

Time Rpting Code	Earn Code	Description	Mult Fac	CT LA*	FL SA+	Add Gross	Add to Tot Hrs	Definition
1	RE1	Investigation	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
10	RE1	Polygraph Examination	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
11	RE1	Polygraph Canceled	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
118	RE1	Vehicle / Fleet Issues	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
119	RE1	Equipment Maintenance	1.00	+	+	Y	Y	Limited agency access to this code - KBI / SFM. Hours worked that are below the FLSA max
12	RE1	Administration	1.00	+	+	Y	Y	Limited agency access to this code - KBI / SFM. Hours worked that are below the FLSA max
120	RE1	HRWT	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
14	RE1	Class Preparation	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
15	RE1	Training Received	1.00	+	+	Y	Y	Limited agency access to this code - KBI / SFM. Hours worked that are below the FLSA max
16	RE1	Training Delivered	1.00	+	+	Y	Y	Limited agency access to this code - KBI / SFM. Hours worked that are below the FLSA max
17	RE1	Crime Scene Response Team	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
2	RE1	Clan Lab Response Team	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
4	RE1	Conference	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
5	RE1	Report Preparation	1.00	+	+	Y	Y	Limited agency access to this code - KBI / SFM. Hours worked that are below the FLSA max
6	RE1	Supplemental Duties	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
7	RE1	Pre-court Time	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
70	RE1	SFM Prevention Inspection	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
71	RE1	SFM HazMat Response	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
72	RE1	SFM Plans Review	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
73	RE1	SFM Investigation Inspection	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
74	RE1	SFM Canine Training	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
75	RE1	SFM Canine Investigation	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
76	RE1	SFM Public Presentation	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
77	RE1	SFM Data Entry and/or Analysis	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
78	RE1	SFM Shop Reviews	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
79	RE1	SFM Process Payments Received	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
8	RE1	Court Time	1.00	+	+	Y	Y	Limited agency access to this code - KBI / SFM. Hours worked that are below the FLSA max
80	RE1	SFM Billing and Collection	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
81	RE1	SFM Complaint Inspections	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max
82	RE1	SFM EOC Response	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max. Emergency Operation Center
83	RE1	SFM SAR Response	1.00	+	+	Y	Y	Limited agency access to this code - SFM. Hours worked that are below the FLSA max. Search and Rescue
9	RE1	Travel Time	1.00	+	+	Y	Y	Limited agency access to this code - KBI / SFM. Hours worked that are below the FLSA max
99	RE1	Task Force Assignment	1.00	+	+	Y	Y	Limited agency access to this code - KBI. Hours worked that are below the FLSA max
ADJ	ADJ	Adjustment-Establish Arrearage	1.00	-	-	Y	N	Advance to establish arrearage for Before Tax GHI deductions
ADK	ADK	Leave-COVID Childcare	1.00	+	-	Y	Y	2/3 thru 01/09, then 1/2 leave if school closed or no childcare due to COVID. Use COVID-19 Leave Split Charts. Eff 01/01/21
ADM	ADM	Leave-Administrative	1.00	+	-	Y	Y	Use in conjunction with KAR 1-9-19 (Relief from Duty), K.A.R. 1-2-74, and Bulletin 17-01
ADQ	ADQ	Leave-COVID Quarantine	1.00	+	-	Y	Y	Full leave if ee not working due to coronavirus family, close contact, self-quarantine or getting diagnosis. Eff 01/01/21
ADR	ADR	Leave-COVID High Risk	1.00	+	-	Y	Y	2/3 thru 01/09, then 1/2 leave for high risk to coronavirus employees. Use COVID-19 1/2 Leave Split Chart. Eff 01/01/21
ADV	ADV	Advance Earnings	1.00	-	-	Y	N	Advance to establish arrearage for After Tax GHI deductions
AVD	AVD	Leave-Advancement	1.00	+	-	Y	Y	Leave Advancement for purposes listed in Ex. Order 09-08 and Bulletin 09-05. Eff 10/18/09
BDM	BDM	Board Member Daily Pay	1.00	-	-	Y	N	For use by all Board Members. Ensure Comp Rate is accurate on Job Data. Enter 1s not dollar amounts

\*Counts Toward Leave Accrual  
+Fair Labor Standards Act

**Bold TRC:** Recent Code

Time Rptng Code	Earn Code	Description	Mult Fac	CT LA*	FL SA+	Add Gross	Add to Tot Hrs	Definition
BON	<b>BON</b>	Bonus	1.00	-	-	Y	N	Used by unclassified ee's. May be used by classified ee's if allowed by specific Executive Directives
BUS	<b>BUS</b>	Taxable Employee Business Exp	1.00	-	-	Y	N	Subsistence payment mainly used by legislature-will add to pay
CBC	<b>CBC</b>	Compensatory Time-Call Back	1.00	+	-	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	<b>CBN</b>	Call Back Pay-Minimum Hours	1.00	+	-	Y	Y	If called in & work < 2 hours, use this code with CBP to = 2 hrs (see K.A.R. 1-5-25)
CBO	<b>CBO</b>	Overtime-Call Back Pay	1.50	+	-	Y	Y	If called into work and ee is in overtime status (see K.A.R. 1-5-25)
CBP	<b>CBP</b>	Call Back Pay	1.00	+	+	Y	Y	If called into work and not in overtime status-enter actual hours worked (see K.A.R. 1-5-25)
CM1	<b>CM1</b>	Compensatory Time-Earned 1.0	1.00	+	-	N	Y	Used for employees not covered by FLSA-Do not use for ex or non-ex ee's
CME	<b>CME</b>	Compensatory Time-Earned 1.5	1.00	+	-	N	Y	Hours above FLSA limit, entered at straight time/adds to balance at 1.5 (see K.A.R. 1-5-24)
CMT	<b>CMT</b>	Leave-Comp Time Taken	1.00	+	-	Y	Y	Reduces comp time balance by the number of hours entered (see K.A.R. 1-5-24)
CNT	<b>CNT</b>	Contractual Pay	1.00	-	-	Y	N	Used to record pay associated with a contract
COM	<b>COM</b>	Communication Device	1.00	-	-	Y	N	Maximum reimbursement of \$30/Mo. (see Ex. Order 14-06 and Info Circ 15-P-028)
CSI	<b>CSI</b>	Corrections-Supervise Inmates	1.00	-	-	Y	N	For Dept. of Corrections only. Manual calculation of two pay grade differential
CTE	<b>CMT</b>	Leave-Comp Time Taken-NonCvrd	1.00	+	-	Y	Y	Use for Salaried Non-Covered Ee's only. Reduces comp time balance by the number of hours entered
CTH	<b>CTH</b>	Comp Time Hours Payout	1.00	-	-	N	N	Hours Only - Associated with Compensatory Time Payout
CTK	<b>CTK</b>	Comp Time Payout-No KPERS	1.00	-	-	Y	N	Dollars Only- At Separation only, comp time payout of ee's whose KPERS membership dt is on or after 070194
CTP	<b>CTP</b>	Comp Time Payout	1.00	-	-	Y	N	Dollars Only- Use for comp time payout of active ee's & ee's whose KPERS membership date is prior to 070194
CVTSK	<b>CVD</b>	COVID-19 Tasks	1.00	+	+	Y	Y	Time worked on COVID-19 / coronavirus related tasks. Info Circ 20-P-031. Gov declared emergency 03/12/20.
DAA	<b>DAA</b>	Award-Distinguished Accomplishment	1.00	-	-	Y	N	Discretionary. Enter on timesheet. Info Circ 03-P-012 <a href="http://admin.ks.gov/offices/personnel-services/policies-and-programs">admin.ks.gov/offices/personnel-services/policies-and-programs</a>
DDY	<b>DDY</b>	Leave-Discretionary Day	1.00	+	-	Y	Y	Enter appropriate number of hrs. Only use on one day
DIS	<b>DIS</b>	Leave-Disaster	1.00	+	-	Y	Y	Used for Class/Unclass ee who is a certified disaster service volunteer of Am Red Cross (KAR 1-9-24)
DON	<b>DON</b>	Leave-Donor	1.00	+	-	Y	Y	Paid donor lve for certain benefits elig ee's covered by Exec. Order 2001-02
DST	<b>DST</b>	Daylight Saving Time	1.00	+	-	Y	Y	1 hr when DST begins for non exempts scheduled during actual time chg
EMG	<b>EMG</b>	Emergency Pay	1.00	-	-	Y	N	Used by 276 (KDOT) only-adds to exempt ee's salary. Executive Directive 95-244, 01-305 &14-457
ENO	<b>ENO</b>	Overtime-Award-EE Sugg-NCR	1.00	-	-	Y	N	Computer Generated OT differential due-for ESN (Employee Suggestion Award, No Cost Reduction)
EPO	<b>EPO</b>	Overtime-Award-EE Suggestion	1.00	-	-	Y	N	Computer Generated OT differential due-for ESP (Employee Suggestion Award)
EQA	<b>DAA</b>	Award-Employee of the Quarter	1.00	-	-	Y	N	Discretionary. Enter on timesheet. Info Circ 03-P-012 <a href="http://admin.ks.gov/offices/personnel-services/policies-and-programs">admin.ks.gov/offices/personnel-services/policies-and-programs</a>
ESN	<b>ESN</b>	Award-EE Sugg-NoCostReduction	1.00	-	-	Y	N	Do Not Enter on Timesheet. Enter on Bonus Pay pg. Program info: <a href="http://admin.ks.gov/offices/personnel-services/">http://admin.ks.gov/offices/personnel-services/</a>
ESP	<b>ESP</b>	Award-Employee Suggestion	1.00	-	-	Y	N	Do Not Enter on Timesheet. Enter on Bonus Pay pg. Program info: <a href="http://admin.ks.gov/offices/personnel-services/">http://admin.ks.gov/offices/personnel-services/</a>
FBN	<b>FBN</b>	Fringe Benefit Income	1.00	-	-	N	N	Amt does not add to gross-but is added to ee's W-2 taxable gross
FGF	<b>FGF</b>	Foster Grandparent-Federal	1.00	+	-	Y	Y	Used by 363 (KNI) only; not subject to State & Fed taxes or FICA
FMCMT	<b>CMT</b>	Lve-FMLA Comp Time Taken	1.00	+	-	Y	Y	Reduces comp time balance by the number of hours entered (see K.A.R. 1-5-24). FMLA Tracking
FMDDY	<b>DDY</b>	Lve-FMLA Discretionary Day	1.00	+	-	Y	Y	Enter appropriate number of hrs. Only use on one day. FMLA Tracking
FMHCT	<b>HCT</b>	Lve-FMLA Holid Comp Time Taken	1.00	+	-	Y	Y	Reduces Holiday Comp Time hrs by the no. of hrs entered. .25 non-exempt & 1/2 day exempt KAR 1-9-2. FMLA Tracking
FMLWP	<b>N/A</b>	Lve-FMLA without Pay Non-exemp	1.00	-	-	N	N	For non-exempt ee's. Record in .25 increments. FMLA Tracking
FMNWT	<b>RE1</b>	FMLA Paid Non Worked Time Exempts	1.00	+	-	Y	Y	Paid Non Work Time used for exemptions to increase their payable time to 80 hrs for hrs not worked. FMLA Tracking
FMPLV	<b>PLV</b>	Lve-FMLA Paid Parental	1.00	-	-	Y	N	Agy Monitors Use. Primary receives 6 wks & secondary if applicable receives 3 wks EO 18-19 Bulletin 18-01 FMLA Track
FMSCK	<b>SCK</b>	Lve-FMLA Sick	1.00	+	-	Y	Y	Entered in .25 hour increments for non-exempts and 1/2 day increments for exemptions. FMLA Tracking
FMSHL	<b>SHL</b>	Lve-FMLA Shared Leave	1.00	+	-	Y	Y	Hrs reported by recipient in .25 hr increments for non-exempts and 1/2 day for exemptions KAR 1-9-23. FMLA Tracking
FMVAC	<b>VAC</b>	Lve-FMLA Vacation	1.00	+	-	Y	Y	Entered in .25 hour increments for non-exempts and 1/2 day increments for exemptions. FMLA Tracking
FNL	<b>FNL</b>	Leave-Funeral	1.00	+	-	Y	Y	Hours entered for death of close relative up to max per K.A.R. 1-9-12
FU1	<b>FU1</b>	Furlough	1.00	+	-	N	N	Leave without pay for hrly ee's per K.A.R. 1-14-11

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**Bold TRC:** Recent Code

Time Rptng Code	Earn Code	Description	Mult Fac	CT LA*	FL SA+	Add Gross	Add to Tot Hrs	Definition
FWP	<b>N/A</b>	Leave-Without Pay-FMLA	1.00	-	-	N	N	For Exempts. Limited use only. Contact Office of Personnel Services to approve usage of this code. FMLA Tracking
HCC	<b>HCC</b>	Holiday Credit-Comp-1.0	1.00	+	-	N	Y	Holiday comp time holiday credit - banked at the 1.0 rate K.A.R. 1-9-2
HCF	<b>HCF</b>	Holiday Worked-Comp-Exempt-1.0	1.00	+	-	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	<b>HCN</b>	Holiday Credit-Paid-NotSchd	1.00	+	-	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. 1-9-2
HCP	<b>HCP</b>	Holiday Worked-Comp-1.5	1.00	+	+	N	Y	Premium Holiday Comp Time hours for hours worked on holiday - Adds to bal at 1.5 rate K.A.R. 1-9-2
HCT	<b>HCT</b>	Leave-Holiday Comp Time Taken	1.00	+	-	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	<b>HCV</b>	Holiday Premium-Comp-.5	0.50	-	-	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	<b>HD1</b>	Holiday Credit-Paid-1.0	1.00	+	-	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	<b>HDF</b>	Holiday Worked-Paid-Exempt-1.0	1.00	+	-	Y	N	Flat dollar amt to compensate exempts working on the holiday-agency option K.A.R. 1-9-2
HDP	<b>HDP</b>	Holiday Worked-Paid-1.5	1.50	+	+	Y	Y	Premium Holiday Pay for working on the holiday K.A.R. 1-9-2
HDV	<b>HDV</b>	Holiday Premium-Paid-.5	0.50	-	-	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	<b>HOC</b>	Holiday Credit-Comp1.0 - FLSA	1.00	+	+	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	<b>HON</b>	Holiday Credit-Pd-NotSchd - FLSA	1.00	+	+	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
HOO	<b>HOO</b>	Holiday Credit-Paid1.0 - FLSA	1.00	+	+	Y	Y	Hrs ernd for a holiday. Counts Toward FLSA 9/00 K.A.R. 1-5-24 KOSE MOA
HTH	<b>HTH</b>	Holiday Comp Time Payout Hrs	1.00	-	-	N	N	Hours Only - Associated with Holiday Compensatory Time Payout
HTK	<b>HTK</b>	Holiday Comp Payout-No KPERs	1.00	-	-	Y	N	Dollars Only- At Separation only, hol comp time payout of ee's whose KPERs membership dt is on or after 070194
HTP	<b>HTP</b>	Holiday Comp Time Payout	1.00	-	-	Y	N	Dollars Only- Use for hol comp time payout of active ee's & ee's whose KPERs membership date is prior to 070194
IAO	<b>IAO</b>	Overtime-Award-InnovationEESug	1.00	-	-	Y	N	Computer Generated OT differential due-for ISA (Innovation EE Suggestion Award)
INA	<b>INA</b>	Innovation Award	1.00	-	-	Y	N	Discretionary. Enter on timesheet. Info Circ 03-P-012 admin.ks.gov/offices/personnel-services/policies-and-programs
INC	<b>INC</b>	Incentive Earnings	1.00	-	-	Y	N	Used by agency 034 only. Certified Hazmat Tech Incentive Pay Agency 10/01/06
INJ	<b>INJ</b>	Leave-Injury	1.00	+	-	Y	Y	Job Injury Leave per K.A.R. 1-9-22
ISA	<b>ISA</b>	Award-Innovation EE Suggestion	1.00	-	-	Y	N	Do Not Enter on Timesheet. Enter on Bonus Pay pg. EE Sugg Program: www.da.ks.gov/ps/subject/award/empsugg.htm
IWN	<b>IWN</b>	Leave-Inclement Weather	1.00	+	-	Y	Y	Lve recorded when Inclement Weather declared by Gov or designee according to Inclement Weather Pol.
JRY	<b>JRY</b>	Leave-Jury Duty	1.00	+	-	Y	Y	Jury duty entered in qtr hr increments per K.A.R. 1-9-8
KMP	<b>KMP</b>	Mentor Kansas Program	1.00	+	+	Y	Y	Up to 90 minutes per pay period w/ approved Gold Star Partner. Bulletin 08-03; Ex. Order 08-10
KOS	<b>KOS</b>	Leave-Union Business	1.00	+	-	Y	Y	Leave for KOSE Union Reps used in 1 hour increments. Shall not exceed 1200 hrs total usage/yr. Eff 05/18/08
KQA	<b>KQA</b>	Kansas Quality Management Awrd	1.00	-	-	Y	N	Discretionary. Enter on timesheet. Info Circ 03-P-012 admin.ks.gov/offices/personnel-services/policies-and-programs
LCOM	<b>BON</b>	Retail Recruitment Commission	1.00	-	-	Y	N	Used for certain Kansas Lottery ee's only. Lottery's New Retailer Recruitment Incentive-based Comp Program
LEG	<b>LEG</b>	Legislative Allowance	1.00	-	-	Y	N	Used for Legislative Branch ee's only
LEX	<b>LEX</b>	Overtime-LegislativeNotCovered	1.00	-	-	Y	N	Used for Legislative Branch ee's only to report legis. salaried ee's overtime
LGP	<b>LGP</b>	Legislative Daily Pay	1.00	-	-	Y	N	For use by Legislators only. Ensure Comp Rate is accurate on Job Data. Enter 1's not dollar amounts
LLP	<b>LLP</b>	Legislative Leader Pay	1.00	-	-	Y	N	Used for Legislative Branch ee's only
LNA	<b>LNA</b>	Length of Service Award	1.00	-	-	Y	N	Discretionary. Enter on timesheet. Info Circ 03-P-012 admin.ks.gov/offices/personnel-services/policies-and-programs
LNG	<b>LNG</b>	Longevity Bonus Pay	1.00	-	-	Y	N	Automatically defaults into Time Sheet/based on Service Date
LWP	<b>N/A</b>	Leave-Without Pay	1.00	-	-	N	N	For exempt ee's only-enter in full day increments. Contact Office of Personnel Services to approve usage of this code.
LWPNE	<b>LWN</b>	Leave-Without Pay Non-exempt	1.00	-	-	N	N	For non-exempt ee's. Record in .25 increments
MAC	<b>MAC</b>	Meet/Confer DofA Authorized	1.00	+	-	Y	Y	Used in rare cases during meet & confer. <u>Must</u> be authorized by the Department of Administration
MDP	<b>MDP</b>	Military Differential Pay	1.00	-	-	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 01/09
MIL	<b>MIL</b>	Leave-Military Duty	1.00	+	-	Y	Y	Authorized Military Leave refer to KAR 1-9-7a, 1-9-7b & 1-9-7c and appropriate Bulletins
MSA	<b>MSA</b>	Award-Meritorious Service	1.00	-	-	Y	N	Discretionary. Enter on timesheet. Info Circ 03-P-012 admin.ks.gov/offices/personnel-services/policies-and-programs
MVG	<b>MVG</b>	Moving Expense-Non-Taxable	1.00	-	-	N	N	Used by A&R only for reporting purposes

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Time Rpting Code	Earn Code	Description	Mult Fac	CT LA*	FL SA+	Add Gross	Add to Tot Hrs	Definition
MVT	<b>MVT</b>	Moving Expense-Taxable	1.00	-	-	Y	N	Report taxable moving expenses not excluded from gross income.
NGP	<b>NGP</b>	National Guard Emergency	1.00	-	-	Y	Y	Agency 034 only-Daily rate paid for emergency work; not subject to FICA
NGR	<b>NGR</b>	National Guard Regular	1.00	-	-	Y	Y	034 only-Daily rate pd for 1 day-entered on Job Data 2 page, comp rate field
NMA	<b>NMA</b>	Non-Monetary Award	1.00	-	-	N	N	Discretionary. Enter on timesheet. Info Circ 03-P-012 admin.ks.gov/offices/personnel-services/policies-and-programs
NOR	<b>NOR</b>	No Response Time	1.00	+	+	Y	Y	Unit 1 Ees only. Supp Agreement w/KOSE. EE sent home expect call back, but wasn't. Circ 09-P-022. Eff 01/2009
NPT	<b>NPT</b>	Non Standard Hours	1.00	-	-	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	<b>RE1</b>	Paid Non Worked Time Exempts	1.00	+	-	Y	Y	Paid Non Work Time used for exempt employees to increase their payable time to 80 hrs for hrs not worked
ODP	<b>ODP</b>	Overtime-Differential Pay	1.00	-	-	Y	N	OT diff due-computer generated - longevity or qlty award bonus pay, KAR 1-5-24(b)2
ORG	<b>ORG</b>	Leave-Organization	1.00	+	-	Y	Y	DOC FOP 64 certain covered parole officer I & II. Max 200 hrs/yr stwide Art 21; KS Trooper ASSN 1523 hrs/yr MOA Art 11
OT1	<b>OT1</b>	Overtime-.5	0.50	+	-	Y	Y	Used by Division of Printing only
OT2	<b>OT2</b>	Overtime-2.0	1.00	+	-	Y	Y	Used by Division of Printing only
OTM	<b>OTM</b>	Overtime-Special	1.00	+	-	Y	Y	Manually calculated overtime for unique group of employees including 9pay12 ee's
OTP	<b>OTP</b>	Overtime	1.50	+	-	Y	Y	For non-exempt ee's when hrs worked are over FLSA limit. Enter only after reach FLSA threshold
P1H	<b>P1H</b>	Pay Diff Hours-Corrections-10%	1.00	-	-	Y	N	Used by Dept of Corrections only-10% pay differential for ee's who supervise inmates
P3H	<b>P3H</b>	Pay Diff Hours-JJA-SpecUnit-5%	1.00	-	-	Y	N	JJA use only-5% pay diff for eligible JCOI, II, III & Specialist Specialty Unit. Exec Dir 99-279 & 01-304
PA1	<b>PA1</b>	Patient Employee-FLSA covered	1.00	+	+	Y	Y	Used by state hospitals only. Enter Hours only. Non-exempt Employees (FLSA N)
PA2	<b>PA2</b>	Patient Employee-not FLSA	1.00	-	-	Y	N	Used by state hospitals only. Enter Amount only. Non-covered Employees (FLSA X)
PA3	<b>PA3</b>	Patient EE-Hol Worked 1.5	1.00	+	+	Y	Y	Used by state hospitals only. Hours only. Non-exempt EEs. Premium Holiday Pay for working on the holiday K.A.R. 1-9-2
PLV	<b>PLV</b>	Leave-Paid Parental	1.00	-	-	Y	N	Agy Monitors Use Primary receives 6 wks & secondary if applicable receives 3 wks EO 18-19 Bulletin 18-01Eff 11/21/18
PRA	<b>PRA</b>	Pay Rate Adjustment	1.00	-	-	Y	N	Used for processing late pay increases including past due + and - changes to the ee's rate of pay
PRB	<b>PRB</b>	Personal Reimbursement	1.00	-	-	Y	N	USE SOKNONTASK ONLY. Used by A&R & agency for arrearage collection for active ee's. circ 97-P-030
REG	<b>RE1</b>	Regular Earnings	1.00	+	+	Y	Y	Regular hours worked that are below the FLSA max
RET	<b>RET</b>	Retention Incentive Earnings	1.00	-	-	Y	N	Use for approved positions only-enter on Bonus Pay page. Ex. Order 02-326
RFD	<b>RFD</b>	Relief From Duty With Pay	1.00	+	-	Y	Y	Used by Judicial and Legislative Branches only. Executive Branch: Refer to Administrative Leave (ADM)
RTO	<b>RTO</b>	Overtime-Retention Incentive	1.00	-	-	Y	N	System generated for KDOT ee's who worked overtime in previous 12 months and are receiving RET
S10	<b>S10</b>	Shift 10-KDOT-\$1.50	1.00	-	-	Y	N	KDOT non-exempt ees only who perform emergency snow removal. Rev Exec Dir 05-363 Effective 08/28/05
S11	<b>S11</b>	Shift 11-KHP-\$0.75	1.00	-	-	Y	N	Used by KHP Executive Directive 03-340 eff 06/08/03 & Wildlife & Parks Exec Dir. 08-392 eff 11/16/08
S12	<b>S12</b>	Pay Prem-Public Accommodation	1.00	-	-	Y	N	Used by KDOT only-\$1.20/hr Public Accommodation Pay Differential. Exec Dir 05-363 Effective 06/05/05
S13	<b>S13</b>	Pay Diff-KCVA-CNA I Meds	1.00	-	-	Y	N	Used by KCVA only - \$1/hr CNA Is for actual hours spent passing medications. Exec Dir 05-363 Effective 07/03/05
S14	<b>S14</b>	Pay Diff-Building Trade Class \$0.30	1.00	-	-	Y	N	Used by certain ee's in "N2" job classes. Ex Dir 06-369
S15	<b>S15</b>	Shift 15-MOA-\$0.50	1.00	-	-	Y	N	Used by KOSE covered non-exempt ee's & JJA classes covered by Ex. Dir 12-430. \$0.50/hr. Eff 5/18/08 & 6/10/12
S16	<b>S16</b>	Duty Officer Pay-FOP-\$30.00	1.00	-	-	Y	N	DOC FO Police Lodge #64 certain covered parole officer I, IIs only Enter .50 for \$15 or 1 for \$30. MOA Art. 25 IC 15-P-027
S18	<b>S18</b>	DOC-COVID19 Hazard Pay	1.00	-	-	Y	N	DOC Use only. \$5/hr when working in certain housing units Ex. Dir. 20-528 Eff 10/4/20
S3H	<b>S3H</b>	Shift 3 Hours-10%	1.00	-	-	Y	N	Certain Direct Care Staff - Ex. Dir. 94-221
SCK	<b>SCK</b>	Leave-Sick	1.00	+	-	Y	Y	Entered in .25 hour increments for non-exempts and 1/2 day increments for exempts
SET	<b>SET</b>	Settlement Pay	1.00	-	-	Y	N	Usually a one time payment resulting from litigation - adds to pay
SF1	<b>SF1</b>	Shift 1	1.00	-	-	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
SF5	<b>SF5</b>	Shift 5-\$0.30	1.00	-	-	Y	N	K.A.R. 1-5-28 (c); Nursing-Med ee's & Correction ee's who super inmates Ex Dir 94-221/94-216/01-310
SF6	<b>SF6</b>	Shift 6-\$0.45	1.00	-	-	Y	N	Division of Printing - Memorandum of Agreement
SF7	<b>SF7</b>	Shift 7-\$0.60	1.00	-	-	Y	N	Division of Printing - Memorandum of Agreement. Ex Dir 01-316, KSU KAPE. FHSU (10/2018)
SF9	<b>SF9</b>	Shift 9-\$0.50	1.00	-	-	Y	N	Division of Printing - Memorandum of Agreement. Certain ee's at LSH only (Ex Dir 89-134)

\*Counts Toward Leave Accrual  
+Fair Labor Standards Act

**Bold TRC:** Recent Code

Time Rpting Code	Earn Code	Description	Mult Fac	CT LA*	FL SA+	Add Gross	Add to Tot Hrs	Definition
SHL	SHL	Leave-Shared	1.00	+	-	Y	Y	Hours reported by recipient in .25 hr increments for non-exempts and 1/2 day for exempts K.A.R. 1-9-23
SK2	SK2	Skill Differential 2-Bindery	1.00	-	-	Y	N	Skill differential for non-exempt Printing ee's who operate selected bindery equipment in the bindery
SK3	SK3	Skill Differential 3-Bindery	1.00	-	-	Y	N	Skill differential for non-exempt Printing ee's who operate selected portable & other equipment
SK5	SK5	Skill Differential 5-MBO	1.00	-	-	Y	N	Skill differential for non-exempt Printing Bookbinders who operate specific equip. w/o assist & approved by Mgr
SLA	N/A	Sick Leave Payout-Accrual Hrs	0.00	-	-	N	N	Use for separating ee. # of hrs ee will accrue this pay period. Don't use for Vac Xfr to Sick at Fiscal Year End
SLH	SLH	Sick Leave Payout Hours	1.00	-	-	N	N	Hours Only - Associated with Sick Leave Payout
SLK	SLK	Sick Leave Payout-No KPERS	1.00	-	-	Y	N	Use for sick leave payout for retiring ee's whose KPERS membership date is on or after July 1, 1994 (03-P-008)
SLP	SLP	Sick Leave Payout	1.00	-	-	Y	N	Use for sick leave payout for retiring ee's whose KPERS membership date is prior to July 1, 1994
SLR	SLR	Sick Leave Payout-Remainder	0.00	-	-	N	N	Used for retiring ee. Hours remaining after payout is calculated
SLS	SLS	Sick Leave Payout-Service Hrs	0.00	+	-	N	N	The number of hours this pay period that count toward leave accrual
ST1	ST1	Standby Pay-Regular	1.00	-	-	Y	N	Non-exempt ee's who are on standby. K.A.R. 1-5-26
ST7	ST7	Standby Pay-KOSE	1.00	-	-	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
STP	STP	Settlement Pay-No KPERS	1.00	-	-	Y	N	Usually a one-time payment resulting from litigation - adds to pay; WSU Post Severance 01/21. No KPERS
STW	RE1	Steward Time	1.00	+	+	Y	Y	Per MOA, select employees may use. Generally, record no more than 1.5 hrs per steward week
VAC	VAC	Leave-Vacation	1.00	+	-	Y	Y	Entered in .25 hour increments for non-exempts and 1/2 day increments for exempts
VLA	N/A	Vacation Leave Payout-Accr Hr	0.00	-	-	N	N	Used for separating ee. Number of hours the ee will accrue this period
VLH	VLH	Vacation Leave Payout Hours	1.00	-	-	N	N	Hours Only - Associated with Vacation Leave Payout
VLK	VLK	Vac Leave Payout-Ret-No KPERS	1.00	-	-	Y	N	Vacation lve payout for retiring ee's whose KPERS membership date is on or after 070194 Max 240 hrs 03-P-008
VLN	VLN	Vacation Leave Payout-Term	1.00	-	-	Y	N	Vacation lve payout for terminating ee's whose KPERS membership date is prior to 070194
VLP	VLP	Vacation Leave Payout-Retire	1.00	-	-	Y	N	Vacation lve payout for retiring ee's whose KPERS membership date is prior to 070194; Max 240 hrs
VLR	VLR	Vacation Leave Payout-Remaindr	0.00	-	-	N	N	Used for term ee-hours remaining after payout is calculated (hrs over max)
VLS	VLS	Vacation Leave Payout-ServHrs	0.00	+	-	N	N	Number of hours this period that count toward leave accrual
VLT	VLT	Vac Leave Payout-Term-No KPERS	1.00	-	-	Y	N	Vacation lve payout for terminating ee's whose KPERS membership date is on or after 070194
VOA	VOA	Award-Volunteerism	1.00	-	-	Y	N	Discretionary. Enter on timesheet. Info Circ 16-P-020 <a href="https://www.admin.ks.gov/offices/personnel-services/policies-and-programs">admin.ks.gov/offices/personnel-services/policies-and-programs</a>
VOTTS	SLA	FYE Vac Overage XFR to Sick	0.00	-	-	N	N	Use for up to and including 40 hrs Vacation transfer to Sick leave at the Fiscal Year End (FYE) KAR 1-9-4
WCH	WCH	Workers Comp Hours	1.00	+	-	N	Y	Hrs (.25 hr increments) covered by workers comp wage replacement. Defaults into timesheet
WCT	WCT	Work Comp-Comp Time Taken	1.00	+	-	Y	Y	Comp time taken to supplement workers compensation adjustment
WHC	WHC	WorkComp/COVID-Holi Comp Taken	1.00	+	-	Y	Y	Holiday Comp time taken to supplement workers compensation adjustment & ADH, CVK, ADR, or ADK for Exempts
WLP	N/A	WorkComp/COVID-Lve Without Pay	1.00	-	-	N	N	Leave w/o pay while on workers compensation or while reporting ADH, CVK, ADR, or ADK for Exempts
WSL	WSL	WorkComp/COVID-Sick Leave	1.00	+	-	Y	Y	Sick leave taken to supplement workers comp adjustment & ADH, CVK, ADR, or ADK for Exempts
WVL	WVL	WorkComp/COVID-Vacation	1.00	+	-	Y	Y	Vacation leave taken to supplement workers comp adjustment & ADH, CVK, ADR, or ADK for Exempts
XXPIO	PIO	PI Overtime - Dept 522% Only	1.50	+	-	Y	Y	Used by KS Correctional Industries Dept 522% Only. Enter only after reach FLSA threshold
XXPIR	PIR	PI Regular - Dept 522% Only	1.00	+	+	Y	Y	Used by KS Correctional Industries Dept 522% Only. Regular hours worked that are below the FLSA max