

# Kronos Pay Codes

Updated 8/5/2020

## P&A Employee Pay Codes

Kronos Time-Off Code	Pay Code	Description	Time Off Request Clock/Request	Duration
<b>PAID LEAVES</b>				
PA Vacation	Vacation	Vacation	Request	Full or Half Day Increments
PA Vacation	FMLA Vacation	Vacation FMLA	Request	Full or Half Day Increments
Personal Holiday PP	Personal Holiday	Personal Holiday	Request	Based on the percentage appointment (e.g., 8 hours if 100%) appointment.
PA Other Paid Leaves	PA Sick	Sick Leave	Request	Full or Half Day Increments
PA Other Paid Leaves	PA Sick FMLA	FMLA	Request	Full or Half Day Increments
PA Other Paid Leaves	PA Family Sick	Sick Family Leave	Request	Full or Half Day Increments
PA Other Paid Leaves	PA Family Sick FMLA	Sick Family Leave - FMLA	Request	Full or Half Day Increments
PA Other Paid Leaves	PA Bereavement	Paid Bereavement Leave	Request	Full or Half Day Increments
PA Other Paid Leaves	PA Other Paid	Jury Duty Military Parental Leave	Request	Full or Half Day Increments

		Personal Voting/Election Judge		
PA Other Paid Leaves	PA Sick Child	Paid sick child leave	Request	Full or Half Day Increments
<b>UNPAID LEAVES</b>				
PA Unpaid	PA Unpaid	Absent Without Pay Absent Without Pay - FMLA Medical Military Personal	Request	Full or Half Day Increments
PA Unpaid	PA Unpaid FMLA	Unpaid FMLA	Request	Full or Half Day Increments

# Labor Represented Employee Pay Codes (Civil Service/AFSCME/Teamsters)

Effective 8/1/18

Kronos Time-Off Code	Pay Code	Description	Time Off Request Clock/Request	Duration
<b>PAID LEAVES</b>				
Vacation Sick Comp	Comp Used	Comp Time Used	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp	FMLA Comp Used	Comp Time Used FMLA	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp	WC Comp Used	Comp Time Used Workers Comp	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp	Sick	Sick Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp	FMLA Sick	Sick Leave FMLA	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp	WC Sick	Sick Leave Workers Comp	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp	Vacation	Vacation	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp	FMLA Vacation	Vacation FMLA	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp	WC Vacation	Vacation Workers Comp	Request	Full Days or Hours (if using hours must include the start time of leave)
Personal Holiday	Personal Holiday	Personal Holiday	Request	Hours (if using hours must include the start time of leave) not to exceed 8 hours and this cannot be split over more than one day.

Other Paid Leaves	EmerClose ETOUsed	Emergency Closing Equivalent Time Off	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves	Paid Admin	Paid Administrative Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves	Paid Jury	Paid Jury Duty/Court Appearance Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves	Paid Medical	Paid Medical Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves	Paid Medical FMLA	Paid Medical Leave FMLA	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves	Paid Military	Paid Military Leave of Absence	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves	Paid Parental	Paid Parental Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves	Paid Union	Paid Union	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves	Paid Voting	Paid Voting/Election Judge Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
TMS Vacation Sick Comp	TMS Sick	Sick leave for shift eligible hours	Request	Eff. 11/26 (Teamsters) Shift eligible sick hours if sick balance greater than 200 hours
TMS Vacation Sick Comp	FMLA Shift Sick	FMLA Sick leave for shift eligible hours	Request	Eff. 11/26 (Teamsters) Shift eligible sick hours if sick balance greater than 200 hours
TMS Vacation Sick Comp	WC Shift Sick	Workmen's Comp Sick leave for shift eligible hours	Request	Eff. 11/26 (Teamsters) Shift eligible sick hours if sick balance greater than 200 hours
<b>UNPAID LEAVES</b>				
Unpaid Leaves	Unpaid Medical	Unpaid Medical Leave	Request	Full Days or Hours (if using hours must include the start time of leave)

Unpaid Leaves	Unpaid Med FMLA	Unpaid Medical Leave FMLA	Request	Full Days or Hours (if using hours must include the start time of leave)
Unpaid Leaves	Unpaid Med WC	Unpaid Medical Leave Workers Comp	Request	Full Days or Hours (if using hours must include the start time of leave)
Unpaid Leaves	Unpaid Military	Unpaid Military Leave of Absence	Request	Full Days or Hours (if using hours must include the start time of leave)
Unpaid Leaves	Unpaid Parental	Unpaid Parental Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Unpaid Leaves	Unpaid Personal	Unpaid Personal Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Unpaid Leaves	Unpaid Union	Unpaid Union	Request	Full Days or Hours (if using hours must include the start time of leave)

# Trade Employee Pay Codes

Effective 8/1/18

Job Class	Kronos Time-Off Code	Pay Code	Description	Time Off Request Clock/Request	Duration
Trade	Trade Absences	Paid Voting	Paid Voting/Election Judge Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Trade	Trade Absences	Unpaid Trade	Unpaid Trade Time Off	Request	Full Days or Hours (if using hours must include the start time of leave)

# Employees with a Pre-Populated Schedule

## Labor Represented Employee Pay Codes (Civil Service/AFSCME Clerical/Tech PP)

Effective 8/1/18

Kronos Time-Off Code	Pay Code	Description	Time Off Request Clock/Request	Duration
<b>PAID LEAVES</b>				
Vacation Sick Comp PP	Comp Used	Comp Time Used	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp PP	FMLA Comp Used	Comp Time Used FMLA	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp PP	WC Comp Used	Comp Time Used Workers Comp	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp PP	Sick	Sick Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp PP	FMLA Sick	Sick Leave FMLA	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp PP	WC Sick	Sick Leave Workers Comp	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp PP	Vacation	Vacation	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp PP	FMLA Vacation	Vacation FMLA	Request	Full Days or Hours (if using hours must include the start time of leave)
Vacation Sick Comp PP	WC Vacation	Vacation Workers Comp	Request	Full Days or Hours (if using hours must include the start time of leave)
Personal Holiday PP	Personal Holiday	Personal Holiday	Request	Hours (if using hours must include the start time of leave) not to exceed 8 hours and this cannot be split over more than one day.

Other Paid Leaves PP	EmerClose ETOUsed	Emergency Closing Equivalent Time Off	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves PP	Paid Admin	Paid Administrative Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves PP	Paid Jury	Paid Jury Duty/Court Appearance Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves PP	Paid Medical	Paid Medical Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves PP	Paid Medical FMLA	Paid Medical Leave FMLA	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves PP	Paid Military	Paid Military Leave of Absence	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves PP	Paid Parental	Paid Parental Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves PP	Paid Union	Paid Union	Request	Full Days or Hours (if using hours must include the start time of leave)
Other Paid Leaves PP	Paid Voting	Paid Voting/Election Judge Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
<b>UNPAID LEAVES</b>				
Unpaid Leaves PP	Unpaid Medical	Unpaid Medical Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Unpaid Leaves PP	Unpaid Med FMLA	Unpaid Medical Leave FMLA	Request	Full Days or Hours (if using hours must include the start time of leave)
Unpaid Leaves PP	Unpaid Med WC	Unpaid Medical Leave Workers Comp	Request	Full Days or Hours (if using hours must include the start time of leave)
Unpaid Leaves PP	Unpaid Military	Unpaid Military Leave of Absence	Request	Full Days or Hours (if using hours must include the start time of leave)



Unpaid Leaves PP	Unpaid Parental	Unpaid Parental Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Unpaid Leaves PP	Unpaid Personal	Unpaid Personal Leave	Request	Full Days or Hours (if using hours must include the start time of leave)
Unpaid Leaves PP	Unpaid Union	Unpaid Union	Request	Full Days or Hours (if using hours must include the start time of leave)