

## 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.
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.
High Work Differential	Additional pay earned when working in an elevated location as defined by the collective bargaining agreement.
Holiday	Used when changing holiday hours from observed day to actual day.
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, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on 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.
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.
Stand By	Hours on standby for work 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.
<b>Supervisor Only Pay Code – only displays on the Edit Employee Time page for the Supervisor</b>	
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.

## 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.
Furlough	Leave taken from the Furlough leave bank. Not a valid pay code after June 30, 2013.
High Work Differential	Additional pay earned when working in an elevated location as defined by the collective bargaining agreement.
Holiday	Used when changing holiday hours from observed day to actual day.
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, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on 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.
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.
Other Class/Temp Hours	Pay for services not covered by appointment that does not exceed full-time employment for which the contract pertains.
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.
Stand By	Hours on standby for work 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.
<b>Supervisor Only Pay Code – only displays on the Edit Employee Time page for the Supervisor</b>	
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.

## 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.
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.
Holiday	Used when changing holiday hours from observed day to actual day.
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, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on 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.
Other Class/Temp Hours	Pay for services not covered by appointment that does not exceed full-time employment for which the contract pertains.
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.
Stand By	Hours on standby for work 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.
<b>Supervisor Only Pay Code – only displays on the Edit Employee Time page for the Supervisor</b>	
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.

## Grad Student

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

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	Used when changing holiday hours from observed day to actual day.
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, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on 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.
Sick	Leave taken from the Sick leave bank.
Special Day	Formerly Governor's day. Leave that can be used the day before Christmas.
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	Used when changing holiday hours from observed day to actual day.
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, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on 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.
Sick	Leave taken from the Sick leave bank.
Special Day	Formerly Governor's day. Leave that can be used the day before Christmas.
Vacation	Leave taken from the Vacation leave bank.

## Unclassified Exempt

Pay Code	Definition
Comp	Leave taken from the Comp Time leave bank.
Holiday	Used when changing holiday hours from observed day to actual day.
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, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on normal day off.
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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.
Sick	Leave taken from the Sick leave bank.
Special Day	Formerly Governor's day. Leave that can be used the day before Christmas.
Vacation	Leave taken from the Vacation leave bank.

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