE'S REGULAR WORK SCHEDULE AND EXCEEDS THE 15 DAYS OF ELIGIBLE PAID MILITARY LEAVE. THE EMPLOYEE IS ENTITLED TO MILITARY LEAVE WITHOUT PAY.
32	NRSFT	SHIFT DIFF. NOT ASSIGNED	PAY FOR TIME WORKED COMMENCING ANY TIME AT/OR AFTER 2:00 P.M. OR BEFORE 7:00 P.M. WILL BE CALCULATED WITH SECOND SHIFT DIFFERENTIAL RATE (\$.60).
33	ONCAL	ON CALL PAY AT STRAIGHT TIME	USED FOR ON CALL RESPONSE BY METHOD OTHER THAN BEING CALLED TO PLACE OF WORK.
34	OTIME	OVERTIME 1.5 PT & TEMP	PAY FOR HOURS WORKED BY "TEMPORARY EMPLOYEES" OVER 40 PER WEEK. THE RATE IS AT TIME AND ONE-HALF AND IS VALID FOR ALL EXCEPT ACADEMIC AND UNCLASSIFIED EMPLOYEES.
35	OTM18	OVERTIME 1.5 PERM 40 HR	PAY FOR HOURS WORKED BY "PERMANENT EMPLOYEES" OVER 40 HOURS PER WEEK. THE RATE IS AT TIME AND ONE-HALF AND IS VALID FOR ALL EXCEPT ACADEMIC AND UNCLASSIFIED EMPLOYEES.
36	RCALL	RECALL STATUS PAY	PAY FOR BEING AVAILABLE FOR RECALL TO WORK. THE ACTUAL NUMBER OF HOURS ON RECALL SHOULD BE ENTERED. THE RATE IS AT ONE-QUARTER (ONE HOUR OF PAY FOR EVERY FOUR HOURS ON-CALL STATUS).
37	REGLR	REGULAR PAY	PAY FOR THE STANDARD WORK-WEEK. VALID FOR ALL EMPLOYEES.
38	SHFT3	THIRD SHIFT DIFFERENTIAL	PAY FOR WORK COMMENCING ANY TIME AT/OR AFTER 7:00 P.M. OR BEFORE 3:00 A.M. WILL BE CALCULATED AT SHIFT DIFFERENTIAL RATE (\$.75).

39	SHIFT	SECOND SHIFT DIFFERENTIAL	PAY FOR "OVERTIME" WORKED COMMENCING ANY TIME AT/OR AFTER 2:00 P.M. OR BEFORE 7:00 P.M. WILL BE CALCULATED AT TIME AND ONE-HALF WITH SHIFT DIFFERENTIAL RATE (\$.60).
40	SICBU	SICK BENEVOLENT USER	USED WHEN AN EMPLOYEE TAKES TIME OFF WORK DUE TO PERSONAL ILLNESS AND CHARGES IT TO SICK LEAVE ACCRUED AS PART OF THE SUPPLEMENTAL SICK LEAVE PROGRAM. USED BY AUTHORIZED EMPLOYEES ONLY. USAGE OF THIS LEAVE WILL BE INCLUDED IN CALCULATING FISCAL YEAR BONUS.
41	SICKB	SICK LEAVE BEREAVEMENT USAGE	USED WHEN AN EMPLOYEE TAKES TIME OFF WORK FOR BEREAVEMENT AND CHARGES IT TO BEREAVEMENT LEAVE. DECREASES THE EMPLOYEE'S TOTAL SICK LEAVE BALANCE. NOT CHARGED AGAINST BONUS LEAVE ACCRUAL.
42	SICKD	SICK DEPENDENT LEAVE USAGE	USED WHEN AN EMPLOYEE TAKES TIME OFF WORK TO CARE FOR A SICK DEPENDENT AND CHARGES IT TO DEPENDENT CARE LEAVE. DECREASES THE EMPLOYEE'S TOTAL SICK LEAVE BALANCE. EMPLOYEES MAY USE UP TO 5 DAYS PER FISCAL YEAR.
43	SICKM	SICK ADDITIONAL DEP LEAVE FMLA	IN ADDITION TO THE FIVE SICK DEPENDANT DAYS AUTHORIZED EMPLOYEES MAY UTILIZE UP TO 15 DAYS OF SICK LEAVE FOR THE PURPOSE OF PROVIDING CARE TO AN ILL OR INJURED FAMILY MEMBER WHO HAS AN FMLA-QUALIFIED ILLNESS OF INJURY. THIS LEAVE SHALL BE COUNTED AS PART OF THE EMPLOYEE'S FMLA LEAVE ENTITLEMENT.
44	SICKS	SICK LEAVE USAGE	USED WHEN AN EMPLOYEE TAKES TIME OFF WORK DUE TO PERSONAL ILLNESS AND CHARGES IT TO SICK LEAVE. DECREASES THE EMPLOYEE'S TOTAL SICK LEAVE BALANCE.
45	STDBY	STAND-BY PAY STRAIGHT	PAY FOR HOURS ON STAND-BY. THESE HOURS ARE RESTRICTED TO BEING IMMEDIATELY AVAILABLE FOR WORK. THE HOURS ARE PAID AT A STRAIGHT HOUR FOR HOUR BASIS. VALID FOR ALL EXCEPT LAW ENFORCEMENT, ACADEMIC, NONCLASSIFIED AND UNCLASSIFIED EMPLOYEES.
46	STIME	OVERTIME @ STRAIGHT PT \$ TEMP	OVERTIME AT STRAIGHT TIME. THIS WOULD BE USED BY "TEMPORARY EMPLOYEES" WHOSE NORMAL WORK WEEK IS 37.5 HOURS FOR THE 2.5 HOURS BEFORE 40 HOURS WHICH WOULD THEN BE ELIGIBLE FOR TIME AND ONE-HALF.
47	STM18	OVERTIME STRAIGHT PERM	OVERTIME AT STRAIGHT TIME. THIS WOULD BE USED BY "PERMANENT EMPLOYEES" WHOSE NORMAL WORK WEEK IS 37.5 HOURS FOR THE 2.5 HOURS BEFORE 40 HOURS WHICH WOULD THEN BE ELIGIBLE FOR TIME AND ONE-HALF.
48	SWPB	SUSPENSTION WITH PAY & BENEFITS	USED WHEN AN EMPLOYEE IS UNDER SUSPENSION AND WILL RECEIVE

			PAY AND BENEFITS.
49	WCAN	WORKERS COMP ANNUAL LEAVE	PAY USING ANNUAL LEAVE, FOR THE REMAINING HOURS REQUIRED TO ACHIEVE AN EMPLOYEE'S FULL SALARY DURING A WORKER'S COMPENSATED ABSENCE. THIS PAY IS TAXED AT THE NORMAL RATE. VALID FOR ALL EMPLOYEES ON WORKER'S COMPENSATION WITH A ANNUAL LEAVE BALANCE.
50	WCBU	WORKERS COMP SICK BENEVOLENT USAGE	PAY USING SICK BENEVOLENT LEAVE, FOR THE REMAINING HOURS REQUIRED TO ACHIEVE AN EMPLOYEE'S FULL SALARY DURING A WORKER'S COMPENSATED ABSENCE. THIS PAY IS TAXED AT THE NORMAL RATE. VALID FOR ALL EMPLOYEES ON WORKER'S COMPENSATION WITH A SICK BENEVOLENT LEAVE BALANCE.
51	WCCM	WORKERS COMP COMPENSATORY TIME	PAY USING COMPENSATORY TIME, FOR THE REMAINING HOURS REQUIRED TO ACHIEVE AN EMPLOYEE'S FULL SALARY DURING A WORKER'S COMPENSATED ABSENCE. THIS PAY IS TAXED AT THE NORMAL RATE. VALID FOR ALL EMPLOYEES ON WORKER'S COMPENSATION WITH A COMPENSATORY TIME BALANCE.
52	WCFB	WORKERS COMP FISCAL YEAR BONUS	PAY USING FISCAL YEAR BONUS, FOR THE REMAINING HOURS REQUIRED TO ACHIEVE AN EMPLOYEE'S FULL SALARY DURING A WORKER'S COMPENSATED ABSENCE. THIS PAY IS TAXED AT THE NORMAL RATE. VALID FOR ALL EMPLOYEES ON WORKER'S COMPENSATION WITH A FISCAL YEAR BONUS OR GRANDFATHERED BONUS BALANCE.
53	WCSS	WORKERS COMP SICK LEAVE USAGE	PAY USING SICK LEAVE USAGE, FOR THE REMAINING HOURS REQUIRED TO ACHIEVE AN EMPLOYEE'S FULL SALARY DURING A WORKER'S COMPENSATED ABSENCE. THIS PAY IS TAXED AT THE NORMAL RATE. VALID FOR ALL EMPLOYEES ON WORKER'S COMPENSATION WITH A SICK LEAVE BALANCE.
54	WKEND	WEEKEND DIFFERENTIAL	PAY FOR FULL-TIME AND PART-TIME INSTITUTIONAL EMPLOYEES WHO WORK ON A SHIFT WHICH COMMENCES ON A SATURDAY OR A SUNDAY SHALL RECEIVE A WEEKEND DIFFERENTIAL OF (\$1.00) FOR ALL HOURS WORKED ON THAT SHIFT.