

Commonly Used TimeSaver Pay Codes & Descriptions

Most pay codes are entered in the TimeSaver timecard as a pay code edit unless otherwise indicated. These TimeSaver pay code names have been updated to match the Pay Component names in the ePersonality (eP) payroll system.

Callbk-2 Hr Act Hrs (aka Callback-2 hr min-actual) – compensation paid when called back to work under the callback provisions of the Memorandum of Understanding (MOU). Reflects **actual hours worked** rather than the total compensation for the callback.

Callback-2 hr min-makeup – difference between actual hours worked and the minimum paid, when called back to work. TimeSaver enters this amount.

Callbk Comp Act Hrs (aka Callback-Comp Time-actual) – comp time earned when called back to work. Enter as a pay code edit when employee prefers to earn comp time instead of pay for call back hours worked. Use in combination with the corresponding Callback-Comp Time-makeup pay code.

Callback-Comp Time-makeup – difference between actual hours worked and minimum owed, when called back to work.

Comp Double OT Hrs (aka Overtime-Double –Comp Paid) – compensatory time earned for overtime accrues at 2 times the hours worked.

Comp Hol Ben Hrs (aka Holiday Benefit–Comp) – comp time earned for holiday benefit credit, in lieu of pay, for any hours that exceed the employee’s total FTE (full-time equivalent). Expired 12/31/2012.

Comp Hol Ben NP Hrs– comp time earned for holiday benefit credit, in lieu of pay, for any hours that exceed the employee’s total FTE (full-time equivalent). NP: Non Pensionable for Retirement calculation. Effective 1/1/2013.

Comp Hol Cashout Hrs (aka Comp Time Cashout-Hol) – holiday comp time paid (buyback).

Comp Hol Tkn Hrs (aka Comp Time Taken –Hol) – holiday comp time taken hours that were previously accrued due to a holiday on a regular scheduled day off, floating holiday credit, or sick leave conversion credit.

Comp NS Cashout Hrs or Comp Stat Cashout Hrs (aka Comp Time Cashout) – comp time paid (buyback).

Comp NS Tkn Hrs (aka Comp Time Taken, Non-statutory) – non-statutory comp time taken as time off.

Comp OT Hrs (aka Overtime Comp Earned) – Compensatory time earned for overtime worked. Accrues at 1.5 times hours worked.

Comp Stat Tkn Hrs (aka Comp Time Taken, Statutory) – statutory comp time taken as time off.

Compassionate Leave Hrs– bereavement leave granted to an employee in the event of the death of a family member, as outlined and qualified in MOU; requires a comment be added to show familial relation.

Edu Lv-Pd Insvc Hrs (aka Education Leave – Paid Inservice) – Paid leave for training that is provided by internal resources to permanent employees.

Edu Lv-Paid Other Hrs (aka Education Leave – Paid Other) – Paid leave for educational purposes that is provided by an organization other than the county to permanent employees.

Edu Lv-Unpd Hrs – Unpaid leave for educational purposes that is provided by an organization other than the county to permanent employees.

EH-Edu Lv-Pd Insvc Hrs (aka Extra Help-Edu Lv-Paid Inservice) – Paid leave for educational purposes that is provided by internal resources to extra help employees.

EH-Edu LvPd Other Hrs (aka Extra Help-Edu Lv-Paid Other) – Paid leave for educational purposes that is provided by an organization other than the county to extra help employees.

EH-Jury Duty Hrs (aka Extra Help – Jury Duty) – hours paid to extra help employees serving on jury duty during previously scheduled work hours and requires documentation, such as a jury summons.

EH Military Lv Pd Hrs (aka Extra Help – Military Lv–Paid) – hours paid to extra help employees serving on qualifying active military duty, up to 30 days maximum.

EH-Union Rel Tkn Hrs (aka Extra Help-Union Release Time-Paid) – hours paid to extra help employees who have a formal release approved by HR to work on union business and/or negotiations.

FMLA Miltry Crgvr Tkn Hrs – This leave entitlement is for employees with a family member who has an illness or injury incurred in the line of duty while in the Armed Forces or National Guard or Reserves. This leave entitlement is subject to most of the restrictions, rules and obligations associated with FMLA.

Hol Ben Reg Day Off Hrs (aka Holiday Benefit-Paid-reg day off) – hours paid to an employee when the holiday occurs on their regular day off and the holiday benefit causes their FTE to exceed 80. Does not accrue vacation or sick leave. Expired on 12/31/2012.

Hol Ben Reg Day Off NP Hrs– hours paid to an employee when the holiday occurs on their regular day off, and the holiday benefit causes FTE to exceed 80 hours. Does not accrue vacation or sick leave. NP: Non Pensionable for Retirement calculation. Effective 1/1/2013.

Hol Ben Paid Hrs (aka Holiday Benefit-Paid) – hours paid for holiday benefit credit for eligible permanent employees.

Hol Ben Paid x Hrs (aka Holiday Benefit-Paidx) - hours paid for holiday benefit credit for eligible permanent employees. (This code is generated automatically by the system whenever an employee works or has a pay code edit on the holiday. It replaces the Hol Ben Paid Hrs code to ensure the correct overtime calculation).

Hol Wrkd Reg Rate Hrs (aka Holiday Worked Regular Pay Rate) – used to pay for hours worked on the holiday in conjunction with half-time pay or half-time comp. This pay code does not count toward daily overtime.

Hol Wrkd Comp OT Hrs (aka Holiday Worked-Comp) – comp time earned by permanent employees for the hours worked on a holiday.

Holiday Worked-Pd Hrs (aka Holiday Worked-Paid) – pay for hours worked on a holiday.

Jury Duty Hrs (aka Jury Duty) – hours paid to employee serving on jury duty during normally scheduled work hours and requires documentation, such as a jury summons.

LWOP Med Family Hrs– unpaid leave used for qualifying employee on an approved medical leave of absence, for a family member, or for bonding leave.

LWOP Med Self Hrs – unpaid leave used for qualifying employee on an approved medical leave of absence.

LWOP Non Medical– unpaid leave used for qualifying employee on an approved non-medical leave of absence.

Military Lv-30 Day Pd Hrs – used for a permanent employee on military leave for up to 30 days of paid leave, when they meet the qualifying requirements, usually active duty or active duty training orders.

Military Lv-Supp Pay Hrs –supplemental leave paid to a qualifying employee with military orders that call them to active duty and state they are in support of a qualifying military conflict. The military conflict must have been designated and approved for supplemental pay, per an approved resolution by the Board of Supervisors.

Military Lv- Unpd Lv Hrs (aka Military Leave-Unpaid) – used for permanent employees on military leave not eligible for pay.

OT 1.5 Hrs (aka Overtime Paid) – pay for overtime at 1.5 times base hourly rate.

OT Double Hrs (aka Overtime-Double) – pay for overtime at 2 times base hourly rate as required by MOU.

SchChg Insuff Note Hrs (aka Schedule Change w-Insuff Notice) – half time compensation paid to an employee whose schedule was changed without sufficient notice, per MOU. It is limited to only those hours in variance.

Sick Leave Tkn Hrs (aka Sick Leave) – sick time taken by permanent employees when eligible per MOU.

Sick-Catastrophic Lv Tkn Hrs – leave hours donated to an employee for use because the recipient employee is experiencing a sick-catastrophic qualifying event.

Supervisory Lv Hrs (aka Supervisory Leave Taken) – supervisory leave taken by eligible SEIU supervisory bargaining unit employees per MOU.

Unauthorized Lv Unpd Hrs (aka Unauthorized Lv Without Benefits) – used for leaves in which employee did not have proper department approval to be off work.

Union Release Tkn Hrs (aka Union Release Time) – hours paid to permanent employees who has received formal release time approval by HR to work on union business and/or negotiations.

Vacation Tkn Hrs (aka Vacation) – approved vacation time taken.

Vacation Buyback Hrs (aka Vacation Buyback) – vacation hours cashed in by eligible employee, per their MOU.

Vac Purchase Taken Hrs (aka Vacation Purchased Taken) – vacation hours taken that a qualifying employee purchased per their MOU and a Vacation Purchase Agreement.