

Bold TRC: Recent Code

| 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 |
| 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 | Up to 1 day only after EE reports COVID-19 symptoms + up to 5 days while EE is isolating due to positive COVID-19 test |
| 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 |
| BON | BON | Bonus | 1.00 | - | - | Y | N | Used by unclassified ee's. May be used by classified ee's if allowed by specific Executive Directives |
| BUS | BUS | Taxable Employee Business Exp | 1.00 | - | - | Y | N | Subsistence payment mainly used by legislature-will add to pay |
| CBC | CBC | 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) |

*Counts Toward Leave Accrual
+Fair Labor Standards Act

| Time Rptng Code | Earn Code | Description | Mult Fac | CT LA* | FL SA+ | Add Gross | Add to Tot Hrs | Definition |
|-----------------|-----------|------------------------------------|----------|--------|--------|-----------|----------------|---|
| CBN | CBN | 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 | CBO | 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 | CBP | 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 | CM1 | 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 | CME | 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 | CMT | 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 | CNT | Contractual Pay | 1.00 | - | - | Y | N | Used to record pay associated with a contract |
| COM | COM | Communication Device | 1.00 | - | - | Y | N | Maximum reimbursement of \$30/Mo. (see Ex. Order 14-06 and Info Circ 15-P-028) |
| CSI | CSI | Corrections-Supervise Inmates | 1.00 | - | - | Y | N | For Dept. of Corrections only. Manual calculation of two pay grade differential |
| CTE | CMT | 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 | CTH | Comp Time Hours Payout | 1.00 | - | - | N | N | Hours Only - Associated with Compensatory Time Payout |
| CTK | CTK | 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 | CTP | 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 | CVD | 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 |
| D01 | D01 | Diff 01 -24/7 Facility \$1.50 | 1.00 | - | - | Y | N | \$1.50 per Hour pay differential for non-exempt DOC Umbrella, State Hospitals & certain KVC 24/7 Facility Staff |
| D02 | D02 | Diff 02 -DOC LSH Security \$2 | 1.00 | - | - | Y | N | \$2.00 per Hour pay differential for non-exempt DOC Umbrella Uniformed Security Staff & Security Staff at LSH |
| D03 | D03 | Diff 03 -24/7 Nursing \$4.50 | 1.00 | - | - | Y | N | \$4.50 per Hour pay differential for non-exempt DOC Umbrella, State Hospitals 24/7 Nursing Staff |
| D04 | D04 | Diff 04 -24/7 Vacancy \$2.50 | 1.00 | - | - | Y | N | \$2.50 per Hour pay differential for non-exempt DOC Umbrella, State Hospitals 24/7 Facility Staff with 25%+ vacancy rate |
| DAA | DAA | Award-Distinguished Accomplishment | 1.00 | - | - | Y | N | Discretionary. Enter on timesheet. Info Circ 03-P-012 admin.ks.gov/offices/personnel-services/policies-and-programs |
| DDY | DDY | Leave-Discretionary Day | 1.00 | + | - | Y | Y | Enter appropriate number of hrs. Only use on one day |
| DIS | DIS | 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 | DON | Leave-Donor | 1.00 | + | - | Y | Y | Paid donor lve for certain benefits elig ee's covered by Exec. Order 2001-02 |
| DST | DST | Daylight Saving Time | 1.00 | + | - | Y | Y | 1 hr when DST begins for non exempts scheduled during actual time chg |
| EMG | EMG | 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 | ENO | Overtime-Award-EE Sugg-NCR | 1.00 | - | - | Y | N | Computer Generated OT differential due-for ESN (Employee Suggestion Award, No Cost Reduction) |
| EPO | EPO | Overtime-Award-EE Suggestion | 1.00 | - | - | Y | N | Computer Generated OT differential due-for ESP (Employee Suggestion Award) |
| EQA | DAA | Award-Employee of the Quarter | 1.00 | - | - | Y | N | Discretionary. Enter on timesheet. Info Circ 03-P-012 admin.ks.gov/offices/personnel-services/policies-and-programs |
| ESN | ESN | Award-EE Sugg-NoCostReduction | 1.00 | - | - | Y | N | Do Not Enter on Timesheet. Enter on Bonus Pay pg. Program info: http://admin.ks.gov/offices/personnel-services/ |
| ESP | ESP | Award-Employee Suggestion | 1.00 | - | - | Y | N | Do Not Enter on Timesheet. Enter on Bonus Pay pg. Program info: http://admin.ks.gov/offices/personnel-services/ |
| FBN | FBN | Fringe Benefit Income | 1.00 | - | - | N | N | Amt does not add to gross-but is added to ee's W-2 taxable gross |
| FGF | FGF | Foster Grandparent-Federal | 1.00 | + | - | Y | Y | Used by 363 (KNI) only; not subject to State & Fed taxes or FICA |
| FMCMT | CMT | 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 | DDY | Lve-FMLA Discretionary Day | 1.00 | + | - | Y | Y | Enter appropriate number of hrs. Only use on one day. FMLA Tracking |
| FMHCT | HCT | 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 | N/A | Lve-FMLA without Pay Non-exemp | 1.00 | - | - | N | N | For non-exempt ee's. Record in .25 increments. FMLA Tracking |
| FMNWT | RE1 | 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 | PLV | Lve-FMLA Paid Parental | 1.00 | - | - | Y | N | Agy Monitors Use. Primary receives 8 wks & secondary if applicable receives 4 wks EO 18-19 & 21-24 Bulletin 21-01 FMLA Tracking |
| FMSCK | SCK | 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 | SHL | 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 | VAC | 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 | FNL | Leave-Funeral | 1.00 | + | - | Y | Y | Hours entered for death of close relative up to max per K.A.R. 1-9-12 |
| FU1 | FU1 | Furlough | 1.00 | + | - | N | N | Leave without pay for hrly ee's per K.A.R. 1-14-11 |

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| Time Rptng Code | Earn Code | Description | Mult Fac | CT LA* | FL SA+ | Add Gross | Add to Tot Hrs | Definition |
|-----------------|------------|----------------------------------|----------|--------|--------|-----------|----------------|---|
| FWP | N/A | 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 | HCC | 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 | HCF | 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 | HCN | 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 | HCP | 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 | HCT | 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 | HCV | 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 | HD1 | 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 | HDF | 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 | HDP | Holiday Worked-Paid-1.5 | 1.50 | + | + | Y | Y | Premium Holiday Pay for working on the holiday K.A.R. 1-9-2 |
| HDV | HDV | 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 | HOC | 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 | HON | 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 | HOO | 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 | HTH | Holiday Comp Time Payout Hrs | 1.00 | - | - | N | N | Hours Only - Associated with Holiday Compensatory Time Payout |
| HTK | HTK | 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 | HTP | 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 | IAO | Overtime-Award-InnovationEESug | 1.00 | - | - | Y | N | Computer Generated OT differential due-for ISA (Innovation EE Suggestion Award) |
| INA | INA | 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 | INC | Incentive Earnings | 1.00 | - | - | Y | N | Used by agency 034 only. Certified Hazmat Tech Incentive Pay Agency 10/01/06 |
| INJ | INJ | Leave-Injury | 1.00 | + | - | Y | Y | Job Injury Leave per K.A.R. 1-9-22 |
| ISA | ISA | 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 | IWN | Leave-Inclement Weather | 1.00 | + | - | Y | Y | Lve recorded when Inclement Weather declared by Gov or designee according to Inclement Weather Pol. |
| JRY | JRY | Leave-Jury Duty | 1.00 | + | - | Y | Y | Jury duty entered in qtr hr increments per K.A.R. 1-9-8 |
| KMP | KMP | 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 | KOS | 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 | KQA | 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 | BON | 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 | LEG | Legislative Allowance | 1.00 | - | - | Y | N | Used for Legislative Branch ee's only |
| LEX | LEX | Overtime-LegislativeNotCovered | 1.00 | - | - | Y | N | Used for Legislative Branch ee's only to report legis. salaried ee's overtime |
| LGP | LGP | 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 | LLP | Legislative Leader Pay | 1.00 | - | - | Y | N | Used for Legislative Branch ee's only |
| LNA | LNA | 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 | LNG | Longevity Bonus Pay | 1.00 | - | - | Y | N | Automatically defaults into Time Sheet/based on Service Date |
| LWP | N/A | 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 | LWN | Leave-Without Pay Non-exempt | 1.00 | - | - | N | N | For non-exempt ee's. Record in .25 increments |
| MAC | MAC | 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 | MDP | 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 | MIL | 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 | MSA | 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 | MVG | Moving Expense-Non-Taxable | 1.00 | - | - | N | N | Used by A&R only for reporting purposes |
| MVT | MVT | Moving Expense-Taxable | 1.00 | - | - | Y | N | Report taxable moving expenses not excluded from gross income. |

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| Time Rptng Code | Earn Code | Description | Mult Fac | CT LA* | FL SA+ | Add Gross | Add to Tot Hrs | Definition |
|-----------------|-----------|--------------------------------------|----------|--------|--------|-----------|----------------|--|
| NGP | NGP | National Guard Emergency | 1.00 | - | - | Y | Y | Agency 034 only-Daily rate paid for emergency work; not subject to FICA |
| NGR | NGR | National Guard Regular | 1.00 | - | - | Y | Y | 034 only-Daily rte pd for 1 day-entered on Job Data 2 page, comp rate field |
| NMA | NMA | 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 | NOR | 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 | NPT | 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 | RE1 | 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 | ODP | 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 | ORG | 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 | OT1 | Overtime-.5 | 0.50 | + | - | Y | Y | Used by Division of Printing only |
| OT2 | OT2 | Overtime-2.0 | 1.00 | + | - | Y | Y | Used by Division of Printing only |
| OTM | OTM | Overtime-Special | 1.00 | + | - | Y | Y | Manually calculated overtime for unique group of employees including 9pay12 ee's |
| OTP | OTP | Overtime | 1.50 | + | - | Y | Y | For non-exempt ee's when hrs worked are over FLSA limit. Enter only after reach FLSA threshold |
| P1H | P1H | 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 | P3H | 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 | PA1 | Patient Employee-FLSA covered | 1.00 | + | + | Y | Y | Used by state hospitals only. Enter Hours only. Non-exempt Employees (FLSA N) |
| PA2 | PA2 | Patient Employee-not FLSA | 1.00 | - | - | Y | N | Used by state hospitals only. Enter Amount only. Non-covered Employees (FLSA X) |
| PA3 | PA3 | 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 | PLV | Leave-Paid Parental | 1.00 | - | - | Y | N | Agy Monitors Use Primary receives 8 wks & secondary if applicable receives 4 wks EO 18-19 & 21-24 Bulletin 21-01 |
| PRA | PRA | 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 | PRB | 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 | RE1 | Regular Earnings | 1.00 | + | + | Y | Y | Regular hours worked that are below the FLSA max |
| RET | RET | Retention Incentive Earnings | 1.00 | - | - | Y | N | Use for approved positions only-enter on Bonus Pay page. Ex. Order 02-326 |
| RFD | RFD | Relief From Duty With Pay | 1.00 | + | - | Y | Y | Used by Judicial and Legislative Branches only. Executive Branch: Refer to Administrative Leave (ADM) |
| RTO | RTO | 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 | S10 | 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 | S11 | 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 | S12 | 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 | S13 | 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 | S14 | 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 | S15 | 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 | S16 | 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 |
| S3H | S3H | Shift 3 Hours-10% | 1.00 | - | - | Y | N | Certain Direct Care Staff - Ex. Dir. 94-221 |
| SCK | SCK | Leave-Sick | 1.00 | + | - | Y | Y | Entered in .25 hour increments for non-exempts and 1/2 day increments for exempts |
| SET | SET | Settlement Pay | 1.00 | - | - | Y | N | Usually a one time payment resulting from litigation - adds to pay |
| SF1 | SF1 | 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 | SF5 | 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 | SF6 | Shift 6-\$0.45 | 1.00 | - | - | Y | N | Division of Printing - Memorandum of Agreement |
| SF7 | SF7 | Shift 7-\$0.60 | 1.00 | - | - | Y | N | Division of Printing - Memorandum of Agreement. Ex Dir 01-316, KSU KAPE. FHSU (10/2018) |
| SF9 | SF9 | Shift 9-\$0.50 | 1.00 | - | - | Y | N | Division of Printing - Memorandum of Agreement. Certain ee's at LSH only (Ex Dir 89-134) |
| 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 |

*Counts Toward Leave Accrual
+Fair Labor Standards Act

| Time Rptng Code | Earn Code | Description | Mult Fac | CT LA* | FL SA+ | Add Gross | Add to Tot Hrs | Definition |
|-----------------|-----------|--------------------------------|----------|--------|--------|-----------|----------------|---|
| 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 admin.ks.gov/offices/personnel-services/policies-and-programs |
| 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-Holi Comp Taken | 1.00 | + | - | Y | Y | Holiday Comp time taken to supplement workers compensation adjustment |
| WLP | N/A | WorkComp-Lve Without Pay | 1.00 | - | - | N | N | Leave w/o pay while on workers compensation |
| WSL | WSL | WorkComp-Sick Leave | 1.00 | + | - | Y | Y | Sick leave taken to supplement workers comp adjustment |
| WVL | WVL | WorkComp-Vacation | 1.00 | + | - | Y | Y | Vacation leave taken to supplement workers comp adjustment |
| 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 |