

Time Rptin	Earn Code	Description	Mult Fac	CT LA*	FL SA+	Add Gross	Add to Tot	Definition
ADM	ADM	Leave-Administrative	1+	-	-	Y	Y	Use in conjunction with KAR 1-9-19 (Relief from Duty). (see K.A.R. 1-2-74)
CBC	CBC	Compensatory Time-Call Back	1+	-	-	N	Y	If called into work and ee is at FLSA max and wants comp time earned (see K.A.R. 1-5-25)
CBN	CBN	Call Back Pay-Minimum Hours	1+	-	-	Y	Y	If called in & work < 2 hours, use this code with CBP to = 2 hrs (see K.A.R. 1-5-25)
CBO	CBO	Overtime-Call Back Pay	1.5+	-	-	Y	Y	If called into work and ee is in overtime status (see K.A.R. 1-5-25)
CBP	CBP	Call Back Pay	1+	+	-	Y	Y	If called into work and not in overtime status-enter actual hours worked (see K.A.R. 1-5-25)
CM1	CM1	Compensatory Time-Earned 1.0	1+	-	-	N	Y	Used for employees not covered by FLSA-Do not use for ex or non-ex ee's
CME	CME	Compensatory Time-Earned 1.5	1+	-	-	N	Y	Hours above FLSA limit, entered at straight time/adds to balance at 1.5 (see K.A.R. 1-5-24)
CMT	CMT	Leave-Comp Time Taken	1+	-	-	Y	Y	Reduces comp time balance by the number of hours entered (see K.A.R. 1-5-24)
CTH	CTH	Comp Time Hours Payout	1-	-	-	Y	N	Hours Only - Associated with Compensatory Time Payout
DDY	DDY	Leave-Discretionary Day	1+	-	-	Y	Y	Enter appropriate number of hrs. Only use on one day
DIS	DIS	Leave-Disaster	1+	-	-	Y	Y	Used for Class/Unclss ee who is a certified disaster service volunteer of Am Red Cross (KAR 1-9-24)
DST	DST	Daylight Saving Time	1+	-	-	Y	Y	1 hr when DST begins for non exempt scheduled during actual time chg
FMCMT	CMT	Lve-FMLA Comp Time Taken	1+	-	-	Y	Y	Reduces comp time balance by the number of hours entered (see K.A.R. 1-5-24) Used to track FMLA
FMDDY	DDY	Lve-FMLA Discretionary Day	1+	-	-	Y	Y	Enter appropriate number of hrs. Only use on one day Used to track FMLA
FMHCT	HCT	Lve-FMLA Holid Comp Time Taken	1+	-	-	Y	Y	Reduces Holiday Comp Time hrs by the number of hrs entered. .25 non-exempt & 1/2 day exempt 1-9-2 FMLA
FMLWP	N/A	Lve-FMLA without Pay Non-exempt	1-	-	-	N	N	For non-exempt ee's. Record in .25 increments.Used to for FMLA Tracking
FMNWT	RE1	FMLA Paid Non Worked Time Exempt	1+	-	-	Y	Y	Paid Non Work Time used for exempts to increase their payable time to 80 hrs for hrs not worked FMLA
FMSCK	SCK	Lve-FMLA Sick	1+	-	-	Y	Y	Entered in .25 hour increments for non-exempts and 1/2 day increments for exempts Used to track FMLA
FMSHL	SHL	Lve-FMLA Shared Leave	1+	-	-	Y	Y	Hrs reported by recipient in .25 hr increments for non-exempts and 1/2 day for exempts 1-9-23 FMLA Tracking
FMVAC	VAC	Lve-FMLA Vacation	1+	-	-	Y	Y	Entered in .25 hour increments for non-exempts and 1/2 day increments for exempts Used to track FMLA
FNL	FNL	Leave-Funeral	1+	-	-	Y	Y	Hours entered for death of close relative up to max per K.A.R. 1-9-12
HCC	HCC	Holiday Credit-Comp-1.0	1+	-	-	N	Y	Holiday comp time holiday credit - banked at the 1.0 rate K.A.R. 1-9-2
HCF	HCF	Holiday Worked-Comp-Exempt-1.0	1+	-	-	N	Y	Flat hol comp for exempts who work on hol-banked at straight rate-ex 4=4-agency opt K.A.R. 1-9-2
HCN	HCN	Holiday Credit-Paid-NotSchd	1+	-	-	Y	Y	Used when holiday does not fall in ee's reg work schedule for holiday credit - Hrs ernd for a holiday K.A.R. 1-9-
HCP	HCP	Holiday Worked-Comp-1.5	1+	+	-	N	Y	Premium Holiday Comp Time hours for hours worked on holiday - Adds to bal at 1.5 rate K.A.R. 1-9-
HCT	HCT	Leave-Holiday Comp Time Taken	1+	-	-	Y	Y	Reduces Holiday Comp Time hrs by the number of hrs entered. .25 non-exempt & 1/2 day exempt K.A.R. 1-9-2
HCV	HCV	Holiday Premium-Comp-.5	0.5-	-	-	N	Y	Hrs in overtime status worked on the Holiday & added to holiday comp bal at .5 rate K.A.R. 1-9-2
HDC	HD1	Holiday Credit-Paid-1.0	1+	-	-	Y	Y	Hrs earned for a holiday. If not used on actual holiday, enter as HCC. When use, enter HCT K.A.R. 1-9-2
HDF	HDF	Holiday Worked-Paid-Exempt-1.0	1+	-	-	Y	N	Flat dollar amt to compensate exempts working on the holiday-agency option K.A.R. 1-9-2
HDP	HDP	Holiday Worked-Paid-1.5	1.5+	+	-	Y	Y	Premium Holiday Pay for working on the holiday K.A.R. 1-9-2
HDV	HDV	Holiday Premium-Paid-.5	0.5-	-	-	Y	Y	Hrs in overtime status worked on the Holiday & paid as holiday premium pay at .5 rate K.A.R. 1-9-2
HOC	HOC	Holiday Credit-Comp1.0 - FLSA	1+	+	-	N	Y	Holiday comp time credit - banked at the 1.0 rate. Cnts toward FLSA 9/2000 K.A.R. 1-5-24 KOSE MOA
HON	HON	Holiday Credit-Pd-NotSchd - FLSA	1+	+	-	Y	Y	Use when hol doesn't fall in ees reg work sched-Hrs ernd for holiday Cnts toward FLSA 9/00 1-5-24 KOSE MOA
HO0	HO0	Holiday Credit-Paid1.0 - FLSA	1+	+	-	Y	Y	Hrs ernd for a holiday. Counts Toward FLSA 9/00 K.A.R. 1-5-24 KOSE MOA
HTH	HTH	Holiday Comp Time Payout Hrs	1-	-	-	Y	N	Hours Only - Associated with Holiday Compensatory Time Payout
IWN	IWN	Leave-Inclement Weather	1+	-	-	Y	Y	Lve recorded when Inclement Weather declared by Gov or designee according to Inclement Weather Pol
JRY	JRY	Leave-Jury Duty	1+	-	-	Y	Y	Jury duty entered in qtr hr increments per K.A.R. 1-9-8
LNG	LNG	Longevity Bonus Pay	1-	-	-	Y	N	Automatically defaults into Time Sheet/based on Service Date
LWP	N/A	Leave-Without Pay	1-	-	-	N	N	For exempt ee's only-enter in full day increments-don't use for non-exempt ee
LWPNE	N/A	Leave-Without Pay Non-exempt	1-	-	-	N	N	For non-exempt ee's. Record in .25 increments
MDP	MDP	Military Differential Pay	1-	-	-	Y	N	Used in rare cases when military pay is less than State pay. Refer to Bulletin 09-02 & Info Circ 09-P-021. Eff 01/01
MIL	MIL	Leave-Military Duty	1+	-	-	Y	Y	Authorized Military Leave refer to KAR 1-9-7a, 1-9-7b & 1-9-7c and appropriate Bulletin:
NPT	NPT	Non Standard Hours	1-	-	-	N	N	Hrs in excess of exempt's FTE. Won't Add To Gross. TL generated when 1.0 Exempt exceeds 80 hrs Pd Time.
NWT	RE1	Paid Non Worked Time Exempts	1+	-	-	Y	Y	Paid Non Work Time used for exempt employees to increase their payable time to 80 hrs for hrs not worked
ODP	ODP	Overtime-Differential Pay	1-	-	-	Y	N	OT diff due-computer generated - longevity or qlty award bonus pay, KAR 1-5-24(b)2
OTP	OTP	Overtime	1.5+	-	-	Y	Y	For non-exempt ee's when hrs worked are over FLSA limit. Enter only after reach FLSA threshold
REG	RE1	Regular Earnings	1+	+	-	Y	Y	Regular hours worked that are below the FLSA max
S14	S14	Pay Diff-Building Trade Class \$0.30	1-	-	-	Y	N	Used by certain ee's in "N2" job classes. Ex Dir 06-369
S15	S15	Shift 15-KOSE-\$ .50	1-	-	-	Y	N	Used by KOSE covered non-exempt ee's who are paid shift. \$0.50. Effective 05/18/2008
SCK	SCK	Leave-Sick	1+	-	-	Y	Y	Entered in .25 hour increments for non-exempts and 1/2 day increments for exempts
SF1	SF1	Shift 1	1-	-	-	Y	N	Certain non-exempt ee's per Ex. Dir. 94-221 , 01-310 & K.A.R. 1-5-28. Amount is .30 per hour
SHL	SHL	Leave-Shared	1+	-	-	Y	Y	Hours reported by recipient in .25 hr increments for non-exempts and 1/2 day for exempts K.A.R. 1-9-2
ST1	ST1	Standby Pay-Regular	1-	-	-	Y	N	Non-exempt ee's who are on standby. K.A.R. 1-5-26
ST7	ST7	Standby Pay-KOSE	1-	-	-	Y	N	KOSE covered non-exempt ee's who are on standby eff 05/18/2008 & KSU Ex. Dir 08-392 eff 11/16/08 \$2.00
VAC	VAC	Leave-Vacation	1+	-	-	Y	Y	Entered in .25 hour increments for non-exempts and 1/2 day increments for exempts
WCH	WCH	Workers Comp Hours	1+	-	-	N	Y	Hrs (.25 hr increments) covered by workers comp wage replacement. Defaults into timesheet
WCT	WCT	Work Comp-Comp Time Taken	1+	-	-	Y	Y	Comp time taken to supplement workers compensation adjustment
WHC	WHC	Work Comp-Holiday Comp Taken	1+	-	-	Y	Y	Holiday Comp time taken to supplement workers compensation adjustment
WLP	N/A	Work Comp-Leave Without Pay	1-	-	-	N	N	Leave w/o pay while on workers compensation
WSL	WSL	Work Comp-Sick Leave	1+	-	-	Y	Y	Sick leave taken to supplement workers comp adjustment
WVL	WVL	Work Comp-Vacation	1+	-	-	Y	Y	Vacation leave taken to supplement workers comp adjustment