



EARNINGS CODES (ERN) AND LEAVE ACCRUALS

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All earnings will use standard taxation unless a [Special Payment](#) is used.

Vacation, Sick, and Credited State Service accrue on Hours Worked (not the extended OT)

Shift is paid at 5% when the shift indicator on the employee's record is 'Y' or the shift override is coded on the time sheet. If any agency has chosen to develop and define their own shift structure, the shift indicator on the employee's record will be an alpha (A through Z) representing 0% through 25% for eligible shift pay.

- A Accrue
- Y Yes Paid
- N Non-Applicable, Not Paid or Accrued
- + Adds To Balance
- Reduces Balance
- * Time is used in the Automatic Calculation of Overtime when coded.

HOURS WORKED										
	Earnings Descriptions	Earnings/ Time Code	Paid	VAC	Sick	CPT	RHH	OCH	SFT	CSS
*	Actual Hours Worked	ACT	Y	A	A	N	N	N	Y	A
	COVID-19 OT Paid (1.5)	CVA	Y	A	A	N	N	N	Y	A
	COVID-19 OT Accrual (1.5)	CVB	N	A	A	+	N	N	Y	A
	COVID-19 OT Paid (1.0)	CVC	Y	A	A	N	N	N	Y	A
	COVID-19 OT Accrual (1.0)	CVD	N	A	A	+	N	N	Y	A
	COVID-19 REGULAR	CVR	Y	A	A	N	N	N	Y	A
	COVID-19 HOL OT Paid 1.5	CVW	Y	A	A	N	N	N	Y	A
	COVID-19 HOL OT Accrual 1.5	CVX	N	A	A	+	N	N	Y	A
	COVID-19 HOL OT PAID 1.0	CVY	Y	A	A	N	N	N	Y	A
	COVID-19 HOL OT ACC 1.0	CVZ	N	A	A	+	N	N	Y	A
*	Holiday Worked Accrual (1.5)	HOA	N	A	A	+	N	N	Y	A
*	Holiday Worked Paid (1.0)	HOP	Y	A	A	N	N	N	Y	A
*	Holiday Worked Accrual (1.0)	HOS	N	A	A	+	N	N	Y	A
*	Holiday Worked Paid (1.5)	HOW	Y	A	A	N	N	N	Y	A
*	Holiday Worked Law (1.5)	HWL	Y	A	A	N	N	N	Y	A



	BOE Overtime Paid (1.0)	OFS	Y	A	A	N	N	N	Y	A
	BOE Overtime (1.5)	ONL	Y	A	A	N	N	N	Y	A
	Overtime Hours Paid (1.0)	OPS	Y	A	A	N	N	N	Y	A
	Overtime Hours Accrual (1.5)	OTA	N	A	A	+	N	N	Y	A
*	Overtime Distribution	OTD	Y	A	A	N	N	N	Y	A
	Overtime Hours Paid (1.5)	OTP	Y	A	A	N	N	N	Y	A
	Overtime Hours Accrual (1.0)	OTS	N	A	A	+	N	N	Y	A
	Prior Pay Period	PPP	Y	A	A	N	N	N	Y	A
	Regular	REG	Y	A	A	N	N	N	Y	A
	Regular Hours Held (FLSA = L)	RHH	N	A	A	N	+	N	Y	A
	State Active Duty	SAD	Y	N	N	N	N	N	N	A
	Shift Differential	SFT	Y	N	N	N	N	N	Y	N
	Telework Regular	TEL	Y	A	A	N	N	N	Y	A
	Telework Holiday OT Accrual (1.5)	THA	N	A	A	+	N	N	Y	A
	Telework Holiday OT Paid (1.0)	THP	Y	A	A	N	N	N	Y	A
	Telework Holiday OT Accrual (1.0)	THS	N	A	A	+	N	N	Y	A
	Telework Holiday OT Paid (1.5)	THW	Y	A	A	N	N	N	Y	A
	Telework OT Accrual (1.5)	TOA	N	A	A	+	N	N	Y	A
	Telework OT Paid (1.5)	TOP	Y	A	A	N	N	N	Y	A
	Telework OT Accrual (1.0)	TOS	N	A	A	+	N	N	Y	A
	Telework OT Paid (1.0)	TPS	Y	A	A	N	N	N	Y	A
Leave Taken										
	Earnings Descriptions	Earnings/ Time Code	Paid	VAC	Sick	CPT	RHH	OCH	SFT	CSS
	Comp Time Taken	CPT	Y	N	N	-	N	N	Y	N
	Attache Personal Leave Taken	ATT	Y	N	N	-	N	N	Y	Y
	FML on the Job Accident Comp Time Taken	FJC	Y	N	N	-	N	N	Y	N
	FML on the Job Accident Sick	FJS	Y	A	A / -	N	N	N	Y	A

				-					
FML Vacation Taken	FMV	Y	A / -	A	N	N	N	Y	A
Family Servicemember Comp Time Taken	FSC	Y	N	N	-	N	N	Y	N
Family Servicemember Sick	FSS	Y	A	A / -	N	N	N	Y	A
Family Servicemember Vacation	FSV	Y	A / -	A	N	N	N	Y	A
On-Job-Accident Comp Time Taken	JAC	Y	N	N	-	N	N	Y	N
On-Job-Accident RHH Taken	JAE	Y	A	A	N	-	N	Y	N
On-Job-Accident Sick Taken	JAT	Y	A	A / -	N	N	N	Y	A
On-Job-Accident Vacation Taken	JAV	Y	A / -	A	N	N	N	Y	A
Military Leave Taken (FLSA = F)	MLF	Y	A	A	N	N	N	Y	A
Military Leave Taken	MLT	Y	A	A	N	N	N	Y	A
On-Call Hours Taken	OCT	Y	A	A	N	N	-	Y	A
Prior Pay Period Leave Taken	PPL	Y	A	A	N	N	N	Y	A
Regular Hours Held Taken (FLSA = L)	RHT	Y	N	N	N	-	N	Y	N
Red Cross Leave Taken	RLT	Y	A	A	N	N	N	Y	A
Sick Leave Taken	SIC	Y	A	A / -	N	N	N	Y	A
Vacation Leave Taken	VAC	Y	A / -	A	N	N	N	Y	A
Leave Transferred									
Earnings Descriptions	Earnings/ Time Code	Paid	VAC	Sick	CPT	RHH	OCH	SFT	CSS
Sick Hours Transferred	SHC	N	N	-	N	N	N	N	N
Sick Hours Received	SHD	N	N	+	N	N	N	N	N
Vacation Hours Transferred	VHT	N	-	N	N	N	N	N	N
Leave Without Pay									

	COVID-19 FMLA LWOP	CVL	N	N	N	N	N	N	N	N
	FML on the Job Accident LWOP	FJL	N	N	N	N	N	N	N	N
	FML without Pay LWOP	FML	N	N	N	N	N	N	N	N
	Family Servicemember LWOP	FSL	N	N	N	N	N	N	N	N
	LWOP On the Job Accident	LWA	N	N	N	N	N	N	N	N
	LWC COVID-19	LWC	N	N	N	N	N	N	N	N
	LWOP Furlough	LWF	N	N	N	N	N	N	N	N
	LWOP Other	LWO	N	N	N	N	N	N	N	N
	LWOP Sick	LWS	N	N	N	N	N	N	N	N
	Unapproved LWOP	LWU	N	N	N	N	N	N	N	N
	Federal Active Duty	MAD	N	N	N	N	N	N	N	N
Leave Pay Off										
	Earnings Descriptions	Earnings/ Time Code	Paid	VAC	Sick	CPT	RHH	OCH	SFT	CSS
	Comp Time Payoff	CPP	Y	N	N	-	N	N	N	N
	On-Call Hours Payoff	OCP	Y	N	N	N	N	-	N	N
	Regular Hours Held Payoff	RHP	Y	N	N	N	-	N	N	N
	Vacation Leave Payoff (used by 511, 512, 513 and 514)	VCP	Y	-	N	N	N	N	N	N
Generated Leave Pay Off										
	Earnings Descriptions	Earnings/ Time Code	Paid	VAC	Sick	CPT	RHH	OCH	SFT	CSS
	Attache Personal Leave Payoff	ATP	Y	N	N	N	N	N	N	N
	Prior Comp Time Payoff Generated	GCP	Y	N	N	N	N	N	N	N
	Comp Time Payoff Generated	ZCP	Y	N	N	-	N	N	N	N
	RHH Payoff Generated (FLSA = L)	ZEP	Y	N	N	N	-	N	N	N
	VAC Payoff Generated	ZVP	Y	-	N	N	N	N	N	N
Generated Leave Default Earnings Codes - Leave Default Examples										

		Code								
	FML on the Job Accident Comp Time Taken	GAC	Y	N	N	-	N	N	Y	N
	FML on the Job Accident LWOP	GAL	N	N	N	N	N	N	N	N
	FML on the Job Accident Vacation	GAV	Y	A / -	A	N	N	N	Y	A
	Generated Comp Time Taken 28-day emp	GCT	Y	N	N	-	N	N	Y	N
	Comp Time Taken	GDC	Y	N	N	-	N	N	Y	N
	Regular Hours Held Taken	GDH	Y	N	N	N	-	N	Y	N
	LWOP Other	GDL	N	N	N	N	N	N	N	N
	FMLA Parental Leave	GDP	Y	A	A	N	N	N	Y	A
	Sick Leave Taken	GDS	Y	A	A / -	N	N	N	Y	A
	Vacation Leave Taken	GDV	Y	A / -	A	N	N	N	Y	A
	On-Job-Accident Comp Time Taken	GJC	Y	N	N	-	N	N	Y	N
	On-Job-Accident RHH Taken	GJH	Y	A	A	N	-	N	Y	N
	LWOP On the Job Accident	GJL	N	N	N	N	N	N	N	N
	On-Job-Accident Sick Taken	GJT	Y	A	A / -	N	N	N	Y	A
	On-Job-Accident Vacation Taken	GJV	Y	A / -	A	N	N	N	Y	A
	Generated LWOP Other 28-day emp	GLW	N	N	N	N	N	N	N	N
	FML Comp Time Taken	GMC	Y	N	N	-	N	N	Y	N
	FML without Pay LWOP	GML	N	N	N	N	N	N	N	N
	FML Vacation Taken	GMV	Y	A / -	A	N	N	N	Y	A
	Generated Regular Hours Held Taken 28-day emp	GRT	Y	N	N	N	-	N	Y	N
	Family Servicemember Comp Time Taken	GSC	Y	N	N	-	N	N	Y	N
	Family Servicemember LWOP	GSL	N	N	N	N	N	N	N	N
	Family Servicemember Vacation	GSV	Y	A / -	A	N	N	N	Y	A
System Use Earnings Codes										

	Disaster Regular Pay	DIS	Y	A	A	N	N	N	Y	A
	Manual Intervention	MAN	N	N	N	N	N	N	N	N
	Military Deployed FML Hours - (add paid hours during deployment - CPT, HOL, MLT, RHT, VAC)	MDF	N	N	N	N	N	N	N	N
	Military Deployed CSS Hours - (does not accrue hours towards the probationary hours requirement)	MDS	N	N	N	N	N	N	N	Y
Other Earnings - Non Hourly Based Earnings										
	Earnings Descriptions	Earnings/ Time Code	Paid	VAC	Sick	CPT	RHH	OCH	SFT	CSS
	Acting Governor	AGP	Y	N	N	N	N	N	N	N
	One-Time CEC Distribution	BLA	Y	N	N	N	N	N	N	N
	Constituent Service Allowance	CAP	Y	N	N	N	N	N	N	N
	ISP Clothing and Cleaning Allowance	CCA	Y	N	N	N	N	N	N	N
	Contract (Not Hourly)	CNH	Y	N	N	N	N	N	N	N
	Coaches Supplemental	COA	Y	N	N	N	N	N	N	N
	Cost Savings Bonus	CSB	Y	N	N	N	N	N	N	N
	Cost Savings Bonus - Capital	CSC	Y	N	N	N	N	N	N	N
	Cost Saving Bonus - Operate	CSO	Y	N	N	N	N	N	N	N
	Cost Saving Bonus - T & B	CST	Y	N	N	N	N	N	N	N
	FFCRA Exempt Bonus	CVE	Y	N	N	N	N	N	N	N
	COVID19 Hazard Pay	CVK	Y	N	N	N	N	N	N	N
	Daily Rate Recalled Judges	DRJ	Y	N	N	N	N	N	N	N
	Daily Rate (Board Members and Legislators)	DRT	Y	N	N	N	N	N	N	N
	Sporadic Special Pay	GS1	Y	N	N	N	N	N	N	N
	Incentive Pay	INC	Y	N	N	N	N	N	N	N
	Lump Sum Pay (Hours)	LPH	Y	N	N	N	N	N	N	N
	Lump Sum Pay (Regular)	LPR	Y	N	N	N	N	N	N	N
	Lump Sum Pay (Stipend)	LPS	Y	N	N	N	N	N	N	N
	Lump Sum Pay (Temporary)	LPT	Y	N	N	N	N	N	N	N

Fringe										
Taxable Moving Expense (PERSI)	MTP	N	N	N	N	N	N	N	N	N
Non Accountable Reimbursement (Legislature)	NAR	Y	N	N	N	N	N	N	N	N
Recruitment Bonus	REC	Y	N	N	N	N	N	N	N	N
Retention Bonus	REN	Y	N	N	N	N	N	N	N	N
Retroactive Pay (Regular)	RPR	Y	N	N	N	N	N	N	N	N
Retroactive Pay (Temp)	RPT	Y	N	N	N	N	N	N	N	N
Shift Pay Other	SFO	Y	N	N	N	N	N	N	N	N
Special Pay Judicial Comp Pay Off	SJC	Y	N	N	N	N	N	N	N	N
Regular Hourly - Judicial	SJH	Y	N	N	N	N	N	N	N	N
Special Pay - Judicial Overtime	SJO	Y	N	N	N	N	N	N	N	N
Special Pay Judicial Vacation Pay Off	SJV	Y	N	N	N	N	N	N	N	N
Special Pay - Adjunct Faculty	SPA	Y	N	N	N	N	N	N	N	N
Special Pay Faculty	SPF	Y	N	N	N	N	N	N	N	N
Special Pay - Professional	SPP	Y	N	N	N	N	N	N	N	N
Performance Bonus - Permanent Employee	STC	Y	N	N	N	N	N	N	N	N
Performance Bonus - Temporary Employee	STT	Y	N	N	N	N	N	N	N	N
Taxable Fringe Benefit	TFB	N	N	N	N	N	N	N	N	N
Taxable Fringe Benefit (PERSI)	TFP	N	N	N	N	N	N	N	N	N
Non-Qualified Moving Expense (PERSI)	TMP	N	N	N	N	N	N	N	N	N
Non Qualified (Taxable) Moving Expense	TMV	N	N	N	N	N	N	N	N	N
Temporary Increase	TSI	Y	N	N	N	N	N	N	N	N
Temp Bonus Max	TSM	Y	N	N	N	N	N	N	N	N
Taxable Tuition Reimbursement	TTR	N	N	N	N	N	N	N	N	N
Taxable Benefit - Excess Life	TXL	N	N	N	N	N	N	N	N	N
Wildland FF Diff Pay	WFH	Y	N	N	N	N	N	N	N	N
Hours Paid/Not Worked										

	Administrative Leave	ADT	Y	A	A	N	N	N	Y	A
	Contract Leave Faculty	CLF	Y	N	N	N	N	N	Y	A
	Contract Leave Professional	CLP	Y	N	N	N	N	N	Y	A
	COVID-19 Expand FMLA	CVF	Y	A	A	N	N	N	Y	A
	COVID-19 Sick Leave	CVH	Y	A	A	N	N	N	Y	A
	COVID-19 FMLA Sick	CVP	Y	A	A	N	N	N	Y	A
	COVID-19 ADV SICK	CVS	Y	A	A	N	N	N	Y	A
	COVID-19 ADMIN LEAVE	CVT	Y	A	A	N	N	N	Y	A
	Organ Donation	DNO	Y	A	A	N	N	N	Y	A
	Executive Leave	EXE	Y	A	A	N	N	N	N	A
	FMLA Parental Leave	FMP	Y	A	A	N	N	N	Y	A
	Holiday Not Worked Law	HNL	Y	A	A	N	N	N	Y	A
	Holiday Pay (Executive)	HOE	Y	A	A	N	N	N	Y	A
	Holiday Pay (Not Worked)	HOL	Y	A	A	N	N	N	Y	A
	Jury Duty	JUR	Y	A	A	N	N	N	Y	A
	Paid Parental Leave	PAR	Y	A	A	N	N	N	Y	A
	Rest and Relaxation	RNR	Y	A	A	N	N	N	Y	A
	Substitute Teacher Paid Leave	SUB	Y	A	A	N	N	N	Y	A