

Appendix B

Pay and Leave Codes

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INTRODUCTION

This appendix includes OSPA pay and leave codes and those PPDB differential codes that may also be entered in OSPA on the P050 Gross Pay Adjustments screen. The OSPA pay and leave codes are listed first. They are organized into two main categories: Time Sheet Codes and Gross Pay Adjustment Codes. They are then broken down into smaller groups within the two main categories as follows:

Time Sheet Codes (P003, P004 Screens)	Gross Pay Adjustment Codes (P050 Screen)
Compensatory Time Accrual	Differential Codes, P050
Differential Codes, Time Sheet	Expense Reimbursements and Fringe
Leave Codes	Benefits Codes
Per Diem Codes	Leave Payoffs
Premium Pay Codes	Lump Sum Payments
Straight Time Worked Codes	Special Payments
	Volunteer Codes

The PPDB differential codes follow the OSPA codes.

If you are unable to find the code needed with these categories and groups, refer to the index in the back for additional assistance.

NOTE - If you have questions about whether a pay type is taxable, PERS-subject, maximum accrual allowed, etc., you may look it up on the PTB1 and PTB2 Payroll Benefit Table screens in OSPA by benefit package code. For directions on how to interpret the PTB1 and PTB2 screens, refer to the OSPA Reference Manual.

SPECIAL CODE DESIGNATORS

Some OSPA pay and leave codes may have additional designations to track their unique use for purposes such as FMLA, CBIW, etc. or to prevent OSPA from accruing paid leaves in any particular month. Codes that can use these special designators have an asterisk (*) beside them. Not all designators are available for all codes marked. Check PTB2 screens for availability. If you believe that another pay code qualifies for any of the special indicators, contact the OSPS Help Desk (OSPS.Help@das.state.or.us).

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
I	Calculates the pay at a premium rate based on the PTB2 multiplier and still allows leave and benefit accruals	HPI
J	Hours worked in "Preferred Worker" status. Requires SAIF ³ approval. Will not charge the agency SAIF premiums.	RGJ, VAJ
N	Stops accrual of leave for the hours so coded	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
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

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

OSPA TIME SHEET CODES

Compensatory Time Accrual

OSPA Code	PTB2 Description	Detail Description	OT Code
CTA	COMP TM ACCR	Compensatory time accrued for overtime worked at time and one-half.	P
CTB	CT ACCR .50	Compensatory time accrued at one-half hour for each hour/unit recorded. Used when shift worked has a start time that is different than the employee 'base starting time'. Specific to contract language.	P
CTE	STR C/T ACCR	Straight compensatory time accrual for OSPOA and AEE agreements.	P
CTH	COMP TM HOL	Compensatory time accrued for work on a holiday computed at time and one-half.	P
CTR	C/T ACCR C/B	Compensatory time accrued by medical staff for call back using an accrual rate of .1667. Per contract.	P
CTS	CT STRT ACCR	Compensatory time accrued at straight time. Used to compensate for holiday occurring on a scheduled day off or compensation for straight time worked.	N
CTT	C/T HOL C/B	Compensatory time accrued by medical staff for on call status on selected holidays using a 1.5 accrual rate.	P
CTU	C/T ACCR C/B	Compensatory time accrued by medical staff for on call status using a 1.0 accrual rate.	P
CTV	C/T ACCR C/B	Compensatory time accrued by medical staff for on call status using a .3334 accrual rate.	P
CTY	C/T HOL C/B	Compensatory time accrued by medical staff for on call status on a holiday using a .5 accrual rate.	P
ODA	OOD ACCRL	Officer of the Day accrued leave code per policy for Department of Corrections and Oregon Youth Authority.	N
RCA	RCT COMP ACC	Compensatory time earned by Oregon State Police recruits during training at the State Police Academy.	N
STA	SPL TM ACC	Straight-time leave accrued on one-to-one basis for hours worked over 8 hrs per day or over 40 hrs per week by represented FLSA-exempt employees. Also used as Spill Time per DEQ contract language.	N

OSPA Differential Codes, Time Sheet

OSPA Code	PTB2 Description	Detail Description	OT Code
BLD	BKUP LDWKR	Backup Lead Worker differential paid at the rate of \$1.00/hr for all hours worked in the backup assignment.	D
GCD	GRP COORD DF	Group Life Coordinator differential paid at the rate of \$1.50/hr when an employee is facilitating a group. Paid to an employee where the agency has given the employee the assignment in writing and requires a specific certification.	D
LWT	LEAD WK TMP	Compensation for employees who have been assigned temporary charge and/or lead work duties/ responsibilities by management for a specific shift or schedule. Paid at 5% per specific CBA ⁵ /Policy language. Not PPDB code.	P
MHD	M/H DIFF	Differential when Supervising Registered Mental Health Nurse works a shift with direct care duties as a mental health nurse per CBA. Straight time. Entered in addition to regular time.	N
MTD	MED PASS DIF	Compensation for passing and administering medication.	D
NFD	FLIGHT DIFF	Differential paid to employees who work from aircraft involving flying grid patterns or low-altitude spotting.	D
NGD	ODFW FLT DIF	Differential paid to ODFW employees who work from aircraft. \$1.50/hour	D
OP	HAZARD DUTY	Differential compensation for work performed more than 20 feet above ground or water and requires use of safety equipment.	D
PLD	PEST LIC DIF	Differential paid to employees with pesticide application license when mixing, spraying, and cleaning equipment.	D
POD	PRES OP DIFF	Differential for Printing Press Operators assigned to operate the Perfector machine for a half shift or more.	P
SCG	SH DIFF 0.34	Shift differential paid for an employee assigned duties of "shift charge" during a shift with 2 or more other employees. Limited to classification C6710, C6711, or C6725 in an SEIU represented position.	D
SDA	SH DIFF 1.35	Shift differential paid for evening hours worked at institutional and other 24-hour work environments.	D
SDB	SH DIFF 2.25	Shift differential paid for night hours worked at institutional and other 24-hour work environments.	D

⁵ CBA = Collective Bargain Agreement

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OSPA Code	PTB2 Description	Detail Description	OT Code
SDC	SH DIFF 1.85	Shift differential paid for evening shift work by Supervising RNs and Nurse Managers at Mental Health.	D
SDD	SH DIF 2.25%	Shift differential paid for time worked between 6:00pm and 6:00am – OSPOA contract only.	D
SDE	SH DIFF	Shift differential paid for hours worked if other than day shift.	D
SDH	SH DIFF .06%	Shift differential paid for hours worked on weekends or between 6:00pm and 6:00am. – AFSCME DEQ only.	D
SDP	SH DIFF 1.35	Shift differential paid to RNs LPNs, and Nurse Practitioners when hours worked are between 6:00pm and 6:00am.	D
SDW	SH DIF2	A shift differential for weekend work duties.	D
WIT	WK INMTE TMP	A 5% premium differential for non-correctional employees who are assigned to work in direct contact with inmates for specific shift assignments. Per SEIU CBA.	P
YDD	DIVING DUTY	Differential paid for divers at \$5.00 per hour	D
XHD	DOG HDL DUTY	Differential paid dog handlers for canine care on days off at \$5.00 per hour (State Police).	D

OSPA Leave Codes

OSPA Code	PTB2 Description	Detail Description	OT Code
ABL	OSPOA ASN BL	Leave used to conduct OSPOA business by authorized individuals. Leave must be donated from employees within the bargaining unit. 750 hours biennial limitation.	N
AD	ADMIN LVE	Paid leave to compensate for work performed outside normal work hours by employees who are ineligible for overtime. Personnel Rules valid only for Agency 19800 (AG benefit package). (Others: Replaced by DL in 1990.)	N
AT	AWARD TM TKN	Paid leave for Judicial Dept and Public Defense Service (YD benefit package) years of service award.	N
CH* ⁶	CT HOL TKN	Compensatory time taken in lieu of Holiday leave for firefighters at Military Department.	N
CTL*	COMP TM TKN	Compensatory time taken for hours earned.	N

⁶ Codes with an asterisk (*) use one or more special third-character designators. See the Special Code Designators section above.

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OSPA Code	PTB2 Description	Detail Description	OT Code
DL*	DISCR LEAVE	Paid leave granted and used at agency discretion. (Replaced AD in 1990.)	N
DRL	DISASTER LV	Paid leave used at agency discretion for employees participating in disaster relief and/or search and rescue operations.	N
EL*	EDUCATION LV	Extended paid leave for job-related educational courses or training sessions. Best exemplified by sabbatical leave.	N
FL*	FUNERAL LV	Paid leave to discharge obligations arising from a death in the employee's immediate family, as determined by contract. May be used in conjunction with paid FMLA, OFLA, CBIW, but not in conjunction with LWOP. Counts as part of FMLA / OFLA / CBIW leave.	N
GL*	GIVEN/GOV LV	Eight hours additional paid leave beyond specified holidays as per specific CBA or when authorized by the Governor for non-CBA-covered employees.	N
HL*	HOLIDAY LVE	Paid leave for holiday bank hours accrued per CBA.	N
HO*	HOLIDAY LVE	Paid leave for specified holidays per CBA/State Policy.	N
HU	HOLIDAY USE	Paid leave for specific holidays when leave is taken on another day than the holiday	N
IT	INTV & TEST	Paid leave for interview and testing.	N
IW	INCLMT WTHR	Paid leave for when weather conditions require the closing or curtailing of operations after reporting to work (58100).	N
JD	JURY DUTY	Paid leave for jury service.	N
LE	LWOP EDUC	Unpaid leave granted for pursuit of educational, professional, or career development.	N
LF	LWOP SUSPEND	Unpaid disciplinary leave.	N
LG	LWOP WRK COM	Unpaid leave during period employee is receiving Worker's Compensation payments.	N
LL	LWOP LACTATE	Unpaid portion of an employee's rest period to allow an employee time to express milk per HB 2372 (2007 regular session) and OAR 839-020-0051.	N
LO*	LWOP OTHER	Unpaid leave not otherwise defined.	N
LP	LWOP CAR DVL	Unpaid leave for professional or career development. Maximum use per CBA. (Agency 34000 only.)	N
LS	LWOP SICK	Unpaid leave granted an employee who is recovering from a non-job-related injury or illness and is not covered by a protected leave, after all available accrued leaves have been used.	N

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OSPA Code	PTB2 Description	Detail Description	OT Code
LU	LWOP UNEXCUS	Unpaid leave for unexcused absence from work.	N
LV	LWOP VAC	Unpaid leave granted in cases where employee has no accrued vacation leave.	N
LX	LWOP MILITARY	Unpaid leave granted for active full-time military duty. Usually limited to a maximum of four years.	N
MKL	MKUP TM TKN	Makeup leave used (Agency 25700 only).	N
ML*	MILITARY LVE	Paid leave for discharging annual military training obligation. Maximum annual allowance 88 hours.	N
MPL*	MISC PD LVE	Any paid leave not otherwise defined in this document. Do not use this code to pay straight time to employees assigned to a home duty station pending an investigation. The correct code for that purpose is "DS".	N
OCL	NT ONCALL LV	Paid leave for Fish and Wildlife only. Employee earns leave by being on call at night at a ratio of one hour leave for each six hours of night on call. Must be used within 90 days. Negotiated for 2007-09 biennium.	
OD	OOD LEAVE	Paid leave at Dept. of Corrections and Oregon Youth Authority for Officer of the Day.	N
PB*	PERSONAL BUS	Paid leave to be used at the employee's discretion. Accrual rate (typically 24 hours per fiscal year) as specified in CBA/State Policy.	N
PND	PD NON TCHDY	Paid non-teaching day other than holidays. Used to account for days of pay during school breaks for those working under a teaching contract which is paid over a 12-month period.	N
PR*	PRERETIRE LV	Paid leave to pursue bona fide pre-retirement counseling programs. See appropriate CBA/State Policy.	N
RCL	RC TIME TAKN	Compensatory leave taken following training at State Police Academy. Also ODOT RC time taken.	N
RL	RELOCATE LVE	Paid leave granted for transferring to a new official station at employer's request and/or benefit.	N
RP	FLX REC PGM	Paid leave granted for Judicial Flexible Recognition Program (Agencies 19700 & 19800 only).	N
RRS	REST ROT STD	Rest leave from forest fire duty. Paid as regular pay.	N
RRX	REST ROT XTR	Rest leave from forest fire duty paid as misc. hours.	B

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OSPA Code	PTB2 Description	Detail Description	OT Code
SL*	SICK LEAVE	Compensation for use of accrued sick leave as outlined in CBA/State Policy. May also include bereavement leave.	N
ST	SPL TM TKN	Compensatory time taken for use of accrued ST per CBA.	N
SUL	SHOW UP LVE	Compensation when an employee shows up for work and is released from work before the end of his/her shift for other than inclement or hazardous conditions	N
UBL	UN BUS LONG	AFSCME reimbursement for union business long term.	N
UBG	UN BUS GRIEVE	Paid leave for union business related to a grievance	N
UBM	UN BUS MISC	Paid leave for miscellaneous Union business.	N
UBN	UN BUS NOACC	Paid leave for Union business. Does not accrue leave.	N
UBP	UNION BUS	Paid leave for Union business per CBA.	N
UBS	UN BUS SHORT	AFSCME reimbursement for union business short term.	N
VA*	VACATION LV	Compensation for use of accrued vacation leave.	N
WL	WITNESS LV	Paid leave for management service employees subpoenaed to appear in a non-work related matter per HRSD State Policy 60.000.12, Section 1(a)(i)	N
XT	GRNTD ADM LV	Paid leave for accrued special leave (Agency 25700). Leave for extraordinary time spent on a case (Agy 13700)	N

OSPA Per Diem Codes

OSPA Code	PTB2 Description	Detail Description	OT Code
RGY	RG DLY EMERG	Daily rate for employees paid on shift basis for emergency only. Must be "D" wage basis code on the P030 screen. (Agency # 84800 only.)	N
RGZ	RG DLY NO EM	Daily rate for employees paid on shift basis for non-emergency only. Must be "D" wage basis code on the P030 screen. (Agencies # 84800 and 86200 only.)	N

OSPA Premium Pay Codes

OSPA Code	PTB2 Description	Detail Description	OT Code
BT	BREAK TIME	Overtime paid for Forestry Department employees when employee is required to work with no break time. SEIU ODOT Coalition, Article 90.3C, Section 9.	O
CB	CALL BACK	Employee released from duty and called back to work before normal start time. Straight time rate of pay per CBA/State Policy.	B
CBO	CALL BACK OT	Employee released from duty and called back to work before normal start time. Overtime rate of pay per CBA.	O
CDO	CAR DVLP OT	Overtime compensation during attendance at job-related seminars, training sessions, or professional organization meetings.	O
CPH	HO PAY DYOFF	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.	N
FAA	1ST Rate	1st rate of pay (for XF benefit package only)	D
FAB	2ND Rate	2nd rate of pay during same pay period (XF benefit pkg)	D
FAC	3RD Rate	3rd rate of pay during same pay period (XF benefit pkg)	D
FAD	4TH Rate	4th rate of pay during same pay period(XF benefit pkg)	D
GW	GRANT WORKED	Grant funded flat rate for sworn management state police officers who are FLSA and OT exempt	N
HP	HOLIDAY PRM	Compensation at time and one-half for holiday hours worked.	B

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OSPA Code	PTB2 Description	Detail Description	OT Code
HPI	HOL PRM INCL	Compensation at time and one-half for holiday hours worked on a non-standard schedule. Hours coded as HPI will be included in leave and benefit accrual calculations.	B
HPX	HLDY WRK N/S	Compensation at time multiplied by 2.5 for holiday hours worked when not scheduled to do so. OSPOA contract.	B
HT	HALF TIME	A half-time multiplier added to regular hours for hours worked outside normally scheduled hours per CBA.	P
IRH	IRREG HOURS	Compensation when reporting time has been changed from previously-set base starting time. OSPOA contract.	P
MCD	MENTSHIP CD	Compensation for DEQ Vehicle Inspection Program employees who participate in state mentorship opportunities on their regularly scheduled days off (excluding holidays) during the normal business week. Paid at regular rate of pay, not included in the overtime calculation.	N
ONA	ON CALL 1/8	Compensation paid at one hour for eight hours of on call status per ONA contract.	P
ONH	ON CALL HOL	Employee to be available for holiday work. Paid at rate of 1.5 hours for every 8 hours of On Call status. (.1875 multiplier.) (CK benefit package only.)	P
ONR	ON CALL 1/6	Employee to be available for work. Paid at rate of 1 hour for every 6 hours of On Call status. (.1667 multiplier.)	P
ONS	ON CALL 1/3	Expanded on call for Physicians at .3334 multiplier. 1 hour pay for every 3 hours On Call status. Exempt employees. (MD benefit package only.)	P
ONT	ON CALL 1/1	Expanded on call for Physicians at .1.0 multiplier. 1 hour pay for each hour On Call status. Exempt employees. (MD benefit package only.)	P
ONU	O/C 1/6 HOL	Expanded on call for Physicians at .2500 time and a half multiplier for holiday On Call at 1 hour pay for every 6. Exempt employees. (MD benefit package only.)	P
ONV	O/C 1/3 HOL	Expanded on call for Physicians at .5000 time and a half multiplier for holiday On Call at 1 hour pay for every 3. Exempt employees. (MD benefit package only.)	P
ONX	O/C 1/1 HOL	Expanded on call for Physicians at 1.5 time and a half multiplier for holiday On Call at 1 hour pay for every 1. Exempt employees. (MD benefit package only.)	P
ONY	ON CALL 1/2	On Call duty for Dept of Corrections paid at the second step of the correctional officer range. 1 hour pay for every 2 hours On Call status. (CC benefit package only.)	P

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OSPA Code	PTB2 Description	Detail Description	OT Code
OT	OVERTIME	Compensation at time and one-half of an employee's regular hourly rate of pay for time worked in excess of eight hours per day or 40 hours per workweek. Overtime for an irregular work schedule is for time worked in excess of 10 hours per day or 40 hours per workweek.	O
OTM	OT MANDATORY	Overtime rate paid for mandatory time worked in excess of eight hours per day or 40 hours per workweek. Overtime for an irregular work schedule is for time worked in excess of 10 hours per day or 40 hours per workweek.	O
OTX	OT COMPONENT	Overtime component for XF benefit package	O
PP	PEN PAY/12HR	Compensation when reporting time has been changed without proper notice. Article 40; Section 2-SEIU Contract; HRSD Policy 20.005.10.	D
PPA	PEN PAY/5DAY	Compensation when reporting time has been changed without proper notice. Article 40; Section 2-SEIU Contract; HRSD Policy 20.005.10.	D
RT	REPORT TIME	Compensation when: (1) reporting time is changed without required notice. Report time is time designated as the start of daily work shift / weekly work schedule; (2) scheduled for work, but there is no work and excused from duty.	B
SB	STANDBY	Hours required to be available for work outside employee's regular work hours.	P
SBO	STANDBY O/T	Hours required to be available for work. Paid at overtime rate of pay.	O
SCP	SCHED CHG PY	Compensation for employees who are not notified of a schedule change as required in CBA (Agency 25700 only).	P
SP	SPILL TM O/T	Spill time paid at overtime rate of 1.5 specific to CBA regarding spill cleanup coordination duties.	O
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 the 6th and 7th day in one week. Relates to benefit packages "CC", "CU" and "SP".	D
TCO	COMP TRNG OT	Work-related competency training overtime	O
TEO	TRNG DEL OT	Training delivered overtime	O
TTO	TRNG TRVL OT	Training travel overtime	O

OSPA Code	PTB2 Description	Detail Description	OT Code
WEO	WKENV TRG OT	Work environment training overtime	O
XSI	EXMPT PREM	Premium pay at 1.5 rate for exempt unrepresented employees while assigned to incident fire fighting duties at Forestry. Accumulates leave/benefit eligibility.	N
XSO	EXMPT OT	Overtime paid to non-FLSA-exempt employees for working at fire duties over 40 hours in one week (Agency #62900).	O
XSP	EXMPT PREM	Premium paid to FLSA-exempt employees for working at fire duties outside of their normal duties (Agency #62900).	P

OSPA Straight Time Worked Codes

OSPA Code	PTB2 Description	Detail Description	OT Code
AST	ADDNL STRGHT	Straight time pay for additional hours worked during same period that an overtime-eligible employee recorded sick leave. Also used for represented FLSA-exempt employees additional hours worked. Used in lieu of overtime pay code and specific to CBA/State Policy. This code does not accrue leave or apply hours for benefit calculation.	B
CD*	CAREER DVLP	Compensation during attendance at job-related seminars, training sessions, or professional organization meetings.	N
CDS	CAR DVLP STR	Compensation for attending job-related seminars, training sessions, or professional organization meetings during non-work scheduled hours. Does not accrue leave.	B
DS	DTY STAT HM	Compensation at straight time rate, restricted to employees who are working at home pending an investigation.	N
HST	HOLIDAY STR	Compensation for holidays worked at straight time.	B
JR	JOB ROTATION	Compensation for employee being paid while on a rotation assignment.	N
RG*	REGULAR PAY	Compensation at straight time rate.	N
RGM	REG LT DUTY	Compensation at straight rate while performing reduced load work during return from job-related injury or illness	N
RGP	REG SPC PROJ	Code used to track regular pay while performing work related to a special project. Used by some agencies to track federally funded payroll costs.	N

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OSPA Code	PTB2 Description	Detail Description	OT Code
RGX	NEGOTIATE RT	Compensation for Dept of Forestry emergency fire fighting crews ONLY. XF benefit package.	N
SA*	SPECL ASSIGN	Compensation for time spent in activities outside normally assigned duties (i.e.: committee meetings).	N
SD	SPECL DUTY	Compensation for employees who are relieved of regular duties and assigned special duties.	D
SPL	SPL TM STR	Compensation for spill cleanup coordination duties.	N
SU	SHOW UP TIME	Compensation for when employee reports to work and there is no work to do. Assumes no prior notice.	P
TC	COMPTNCY TRN	Work-related competency training	N
TCM	TELECOMMUTE	Compensation for telecommuting hours.	N
TE	TRNG DELIV	Compensation for training delivered	N
TT	TRNG TRAVEL	Compensation for training travel.	N
UST	UNSCHED STR	Additional straight time pay code used for 'unscheduled' hours worked by part-time employees or F/T employees when replacing LWOP. Hours recorded with this code are used in the leave accrual and benefit calculation process.	B
WE	WK ENV TRNG	Compensation for work environment training	N

OSPA GROSS PAY ADJUSTMENT CODES

OSPA Differential Codes, P050

OSPA Code	PTB2 Description	Detail Description	OT Code
SSD	SND/SNOW DIF	Sanding and snow removal differential paid to SEIU employees at ODOT.	D

OSPA Expense Reimbursements and Fringe Benefits

Cash Entries

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OSPA Code	PTB2 Description	Detail Description	OT Code
CLA	CLOTH ALLOW	Non-taxable under an accountable plan. Reimbursement or allowance for uniform, protective clothing, or shoes.	N
CLT	CL ALW TXBL	Taxable uniform, protective clothing, or shoe allowance or reimbursement	N
CMN	MILG NONTAX	Code used to pay mileage/ground transportation reimbursements to employees through OSPA for travel claims. Nontaxable / accountable plan.	N
CMT	MILEAGE TAX	Code used to pay taxable mileage / ground transportation reimbursements to employees through OSPA	N
CNA	CLEAN ALLOW	Taxable allowance paid to uniformed employees for cleaning and maintenance of uniforms per CBA.	N
EDN	ED EXP NTXBL	Nontaxable payment under an accountable plan for an employee's in-state education expenses.	N
EDT	ED EXP TXBL	Taxable payment for an employee's in-state education expenses.	N
EOE	ELEC OFL EXP	Used to record monthly taxable expense allowance provided under ORS 292.313 to all elected officials. Taxable, non-accountable plan.	D
ER	REIMB OF EXP	Non-taxable reimbursement of non-travel job-related expenses incurred by the employee. Paid under an accountable plan. Not PERS subject.	N
EXT	EXP TAXABLE	Taxable reimbursement of non-travel related expenses incurred by a Legislative member where the reimbursement does not meet the requirements of an accountable plan.	N
ILN	NTX INST LDG	Reimbursement of instate lodging as a business expense when on overnight travel. Nontaxable under an accountable plan. Not PERS subject.	D
IR	INS RETURN	Taxable payment to employee when the employee opts out of PEBB medical insurance coverage.	D
MSN	NTXBL MLALOW	Non-taxable cash meal allowance connected to overnight in-state travel under an accountable plan	N
MST	TX MEAL ALOW	Cash allowance or reimbursement of taxable in-state meal expense	D
MTR	MISC TRVL EX	Miscellaneous travel-related expense reimbursements paid through OSPA. Nontaxable/ accountable plan.	N
MVN	MV EXP NTXBL	Non-taxable cash payment for moving expenses which meet nontaxable test of IRS code.	N

OSPA Code	PTB2 Description	Detail Description	OT Code
MVT	MV EXP TXBL	Cash payment for taxable employee moving expense.	N
PDL	PD REIMB LG	Reimbursement of meals and lodging. Nontaxable and not PERS subject. (Legislators.)	N
PML	MILG N/SUBJ	Mileage reimbursement. Nontaxable, not subject to PERS (Legislators).	N
SAE	OTHR RMBRSMT	Reimbursement (not wages) payment to employee awarded as a result of labor negotiation or a grievance settlement. Nontaxable. Not PERS subject.	N
TLA	TOOL ALL N/T	Cash reimbursement to employees for the purchase, replacement, or repair of their personal "tools of the trade" used on the job. Nontaxable if it meets the IRS test for an accountable plan.	N
TLT	TOOL ALL TAX	Taxable cash reimbursement or allowance for the purchase, replacement, or repair of personal "tools of the trade" used on the job. Taxable when it does not meet the IRS test for an accountable plan.	N
ZTR	RETRO TAX ER	Taxable, cash expense reimbursement or allowance that will not affect the overtime calculation for that pay period.	N

Non-cash Entries

OSPA Code	PTB2 Description	Detail Description	OT Code
ANA	ALLW N/A PLN	Used to record the value of a taxable uniform or protective clothing allowance / advance when the payment to the employee was not done through OSPA. The entry results in additional taxable income and withholding to the employee but does not result in a cash payment.	N
BAV	BP/AWRD VALU	Used to record the taxable value of a non-cash award or bonus granted through an agency employee recognition program so the amount is recorded and taxed through OSPA. Not PERS, Mass Transit, or Unemployment subject.	D
DPN	DP NTAX ADJ	Entered as negative amount. Taxable non-cash adjustment that credits employee for premiums that could have been deducted pre-tax before adding a domestic partner or domestic partner's child(ren).	N

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OSPA Code	PTB2 Description	Detail Description	OT Code
DPT	DP TAX BENEF	Entered as positive amount. Taxable non-cash adjustment for the fair market value (determined by insurance carriers) of domestic partner insurance.	N
EIP	EXCESS PREM	The cost of group-term life insurance above \$50,000 of coverage is subject to income and FICA taxes. Non-cash, taxable entry, for Judicial only, to record value of premium for coverage above \$50,000.	D
HD	HOUSNG BENFT	Non-cash transaction to record the taxable FMV of housing provided by the state.	D
MS	REIM TXBL ML	Non-cash transaction to record the value of the reimbursement of taxable in-state meal expense where the reimbursement did not come from OSPA	D
RPO	LEGIS RET TX	Social security and Medicare subject value of employer paid retirement benefit for Legislators who opt out of PERS to participate in the deferred compensation program allowed by law.	N
SMN	MIL/NON SUBJ	To record the non-cash taxable value of the personal use of a state-owned vehicle garaged at the employee's home under the cents-per-mile rule.	N
SVN	VEH/NON SUBJ	To record the non-cash taxable value of the personal use of a state-owned vehicle garaged at the employee's home under the commuting valuation rule.	N
ZTV	RETRO VALUE	Taxable non-cash transaction used for a prior pay period that will not affect the overtime calculation. This may reflect a reimbursement or allowance that was not paid through OSPA or a non-cash fringe benefit.	N

OSPA Leave Payoffs

OSPA Code	PTB2 Description	Detail Description	OT Code
CTP	COMP PAYOFF	Payoff of compensatory time which exceeds CBA/State Policy maximum hours in leave bank.	N
MKP	MKL PAYOFF	Payoff of makeup leave accrued (Agency 25700 only).	N
STP	SPL TM PYOFF	Payoff at straight time rate of pay for Spill Time or special time accrued per CBA FLSA-exempt employees.	N

OSPA Code	PTB2 Description	Detail Description	OT Code
VAL	VA PAY EXTRA	Payoff of accrued vacation time upon termination or per specific contract language. Paid at the equivalent hourly rate. 274 maximum payoff hours allowed.	N
VAM	DON MLTY LV	Payoff of accrued vacation time donated to the Military Leave Donation Program. Paid at the equivalent hourly rate. Entered with a P070 MMNN deduction for zero tax and income affect.	N
VAP	VAC PAYOFF	Payoff of accrued vacation time upon termination or per specific contract language. Paid at the equivalent hourly rate. 250 maximum payoff hours allowed.	N
VAQ	VA PAY ADD'L	Used in conjunction with VAP to pay vacation hours above 250 when allowed per CBA or agency policy for Lottery, Judicial, Legislative Branch, Firefighter, and AEE benefit packages.	N

OSPA Lump Sum Payments⁷

OSPA Code	PTB2 Description	Detail Description	OT Code
BP	BONUS PAY	Special additional pay. Use for "Red Circle" bonus. Flexible Recognition Cash Award (agency 19800)	D
BPS	SPECL AWARD	An employee recognition award, through the employee suggestion program or for outstanding service, paid to an employee. This is a taxable amount not PERS subject.	N
DFC	EXTRA DUTIES	Extra duties to which a teacher may be assigned, such as coaching, advisor, etc. Blind and Deaf Schools only.	D
GSD	GRV SETL PAY	Grievance settlement pay, agency 29100 only. Not PERS subject.	N
PD	BB PER DIEM	Compensation for attending required meetings, i.e. board members. Not PERS subject.	D
PDM	LEG PER DIEM	Same as PDL but taxable and not PERS subject (Legislators).	N
SAD	GRVNC SETTLE	Compensation awarded as a result of labor negotiation or a grievance settlement. Fully taxable.	N
ZCB	RETRO C/B	Call Back pay code used for a prior pay period when a corrective flag cannot be set to allow OSPA recalculation.	N

⁷ PPDB codes, such as WOC and LWD, are in the PPDB Codes section below.

OSPA Code	PTB2 Description	Detail Description	OT Code
ZIR	RETRO IR SUB	Pay for insurance return of out of pocket expense for employees whose contracts were not settled prior to tax year end and retroactive corrective flags cannot be used.	N
ZOC	RETRO O/C	On Call pay code used for a prior pay period when a corrective flag cannot be set to allow OSPA recalculation.	N
ZOT	RETRO OT	Overtime pay code used for a prior pay period when a corrective flag cannot be set to allow OSPA recalculation.	N
ZSD	RETRO SH DIF	Shift Differential code used for a prior pay period when a corrective flag cannot be set to allow OSPA recalculation.	N
ZST	RETRO STR TM	Straight time code used for a prior pay period when a corrective flag cannot be set to allow OSPA recalculation.	N

OSPA Special Payments

OSPA Code	PTB2 Description	Detail Description	OT Code
DEC	DECEASED PAY	Deceased employee's gross pay amount paid to survivor or estate. Code is exempt from federal and state taxes but not from FICA. Used in conjunction with pay code RGD as a negative entry following the Letter of Recommended Payroll Practice on applicable use.	N
DOP	CONS DYOFF	Compensation when an employee works 5/8's or 4/10's and the agency changes the employee's shift so that the employee does not have the scheduled number of consecutive days off. Compensated for 2 hours straight pay. Limited to agency 29100.	D
MDL	LV DONAT PMT	Payment to employee on active military duty from Military Leave Donation Program. Paid at the equivalent hourly rate.	N
PPT	PEN PAY ODOT	Compensation when reporting time has been changed without proper notice. Based on employee's hourly rate for ODOT Coalition-represented employees.	D
RGD	(RG)DECEASED	Code used to offset deceased employee's gross pay amount paid to survivor or estate. Used in conjunction with pay code DEC following the Letter of Recommended Payroll Practice on applicable use.	N
WC	WRK CMP RCVR	Recovery of compensation for the money employee received from Worker's Comp for an on-the-job injury.	N

OSPA Volunteer Codes

OSPA Code	PTB2 Description	Detail Description	OT Code
AW	ASSUMED WAGE	Assumed wages used to track volunteer hours; does not generate pay.	N
PDA	AMRCORP 116	Stipend for Americorp Volunteers (Agency 11600).	N
PDB	AMRCORP 461	Stipend for Americorp Volunteers (Agency 46100).	N
PDP	AMRCORP PRKS	Stipend for Americorp Volunteers (Agency 73410).	N
PDS	AMRCORP 575	Stipend for Americorp Volunteers (Agency 57500).	N
PSS	AMRCRP PSTRL	Stipend for Americorp Volunteers (Agency 30936).	N

PPDB DIFFERENTIAL CODES

The PPDB differentials are based upon a percent of wages or a set amount. They are entered in PPDB and can be viewed in OSPA on the P030 Job Status Data. There may be times when a one-time entry with one of these codes is required on the P050 Gross Pay Adjustments to correct a PPDB entry.

Not all of these codes are set up for use in OSPA. Check the PTB2 screen to see if this code has been activated for use in your benefit package. If you need a code activated for one-time use, please contact the OSPS Help Desk via email at OSPS.Help@state.or.us or telephone at 503/378-OSPS (6777).

PPDB Code	PTB2 Description	Detail Description	OT Code
ALC	ASST LGL DIF	Assistant Legal Counsel 5% differential for Judicial Dept.	N
ASA	APPELATE STF	Appellate Staff differential for Judicial Dept.	N
BBW	BRDG/BM/WELD	Certified Bridge/Boom/Welder differential (Agency 73000)	N
BCL	BRDG LDWKR	Bridge Crew lead worker/coordinators differential (Agency 73000).	N
BNS	BONUS	Under Review by PPDB Staff	N
CDA	CRED DIFF	Credential differential, benefit packages YM, YP, YS, and YN only	N
DBL	DIFF BI LING	Bilingual 5% differential paid employees who are in a position which requires this skill.	N
DEV	DEVLPMENTAL	Developmental differential (not yet active in PPDB).	N
EDD	EDUCATN DIFF	Special educational degree differential.	N

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PPDB Code	PTB2 Description	Detail Description	OT Code
EMT	EMT DIFF	Emergency Medical Technician differential.	N
EQD	EQUITY DIFF	Compensation for Supervisory positions where supervisory salaries would be less than subordinate salaries (Agency 29100).	N
ETD	ELEC TRD DIF	Electronic trades differential.	N
FTO	FLD TRNG OFC	Under Review by PPDB Staff	N
GFI	G F INCENTIVE	Grandfathered incentives paid for (Agency 25700) (not listed as agency specific by HRSD).	N
GPD	GEO PAY DIFF	Compensation for regular work location outside the State. Applies to all permanent, non-resident employees whose regular work location is outside the State of Oregon. Article 26; Section 2 SEIU Contract. May only be paid with approval of the Budget Administrators and LRU.	N
IPA	INC PAY DIFF	Compensation for completing special requirements (Agency 25700).	N
IPB	INC PAY DIFF	Compensation for completing special requirements (Agency 25700).	N
IPC	INC PAY DIFF	Compensation for completing special requirements (Agency 25700).	N
IPD	INC PAY DIFF	Compensation for completing special requirements (Agency 25700).	N
ISD	STF DEPL DIF	Institution security staff deployment differential (replaced RMS) (Agency 29100).	N
JRT	JOB ROT DIFF	Job rotation differential not yet defined by PPDB.	N
LCD	LIC CERT DIF	Compensation for license or certification qualifications.	N
LD	LONGEVITYDIF	Compensation for employees who have been at the top of their salary range for a period of time, and have met certain conditions (Federation of Oregon Parole and Probation Officers - FOPPO).	N
LID	LIC/DPLY DIF	Differential for both license and deployment (Agency 29100).	N
LWD	LEAD WK DIFF	Compensation for employees who have been assigned charge and/or lead work duties.	N
NPD	NRS PER DIEM	State Hospital 15% per diem differential in lieu of benefits for nurses working less than 32 hours per month. AFSCME CBA.	N
NSD	RELF SH DIFF	Differential for non-security staff assigned as staff relief (Article 25, sect. 6) (Agency 29100).	N

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PPDB Code	PTB2 Description	Detail Description	OT Code
OPB	LBR MKT DIFF	Market differential pay for employees at Building Codes (Agency 44000).	N
PCP	PRIMARY RECRUIT COACH	5% premium pay for sworn officers who complete certification program and are assigned as a the primary coach for a new recruit (Agency 25700 only)	N
PLC	PA LN EXCCMP	Compensation for supervisory positions where supervisory salaries would be less than subordinate salaries.	N
PLE	PA LN EXCEPT	Pay line exception.	N
PTM	TAX MAG DIFF	Code used for presiding tax magistrate differential at Judicial.	N
SDU	SEC/DUTY DIF	Differential paid to non-security employees when performing security duties (Agency 29100).	N
SED	SEASNL DIFF	Compensation paid seasonal employees in lieu of PERS pick up.	N
SPJ	SPECL PROJCT	Special Project or Assignment	N
SQ	SPECL QUALIF	Compensation for additional certification in an employee's professional education and/or multiple abilities.	N
TCD	TM COORD DIF	Differential pay for team coordinator (Agency 54300).	N
TLD	TEAM LDR DIF	Differential pay for employees acting as team leader in the Information Systems series.	N
TRD	TRAINING	Training differential.	N
TRT	TERT TM DIFF	Tactical Emergency Response Team differential (Agency 29100).	N
WID	WK INMT DIFF	5% differential for non-correctional officers who are assigned to work in direct contact with inmates as their regular work assignment.	N
WMD	WEGHMSTR DIF	5% differential for ODOT employees working as Senior Weigh Master or Motor Carrier Enforcement Officer2 in classification of Pub Service Rep 4.	N
WOC	WRK OUTCLASS	Compensation for performing duties in a position at a higher classification.	N

PAY AND LEAVE CODE ALPHABETICAL INDEX

Code	Category	Group	Code	Category	Group
ABL	Time Sheet	Leave Codes	CTU	Time Sheet	Comp Time Acc
AD	Time Sheet	Leave Codes	CTV	Time Sheet	Comp Time Acc
ALC	PPDB ⁸		CTY	Time Sheet	Comp Time Acc
ANA	P050	Expense/Fringe	DBL	PPDB	
ASA	PPDB		DEC	P050	Special Pymts
AST	Time Sheet	Straight Time	DEV	PPDB	
AT	Time Sheet	Leave Codes	DFC	P050	Lump Sum
AW	P050	Volunteer	DL*	Time Sheet	Leave Codes
BAV	P050	Expense/Fringe	DOP	P050	Special Pymts
BBW	PPDB		DPN	P050	Expense/Fringe
BCL	PPDB		DPT	P050	Expense/Fringe
BLD	Time Sheet	Diff, Tm Sht	DRL	Time Sheet	Leave Codes
BNS	PPDB		DS	Time Sheet	Straight Time
BP	P050	Lump Sum	EDD	PPDB	
BPS	P050	Lump Sum	EDN	P050	Expense/Fringe
BT	Time Sheet	Premium Codes	EDT	P050	Expense/Fringe
CB	Time Sheet	Premium Codes	EIP	P050	Expense/Fringe
CBO	Time Sheet	Premium Codes	EL*	Time Sheet	Leave Codes
CDA	PPDB		EMT	PPDB	
CD* ⁹	Time Sheet	Straight Time	EOE	P050	Expense/Fringe
CDO	Time Sheet	Premium Codes	EQD	PPDB	
CDS	Time Sheet	Straight Time	ER	P050	Expense/Fringe
CH*	Time Sheet	Leave Codes	ETD	PPDB	
CLA	P050	Expense/Fringe	EXT	P050	Expense/Fringe
CLT	P050	Expense/Fringe	FAA	Time Sheet	Premium Code
CMN	P050	Expense/Fringe	FAB	Time Sheet	Premium Code
CMT	P050	Expense/Fringe	FAC	Time Sheet	Premium Code
CNA	P050	Expense/Fringe	FAD	Time Sheet	Premium Code
CPH	Time Sheet	Premium Codes	FL	Time Sheet	Leave Codes
CTA	Time Sheet	Comp Time Acc	FTO	PPDB	
CTB	Time Sheet	Comp Time Acc	GCD	Time Sheet	Diff, Time Sheet
CTE	Time Sheet	Comp Time Acc	GFI	PPDB	
CTH	Time Sheet	Comp Time Acc	GL*	Time Sheet	Leave Codes
CTL*	Time Sheet	Leave Codes	GPD	PPDB	
CTP	P050	Leave Payoffs	GSD	P050	Lump Sum
CTR	Time Sheet	Comp Time Acc	GW	Time Sheet	Premium Codes
CTS	Time Sheet	Comp Time Acc	HD	P050	Expense/Fringe
CTT	Time Sheet	Comp Time Acc	HL*	Time Sheet	Leave Codes
			HO*	Time Sheet	Leave Codes
			HP*	Time Sheet	Premium Codes
			HPI	Time Sheet	Premium Codes
			HPX	Time Sheet	Premium Codes
			HST	Time Sheet	Straight Time

⁸ PPDB codes, if activated in OSPA, may be entered on the P050 for one-time adjustments.

⁹ Codes with an asterisk (*) use one or more special third-character designators. See the Special Code Designators section above.

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Code	Category	Group	Code	Category	Group
HT	Time Sheet	Premium Codes	NSD	PPDB	
HU	Time Sheet	Leave Codes	OCL	Time Sheet	Leave Codes
ILN	P050	Expense/Fringe	OD	Time Sheet	Leave Codes
IPA	PPDB		ODA	Time Sheet	Comp Time Acc
IPB	PPDB		ONA	Time Sheet	Premium Codes
IPC	PPDB		ONH	Time Sheet	Premium Codes
IPD	PPDB		ONR	Time Sheet	Premium Codes
IR	P050	Expense/Fringe	ONS	Time Sheet	Premium Codes
IRH	Time Sheet	Premium Codes	ONT	Time Sheet	Premium Codes
ISD	PPDB		ONU	Time Sheet	Premium Codes
IT	Time Sheet	Leave Codes	ONV	Time Sheet	Premium Codes
IW	Time Sheet	Leave Codes	ONX	Time Sheet	Premium Codes
JD	Time Sheet	Leave Codes	ONY	Time Sheet	Premium Codes
JR	Time Sheet	Straight Time	OP	Time Sheet	Diff, Tm Sht
JRT	PPDB		OPB	PPDB	
LCD	PPDB		OT	Time Sheet	Premium Codes
LD	PPDB		OTM	Time Sheet	Premium Codes
LE	Time Sheet	Leave Codes	OTX	Time Sheet	Premium Codes
LF	Time Sheet	Leave Codes	PB*	Time Sheet	Leave Codes
LG	Time Sheet	Leave Codes	PCP	PPDB	
LID	PPDB		PD	P050	Lump Sum
LL	Time Sheet	Leave Codes	PDA	P050	Volunteer
LO*	Time Sheet	Leave Codes	PDB	P050	Volunteer
LP	Time Sheet	Leave Codes	PDL	P050	Expense/Fringe
LS	Time Sheet	Leave Codes	PDM	P050	Lump Sum
LU	Time Sheet	Leave Codes	PDP	P050	Volunteer
LV	Time Sheet	Leave Codes	PDS	P050	Volunteer
LWD	PPDB		PLC	PPDB	
LWT	Time Sheet	Diff, Tm Sht	PLD	Time Sheet	Diff, Tm Sht
LX	Time Sheet	Leave Codes	PLE	PPDB	
MCD	Time Sheet	Premium Codes	PML	P050	Expense/Fringe
MDL	P050	Special Pymts	PND	Time Sheet	Leave Codes
MDH	Time Sheet	Dif, Tm Sht	POD	Time Sheet	Diff, Tm Sht
MKL	Time Sheet	Leave Codes	PP	Time Sheet	Premium Codes
MKP	P050	Leave Payoffs	PPA	Time Sheet	Premium Codes
ML*	Time Sheet	Leave Codes	PPT	P050	Special Pymts
MPL*	Time Sheet	Leave Codes	PR*	Time Sheet	Leave Codes
MS	P050	Expense/Fringe	PSS	P050	Volunteer
MSN	P050	Expense/Fringe	PTM	PPDB	
MST	P050	Expense/Fringe	RCA	Time Sheet	Comp Time Acc
MTD	Time Sheet	Diff, Tm Sht	RCL	Time Sheet	Leave Codes
MTR	P050	Expense/Fringe	RG*	Time Sheet	Straight Time
MVN	P050	Expense/Fringe	RGD	P050	Special Pymts
MVT	P050	Expense/Fringe	RGM	Time Sheet	Straight Time
NFD	Time Sheet	Diff, Tm Sht	RGP	Time Sheet	Straight Time
NGD	Time Sheet	Diff, Tm Sht	RGX	Time Sheet	Straight Time
NPD	PPDB		RGY	Time Sheet	Per Diem

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Code	Category	Group	Code	Category	Group
RGZ	Time Sheet	Per Diem	TLA	P050	Expense/Fringe
RL	Time Sheet	Leave Codes	TLD	PPDB	
RP	Time Sheet	Leave Codes	TLT	P050	Expense/Fringe
RPO	P050	Expense/Fringe	TRD	PPDB	
RRS	Time Sheet	Leave Codes	TRT	PPDB	
RRX	Time Sheet	Leave Codes	TT	Time Sheet	Straight Time
RT	Time Sheet	Premium Codes	TTO	Time Sheet	Premium Codes
SA*	Time Sheet	Straight Time	UBG	Time Sheet	Leave Codes
SAD	P050	Lump Sum	UBL	Time Sheet	Leave Codes
SAE	P050	Expense/Fringe	UBM	Time Sheet	Leave Codes
SB	Time Sheet	Premium Codes	UBN	Time Sheet	Leave Codes
SBO	Time Sheet	Premium Codes	UBP	Time Sheet	Leave Codes
SCG	Time Sheet	Diff, Tm Sht	UBS	Time Sheet	Leave Codes
SCP	Time Sheet	Premium Codes	UST	Time Sheet	Straight Time
SD	Time Sheet	Straight Time	VA*	Time Sheet	Leave Codes
SDA	Time Sheet	Diff, Tm Sht	VAL	P050	Leave Payoffs
SDB	Time Sheet	Diff, Tm Sht	VAM	P050	Leave Payoffs
SDC	Time Sheet	Diff, Tm Sht	VAP	P050	Leave Payoffs
SDD	Time Sheet	Diff, Tm Sht	VAQ	P050	Leave Payoffs
SDE	Time Sheet	Diff, Tm Sht	WC	P050	Special Pymts
SDH	Time Sheet	Diff, Tm Sht	WE	Time Sheet	Straight Time
SDP	Time Sheet	Diff, Tm Sht	WEO	Time Sheet	Premium Codes
SDS	Time Sheet	Diff, Tm Sht	WID	PPDB	
SDU	PPDB		WIT	Time Sheet	Diff, Tm Sht
SDW	Time Sheet	Diff, Tm Sht	WL	Time Sheet	Leave Codes
SED	PPDB		WMD	PPDB	
SL*	Time Sheet	Leave Codes	WOC	PPDB	
SMN	P050	Expense/Fringe	XHD	Time Sheet	Diff, Tm Sht
SP	Time Sheet	Premium Codes	XSI	Time Sheet	Premium Codes
SPJ	PPDB		XSO	Time Sheet	Premium Codes
SPL	Time Sheet	Straight Time	XSP	Time Sheet	Premium Codes
SQ	PPDB		XT	Time Sheet	Leave Codes
SSD	P050	Diff, P050	YDD	Time Sheet	Diff, Tm Sht
ST	Time Sheet	Leave Codes	ZCB	P050	Lump Sum
STA	Time Sheet	Comp Time Acc	ZIR	P050	Lump Sum
STP	P050	Leave Payoffs	ZOC	P050	Lump Sum
SU	Time Sheet	Straight Time	ZOT	P050	Lump Sum
SUL	Time Sheet	Leave Codes	ZSD	P050	Lump Sum
SVN	P050	Expense/Fringe	ZST	P050	Lump Sum
SVS	P050	Expense/Fringe	ZTR	P050	Expense/Fringe
TAP	Time Sheet	Premium Codes	ZTV	P050	Expense/Fringe
TC	Time Sheet	Straight Time			
TCD	PPDB				
TCM	Time Sheet	Straight Time			
TCO	Time Sheet	Premium Codes			
TE	Time Sheet	Straight Time			
TEO	Time Sheet	Premium Codes			