CSB Time Entry
PAY CODES

You enter Pay Codes on time records to indicate hours for each type of pay the employee receives. Following are explanations of the most frequently used codes:.

Pay Code		
100	Regular Pay	Record Regular Hours worked equal to/less than 40 hours/week Exception - 80 hours per two week employees (Ex. 9-80 schedule).
100A	Staff Development	Record of training hours spent during the regular work day
101	Regular in excess of 40 hours - Covered	Record Overtime hours worked in excess of plan rules. Majority would be in excess of 40 hours per week for covered employees.
102	Excluded Employees - Extra Hours	Record non-paid hours in excess of 40 hours per week. Pay code used for documentation only - it does not result in payment.
105	Partial Day Absence - Excluded	Record paid time-off hours of less than one day. Pay code used for excluded employees only.
106	Board / Commission Salary	Record Board / Commission member meeting/work hours.
107	Temp Employee	Record hours worked for temporary employees.
110	Telecommuting Hours	Record hours worked by employees when telecommuting.
112	Governor's Mentoring Program	Record the volunteer flex time hours for participating in this program. This Pay Code does not result in an employee payment.
300	Annual Leave Taken	Record Annual Leave hours taken (vacation hours).
301	Annual Leave Payout with Retirement	Record Annual Leave balance hours paid out upon retirement
301A	Annual Leave Payout without Retirement	Record final payout of Annual Leave balance hours upon termination
302	Annual Leave Final Accrual with Retirement	Record final accrual of Annual Leave hours prior to retirement
302A	Annual Leave Final Accrual without Retirement	Record final accrual of Annual Leave hours for person upon termination
308	Donated Leave Taken	Record Donated Leave hours taken (from another employee).
310	Sick Leave Taken	Record Sick Leave hours taken (employee only).
311	Sick Leave - Family Taken	Record Family Sick Leave hours taken (** Attendance Code required).
320	Holiday Annual Leave	Record the holiday hours on the time record (for a state holiday).
321	Holiday Leave Earned	Record the holiday hours earned (if working on a holiday).
322	Holiday Leave Taken	Record the holiday hours taken (for employee who worked state holiday).
330	Compensatory Leave Taken	Record the compensatory leave hours taken.
331	Comp Leave Payout with Retirement	Record Compensatory Leave hours paid out upon retirement
331A	Comp Leave Payout without Retirement	Record Compensatory Leave hours paid out without retirement
340	Bereavement Leave Taken	Record the bereavement leave hours taken (**Attendance Code required).
350	Civic Duty Taken	Record the hours taken for Jury Duty, voting and other civic duty hours.
370	Recognition Leave Taken	Record the hours taken for approved recognition leave
375	Administrative Leave-Paid	Record the administrative leave hours taken for approved leave
380	Military Leave Taken	Record the military leave hours taken.
630	Industrial Leave Without Pay	Record Industrial LWOP hours for documentation purposes. This Pay Code does not result in an employee payment.
640	LWOP Leave Without Pay	Record regular and all other LWOP hours for documentation purposes. This Pay Code does not result in an employee payment.
800	Compensatory Time Earned	Record the hours of compensatory leave earned. This Pay Code does not result in an employee payment.

Note: Additional Valid Pay Codes may be used. See the following website for other codes:
http://www.adoa.state.az.us/hris/documents/Paycodes%20Definitions.htm