

Pay Codes by Policy Profile

Note: for all policy profiles, the pay codes are listed in alphabetical order; the order within EmpCenter is by most common first.

Classified Hourly

| Pay Code | Definition |
|-----------------------------|---|
| Bereavement | Paid leave taken for death in the immediate family. If entered directly on the timesheet, comments are required. Limited to 4 days (hours based on FTE) per instance. |
| Call Back Pay | Hours worked when called back after being released from duty. |
| Comp | Leave taken from the Comp Time leave bank. |
| Confined Space Differential | Additional pay earned when working in a confined space as defined by the collective bargaining agreement. |
| Diving Differential | Additional pay earned when diving underwater as defined by the collective bargaining agreement. |
| Essential Time | Hours required to work while the university was closed for essential employees. Must be approved by the business center to be paid. |
| Exchange | Leave taken from the Exchange leave bank. (Exempt employees only.) |
| Furlough | Leave taken from the Furlough leave bank. Not a valid pay code after June 30, 2013. |
| Hardship Leave | Leave taken from the Hardship leave bank (donated leave). Must be used with an approved protected leave case. |
| High Voltage Electrician | Additional pay earned while working as a high voltage electrician as defined by the collective bargaining agreement. |
| High Work Differential | Additional pay earned when working in an elevated location as defined by the collective bargaining agreement. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank. |
| Holiday Override | If the actual holiday (different from observed) falls on a regularly schedule work day, holiday override is used to move the holiday hours from the observed holiday to the actual holiday or for holiday normal day off. |
| Holiday Work Comp Requested | Used to request Comp Time for any hours worked on an observed holiday. |
| Jury Duty | Paid leave for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| Meal | Used to add meal to the timesheet if taken when less than 6 hours worked in the day. |
| Military | Leave taken for Military time off as defined in the collective bargaining agreement. If entered directly on the timesheet, comments are required. |
| On Call Pay | Hours on call for work as defined by the collective bargaining agreement. |
| Overtime Comp Requested | Used to convert overtime hours earned in the week to Comp Time. (Non-exempt employees only.) |
| Personal | Leave taken from the Personal leave bank. |
| Retirement Leave | Paid leave taken for Retirement planning. If entered directly on the timesheet, comments are required. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | Leave that can be used the day before or after Christmas or before or after New Year's Day as defined in the collective bargaining agreement. |
| Steward Hours | Amount of hours spent on union steward duties. Does not add to time for the week. |
| Vacation | Leave taken from the Vacation leave bank. |
| Work In/Out | Actual in and out hours for the day. Used when clocking is not available. Entered as actual hours (i.e., 8am, 5pm) not elapsed hours. Comments are required. |

Classified Hourly

| Supervisor/Business Center Only Pay Code – only displays on the Edit Employee Time page for the Supervisor/BC Roles | |
|---|---|
| Show-up Compensation | Pay to employees who are scheduled to work, show up for work, and are released. Paid the equivalent of two (2) hours at the appropriate rate as defined in the collective bargaining agreement. |
| Stand By | Hours on standby for work as defined in the collective bargaining agreement. |
| Work Out of Class | Payments to employees for work in higher classifications. |

Classified Salaried Non-Exempt

| Pay Code | Definition |
|-----------------------------|---|
| Bereavement | Paid leave taken for death in the immediate family. If entered directly on the timesheet, comments are required. Limited to 4 days (hours based on FTE) per instance. |
| Call Back Pay | Hours worked when called back after being released from duty. |
| Comp | Leave taken from the Comp Time leave bank. |
| Confined Space Differential | Additional pay earned when working in a confined space as defined by the collective bargaining agreement. |
| Diving Differential | Additional pay earned when diving underwater as defined by the collective bargaining agreement. |
| Essential Time | Hours required to work while the university was closed for essential employees. Must be approved by the business center to be paid. |
| Furlough | Leave taken from the Furlough leave bank. Not a valid pay code after June 30, 2013. |
| Hardship Leave | Leave taken from the Hardship leave bank (donated leave). Must be used with an approved protected leave case. |
| High Voltage Electrician | Additional pay earned while working as a high voltage electrician as defined by the collective bargaining agreement. |
| High Work Differential | Additional pay earned when working in an elevated location as defined by the collective bargaining agreement. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank. |
| Holiday Override | If the actual holiday (different from observed) falls on a regularly schedule work day, holiday override is used to move the holiday hours from the observed holiday to the actual holiday or for holiday normal day off. |
| Holiday Work Comp Requested | Used to request Comp Time for any hours worked on an observed holiday. |
| Jury Duty | Paid leave for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| LWOP | Leave Without Pay. Used when all available leave has been exhausted. |
| Meal | Used to add meal to the timesheet if taken when less than 6 hours worked in the day. |
| Military | Leave taken for Military time off as defined in the collective bargaining agreement. If entered directly on the timesheet, comments are required. |
| On Call Pay | Hours on call for work as defined by the collective bargaining agreement. |
| Overtime Comp Requested | Used to convert overtime hours earned in the week to Comp Time. |
| Personal | Leave taken from the Personal leave bank. |
| Retirement Leave | Paid leave taken for Retirement planning. If entered directly on the timesheet, comments are required. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | Leave that can be used the day before or after Christmas or before or after New Year's Day as defined in the collective bargaining agreement. |
| Steward Hours | Amount of hours spent on union steward duties. Does not add to time for the week. |

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|---|---|
| Vacation | Leave taken from the Vacation leave bank. |
| Work In/Out | Actual in and out hours for the day. Used when clocking is not available. Entered as actual hours (i.e., 8am, 5pm) not elapsed hours. Comments are required. |
| Supervisor/Business Center Only Pay Code – only displays on the Edit Employee Time page for the Supervisor/BC Roles | |
| Show-up Compensation | Pay to employees who are scheduled to work, show up for work, and are released. Paid the equivalent of two (2) hours at the appropriate rate as defined in the collective bargaining agreement. |
| Stand By | Hours on standby for work as defined in the collective bargaining agreement. |

Classified Salaried Exempt

| Pay Code | Definition |
|---|---|
| Bereavement | Paid leave taken for death in the immediate family. If entered directly on the timesheet, comments are required. Limited to 4 days (hours based on FTE) per instance. |
| Call Back Pay | Hours worked when called back after being released from duty. |
| Comp | Leave taken from the Comp Time leave bank. |
| Essential Time | Hours worked while the university was closed for essential employees. Must be approved by the business center to be paid. |
| Exchange | Leave taken from the Exchange Time leave bank. |
| Furlough | Leave taken from the Furlough leave bank. Not a valid pay code after June 30, 2013. |
| Hardship Leave | Leave taken from the Hardship leave bank (donated leave). Must be used with an approved protected leave case. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank. |
| Holiday Override | If the actual holiday (different from observed) falls on a regularly schedule work day, holiday override is used to move the holiday hours from the observed holiday to the actual holiday or for holiday normal day off. |
| Holiday Work Comp Requested | Used to request Comp Time for any hours worked on an observed holiday. |
| Jury Duty | Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| LWOP | Leave Without Pay. Used when all available leave has been exhausted. |
| Military | Leave taken for Military time off as defined in the collective bargaining agreement. If entered directly on the timesheet, comments are required. |
| On Call Pay | Hours on call for work as defined by the collective bargaining agreement. |
| Personal | Leave taken from the Personal leave bank. |
| Regular Hours | Used to record worked hours for the day. |
| Retirement Leave | Paid leave taken for Retirement planning. If entered directly on the timesheet, comments are required. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | Leave that can be used the day before or after Christmas or before or after New Year's Day as defined in the collective bargaining agreement. |
| Steward Hours | Amount of hours spent on union steward duties. Does not add to time for the week. |
| Vacation | Leave taken from the Vacation leave bank. |
| Supervisor/Business Center Only Pay Code – only displays on the Edit Employee Time page for the Supervisor/BC Roles | |
| Show-up Compensation | Pay to employees who are scheduled to work, show up for work, and are released. Paid the equivalent of two (2) hours at the appropriate rate as defined in the collective bargaining agreement. |
| Stand By | Hours on standby for work as defined in the collective bargaining agreement. |

Grad Students

| Pay Code | Definition |
|-------------------|--|
| Grad Sick Leave | Leave taken from the Grad Sick leave bank. Must be used in whole hour increments. |
| Oregon Sick Leave | Leave taken from the Oregon Sick leave bank. Must be used in whole hour increments. |
| Sub Hours Worked | Hours worked covering a class for another grad student. Comments are required and must name of the person subbing for and the index to charge. |

Students/Temps Hourly

| Pay Code | Definition |
|-------------------|--|
| Grad Sick Leave | Leave taken from the Grad Sick leave bank. Must be used in whole hour increments. |
| Oregon Sick Leave | Leave taken from the Oregon Sick leave bank. Must be used in whole hour increments. |
| Work In/Out | Actual in and out hours for the day. Used when clocking is not available. Entered as actual hours (i.e., 8am, 5pm) not elapsed hours. Comments are required. |

Unclassified Hourly

| Pay Code | Definition |
|-------------------------------|--|
| Comp | Leave taken from the Comp Time leave bank. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank. |
| Holiday Override | If the actual holiday (different from observed) falls on a regularly schedule work day, holiday override is used to move the holiday hours from the observed holiday to the actual holiday or with holiday normal day off. |
| Holiday Work Comp Time Earned | Used to record work time for any hours worked on an observed holiday. Hours will be converted to Comp Time. |
| Holiday Work Pay | Hours worked on a holiday to be paid as additional work time. |
| Jury Duty | Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| Overtime Comp Requested | Used to convert overtime hours earned in the week to Comp Time. |
| Parental Leave | Leave taken from the Parental leave bank. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | Leave that can be used the day before Christmas. Formerly Governor's Day. |
| Vacation | Leave taken from the Vacation leave bank. |
| Worked Hours | Enter hours worked for the day. |

Unclassified Non-Exempt

| Pay Code | Definition |
|-------------------------------|--|
| Additional Hours Worked | Hours over your regularly scheduled hours worked in a day. Hours default to be paid as overtime. |
| Comp | Leave taken from the Comp Time leave bank. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank. |
| Holiday Override | If the actual holiday (different from observed) falls on a regularly schedule work day, holiday override is used to move the holiday hours from the observed holiday to the actual holiday or with holiday normal day off. |
| Holiday Work Comp Time Earned | Used to record work time for any hours worked on an observed holiday. Hours will be converted to Comp Time. |
| Holiday Work Pay | Hours worked on a holiday to be paid as additional work time. |
| Jury Duty | Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| LWOP | Leave Without Pay. Used when all available leave has been exhausted. |
| Overtime Comp Requested | Used to convert overtime hours earned in the week to Comp Time. |
| Parental Leave | Leave taken from the Parental leave bank. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | Leave that can be used the day before Christmas. Formerly Governor's Day. |
| Vacation | Leave taken from the Vacation leave bank. |

Unclassified Exempt

| Pay Code | Definition |
|--------------------------|--|
| Comp | Leave taken from the Comp Time leave bank. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank. |
| Holiday Override | If the actual holiday (different from observed) falls on a regularly schedule work day, holiday override is used to move the holiday hours from the observed holiday to the actual holiday or with holiday normal day off. |
| Holiday Work Comp Earned | Used to record work time for any hours worked on an observed holiday. Hours will be converted to Comp Time. |
| Holiday Work Pay | Hours worked on a holiday to be paid as additional work time. |
| Jury Duty | Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| LWOP | Leave Without Pay. Used when all available leave has been exhausted. |
| Parental Leave | Leave taken from the Parental leave bank. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | Leave that can be used the day before Christmas. Formerly Governor's Day. |
| Vacation | Leave taken from the Vacation leave bank. |

In addition, all classified and unclassified leave eligible policy profiles have additional "-Pre-Approved" leave pay code versions (e.g., Vacation – Pre-Approved, Jury Duty – Pre-Approved) that display on the timesheet when the Time Off Request process is used to request the leave.