

Pay Codes

Pay Codes are used by Employees and Timekeepers to report or adjust hours within CruzPay. The **Pay Code** is associated with the various pay rules (policy and contract language) reflecting the actions.

Example: When an employee uses *Regular Day, Regular Evening, Regular Night or Hours*, the system knows that the pay rule (policy and contract language) states it can only be used in ¼ (.25) hour increments.

Below is the Pay Code Chart showing the applicable pay codes, explanation of what they do and who can use them.

TK = Timekeeper

EE = Employee

EX = Exempt

NEX = Non-Exempt

All = Both EX and NEX

STAFF EMPLOYEES

Pay Code	Explanation	Ability To Use	FLSA Effected
Admin Leave w/Pay	Administrative leave WITH pay approved per campus delegations of authority	All	EX/NEX
Bank OT	Used to tell the system to bank overtime from this point forward, per CTO election form. Also used to change election on a monthly basis for CX employees only. This is the DEFAULT setting for new EE's to CruzPay	TK	NEX
Sick Bereavement	Bereavement leave (attending memorial / funeral services or death in family per contract language; 5-days max) (EX = whole days)	All	EX/NEX
Cat Leave Taken	Catastrophic leave taken per donations received. Deducts from manual CAT Leave Bank. Needs corresponding VAC/VLA on TRW	TK	EX/NEX
Cat Leave Adjust	Catastrophic leave adjustments to add or reduce (+/-) hours in the manual Cat Leave Bank after EE has received donations	TK	EX/NEX
Comp. Prem Pay	Reduces the bank when comp. time premium is paid to employee	TK	EX/NEX
Comp Prem Earned	System generated pay code used during calculations for OTP	System	EX/NEX
Comp Prem Adjust	This code adds or reduces (+/-) hours in the bank	TK	EX/NEX
Comp Prem Taken	Entered by EE when using accrued premium comp. time	All	EX/NEX
Comp. Str. Pay	Reduces the bank when comp. time straight is paid to employee	TK	EX/NEX
Comp Str Earned	System generates this pay code during calculations	System	EX/NEX
Comp Str Adjust	This code adds or reduces (+/-) hours in the bank	TK	EX/NEX
Comp Str Taken	Entered by EE when using accrued straight comp. time	All	EX/NEX
Extended SKL	Used to enter additional sick hours when EE is on Workers Comp leave and eligible for Extended Sick Leave.	TK	EX/NEX
Furlough SR Taken	Allows employee to add or deduct time from the Furlough SR Bank. The hours should be entered in ¼ hour increments	All	99 EX/NEX
Furlough SR Adjust	Allows TK to add or deduct time from the Furlough SR Bank. The hours can be entered in any increment	TK	99 EX/NEX

Pay Code	Explanation	Ability To Use	FLSA Effected
Leave No Pay-FMLA	Used when EE is on FMLA without pay. Will track "FMLA reportable" hours at no pay.	TK	EX/NEX
Sick Family	When using sick time to take care of family members per contract language.	All	EX/NEX
Holiday	Used to enter eligible holiday hours for the month dovetailing to system holiday hours shown (same month/same work week)	All	NEX
Holiday Override	Used to override the system holiday hour calculation	TK	NEX
Holiday OT	CODE WILL NOT BE USED – we can not mask if from view		
Holiday OT	System generated code to show hours that count towards OT calculations for work on a holiday – replaces HOP	System	NEX
Jury	Used to report hours on jury duty (EX=whole days)	All	EX/NEX
Leave No Pay	Used to report hours on leave without pay	All	EX/NEX
LNP Curtailment	Used to report Leave NO Pay during December Curtailment (closure) period only	All	EX/NEX
VAC Lost Adjust	Max Vacation hours reached and EE received an extension. This codes allows "lost hours" to be added or reduced (+/-) within the EE's lost hour bank during the extension period	TK	EX/NEX
VAC Lost Taken	Used when using banked lost hours	TK	EX/NEX
Military	Used when employees are on military leave (not a routine code)	All	EX/NEX
OT-Premium	Code used to enter overtime premium; when calculated it will change to the appropriate pay/bank code	TK	NEX
OT-Straight	Code used to enter overtime straight; when calculated it will change to the appropriate pay/bank code	TK	NEX
Pay OT	Used to tell the system to pay overtime from the first of the current month forward (per CTO election form selection). Also used to change election on a monthly basis for CX employees only.	TK	NEX
Prof Develop	Used to track training hours (EX = whole days)	All	EX/NEX
Regular Day	Used to record regular hours worked to the nearest ¼ hour	All	NEX
Regular Evening	Used to record regular evening hours (per contract language) to the nearest ¼ hour	All	NEX
Regular Night	Used to record regular night hours (per contract language) to the nearest ¼ hour	All	NEX
Negate Prior Regular	System coding used to adjust time in weeks crossing monthly boundaries when overtime may occur in the new month	System	NEX
Sick Taken	Used to report sick leave used	All	EX/NEX
Sick FMLA	To report sick leave used during FMLA leave	TK	EX/NEX
Sick Adjust	Adds or reduces (+/-) hours to the sick leave bank	TK	EX/NEX

Pay Code	Explanation	Ability To Use	FLSA Effected
Sick Increment	Used to apply sick leave in any increment on the timesheet. One use is for exhausting EX sick leave in less than whole day increments	TK	EX/NEX
Sick Workers Comp.	Used to report sick leave usage for employees on workers comp.	TK	EX/NEX
Vacation TRM	Used to report TRM hours and clear bank	TK	EX/NEX
Union Business	Used to report time for union business – consult Labor Relations Office for appropriateness	All	EX/NEX
Union Representation	Used to report time for union business – consult Labor Relations Office for appropriateness	All	EX/NEX
Union Labor Mgmt.	Used to report time for union business – consult Labor Relations Office for appropriateness	All	EX/NEX
Vacation Taken	To report vacation leave used	All	EX/NEX
Vacation FMLA	To report vacation leave used during FMLA leave	TK	EX/NEX
Vacation Adjust	Adds or reduces (+/-) hours to the vacation leave bank	TK	EX/NEX
Vacation Incr.	Used to apply vacation leave in any increment on the timesheet. One use is for exhausting EX vacation leave in less than whole day increments	TK	EX/NEX
Vacation FSPA	DO NOT USE THIS CODE IN PHASE-1 Vacation used for Family School Partnership Act	All	EX/NEX
Vacation Curtail	Used during December curtailment (closure) to allow EE's vacation bank to go negative (below zero). Bank must have positive hours before further vacation use is allowed.	All	EX/NEX
Vacation Work Comp	Used to report vacation leave usage for employees on workers comp.	TK	EX/NEX
Vacation TRM	Used to clear and pay off vacation hours from the bank for a separating employee	TK	EX/NEX
Voting	Hours spent on voting activities per contract language	All	NEX