

PAY AND LEAVE CODES

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INTRODUCTION

This appendix includes OSPA pay and leave codes and those PPDB differential codes that you may also enter on the P050 Gross Pay Adjustments screen in OSPA. It lists the OSPA pay and leave codes first. The two main categories of OSPA codes are: Time Sheet Codes and Gross Pay Adjustment Codes. The two main categories each have the following smaller groups within them:

| Time Sheet Codes (P003, P004 Screens) | Gross Pay Adjustment Codes (P050 Screen) |
|---|---|
| <ul style="list-style-type: none"> • Compensatory Time Accrual • Differential Codes, Time Sheet • Leave Codes • Overtime Codes • Per Diem Codes • Premium Pay Codes • Straight Time Worked Codes | <ul style="list-style-type: none"> • Differential Codes, P050 • Expense Reimbursements and Fringe Benefits Codes • Leave Payoffs • Lump Sum Payments • Special Payments • Volunteer Codes |

The PPDB differential codes follow the OSPA codes.

If you are unable to find the code you want under these categories, see the index at the end of this document.

NOTE - If you have questions about whether a pay type is taxable, PERS-subject, maximum accrual allowed, etc., you may look it up on the OSPA PTB1 and PTB2 Payroll Benefit Table screens by benefit package code. See Screen Descriptions, PTB1 and PTB2.

SPECIAL CODE DESIGNATORS

For some OSPA pay and leave codes, you may add a digit to track their use for a special purpose. For example, the digit may show the employee is on protected leave, such as FMLA or CBIW. Or, it may tell OSPA to not use the hours when accruing leave.

Codes that can use these special designators have an asterisk (*) beside them. Not all designators are available for the codes with an asterisk. See the PTB2 Payroll Benefit Table screen for the codes for a particular benefit package. If you want another pay code added to the benefit package, contact the OSPA Help Desk (OSPS.Help@das.state.or.us).

| Designator | Used for | Examples |
|-------------------|---|-----------------|
| F | Hours taken under FMLA ¹ | VAF, GLF |
| G | Hours recorded for an employee who was injured on the job and has a compensable SAIF claim (CBIW ²) | SLG, LG |
| I | Calculates the pay at the OT MLT rate on the PTB2. It allows leave and benefits to continue to accrue | HPI |
| J | Hours worked in "Preferred Worker" status. Requires SAIF ³ approval. Will not charge the agency SAIF premiums. | RGJ, VAJ |
| N | OSPA will not use these hours when accruing leave hours. See Handbooks, Leave Accrual and Reporting. | HON, RGN |
| P | Leave pay-off entered on the P050. It reduces the leave balance and increases the employee's gross pay. | VAP, CTP |
| W | This allows leave to continue to accrue for leave without pay. Restricted by contract. | LOW, LSW |
| 1 | Hours taken under OFLA ⁴ | LO1, VA1 |
| 2 | Hours taken under both FMLA and OFLA | SL2, GL2 |
| 3 | Hours recorded when the employee is protected under FMLA and has a compensable SAIF claim (CBIW) | RG3, VA3 |
| 6 | Hours taken under FMLA Exigency Leave | VA6, SL6 |
| 7 | Hours taken under FMLA Exigency Leave and OFLA Leave | SL7, VA7 |
| 8 | Hours taken under FMLA Military Caregiver Leave | SL8, VA8 |
| 9 | Hours taken under FMLA Military Caregiver Leave and OFLA | SL9, VA9 |

¹ FMLA = Family Medical Leave Act

² CBIW = Continuation of Benefits for Injured Workers

³ SAIF = State Accident Insurance Fund

⁴ OFLA = Oregon Family Leave Act

TIME SHEET CODES

COMPENSATORY TIME ACCRUAL

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To⁵ |
|------------------|-------------------------|--|----------------|---------------------------|
| CTA | COMP TM ACCR | Compensatory time accrued at time and one-half for overtime worked. | P | O |
| CTB | CT ACCR .50 | Compensatory time accrued at one-half hour for each hour/unit recorded. Used when shift worked has a start time that is different than the employee 'base starting time'. Specific to contract language. | P | O |
| CTE | STR C/T ACCR | Straight compensatory time accrual for OSPOA and AEE agreements. | P | O |
| CTH | COMP TM HOL | Compensatory time accrued at time and one-half when an employee works on a holiday. | P | O |
| CTQ | CT C/B | Compensatory time accrued at straight time for agency 29100 staff members who are called back to work outside the employee's regular shift | P | O |
| CTR | C/T ACCR C/B | Compensatory time accrued by medical staff for call back using an accrual rate of .1667. Per contract. | P | O |
| CTS | CT STRT ACCR | Compensatory time accrued at straight time. OSPA will forecast CTS on a holiday that falls on an employee's scheduled day off. | N | O |
| CTT | C/T HOL C/B | Compensatory time accrued using a 1.5 accrual rate for medical staff who are on call on selected holidays. | P | O |
| CTU | C/T ACCR C/B | Compensatory time accrued at a 1.0 accrual rate for medical staff who are on call. | P | O |
| CTV | C/T ACCR C/B | Compensatory time accrued at a .3334 accrual rate for medical staff who are on call. | P | O |
| CTY | C/T HOL C/B | Compensatory time accrued at a .5 accrual rate for medical staff who are on call on a holiday. | P | O |

⁵ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See Screen Guides, PTB2 and Entry Guides, ODT, Entering Time and Time Capture, Entering Time.

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To⁵ |
|------------------|-------------------------|--|----------------|---------------------------|
| OCA | OC ACCR FISH | Accrued on-call hours for employees at an ODFW hatchery only, per CBA. Accrued at the rate of one hour of straight time leave for six hours of assigned on-call duty (prorated for less than six hours on-call). Maximum of 24 hours in a fiscal year. | P | O |
| ODA | OOD ACCRL | Accrued leave for the Officer of the Day for Department of Corrections and Oregon Youth Authority, per policy. | N | O |
| RCA | RCT COMP ACC | Compensatory time earned by Oregon State Police recruits during training at the State Police Academy. | N | O |

DIFFERENTIAL CODES, TIME SHEET

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To⁶ |
|------------------|-------------------------|--|----------------|---------------------------|
| BLD | BKUP LDWKR | Backup Lead Worker differential paid at the rate of \$1.00/hr for all hours worked in the backup assignment. | D | O |
| DCR | COACH RC DIF | 5% of a sworn officers regular rate of pay for hours serving as the primary coach for a new recruit (UA Benefit Package, Agency 25700 only), WR#3680 | P | O |
| GCD | GRP COORD DF | Group Life Coordinator differential paid at the rate of \$1.50/hr when an employee is facilitating a group. Paid to an employee where the agency has given the employee the assignment in writing and requires a specific certification. | D | O |
| LWT | LEAD WK TMP | Compensation for employees who have been assigned temporary charge and/or lead work duties/ responsibilities by management for a specific shift or schedule. Paid at 5% per specific CBA ⁷ /Policy language. Not PPDB code. | P | O |
| MHD | M/H DIFF | Differential when Supervising Registered Mental Health Nurse works a shift with direct care duties as a mental health nurse per CBA. Straight time. Entered in addition to regular time. | N | O |
| MTD | MED PASS DIF | Compensation for passing and administering medication. | D | O |

⁶ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See Screen Guides, PTB2 and Entry Guides, ODT, Entering Time and Time Capture, Entering Time.

⁷ CBA = Collective Bargain Agreement

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To⁶ |
|------------------|-------------------------|---|----------------|---------------------------|
| NGD | FLIGHT DIFF | Differential paid to ODFW or Forestry employees who work from aircraft, flying grid patterns, low-altitude spotting, locating and capturing animals or collecting census data. \$1.50/hour of actual airtime. | D | O |
| OP | HAZARD DUTY | Differential compensation for work performed more than 20 feet above ground or water that requires use of safety equipment. | D | O |
| PLD | PEST LIC DIF | Differential paid to employees with pesticide application license when mixing, spraying, and cleaning equipment. | D | O |
| POD | PRES OP DIFF | Differential for Printing Press Operators assigned to operate the Perfector machine for a half shift or more. | P | O |
| SCD | SH DIFF 0.33 | Temporary hourly differential of \$.33 for an eight hour shift for an Institution RN who has assigned charge duties. Limited to classification C6214 in an SEIU represented position. | D | O |
| SCG | SH DIFF 0.34 | Shift differential paid for an employee assigned duties of "shift charge" during a shift with 2 or more other employees. Limited to classification C6710, C6711, or C6725 in an SEIU represented position. | D | O |
| SDA | SH DIFF 1.35 | Shift differential paid for evening hours worked at institutional and other 24-hour work environments. | D | O |
| SDB | SH DIFF 2.25 | Shift differential paid for night hours worked at institutional and other 24-hour work environments. | D | O |
| SDC | SH DIFF 1.85 | Shift differential paid for evening shift work by Supervising RNs and Nurse Managers at Mental Health. | D | O |
| SDD | SH DIF P/CBA | Shift differential for hours worked from 6:00 pm to 6:00 am at the rate of \$.50 per hour per CBA for agencies 25700 and 84500 only | D | O |
| SDE | SH DIFF | Shift differential paid for hours worked if other than day shift. | D | O |
| SDH | SH DIFF .06% | Shift differential paid for hours worked on weekends or between 6:00pm and 6:00am. – AFSCME DEQ only. | D | O |
| SDP | SH DIFF 1.85 | Shift differential paid to RN's LPN's, Nurse Practitioners and Health Services Technicians at the rate of \$1.85 per hour | D | O |
| SDW | SH DIF2 | A shift differential for weekend work duties. | D | O |
| WIT | WK INMTE TMP | A 5% premium differential for non-correctional employees who are assigned to work in direct contact with inmates for specific shift assignments. Per SEIU CBA. | P | O |

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To⁶ |
|------------------|-------------------------|--|----------------|---------------------------|
| WSD | WOC SPEC DUT | Work out of class paid @ \$35.00 per shift for short-term assignments in agency 24800 (Military) only. Not to exceed three consecutive shifts. On the timesheet, enter one unit (one hour) of WSD for each shift worked. | D | O |
| YDD | DIVING DUTY | Differential paid for divers at \$5.00 per hour | D | O |
| XHD | DOG HDL DUTY | Differential paid dog handlers for canine care on days off at \$5.00 per hour (State Police). | D | O |

LEAVE CODES

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To⁸ |
|------------------|-------------------------|---|----------------|---------------------------|
| ABL | OSPOA ASN BL | Leave used to conduct OSPOA business by authorized individuals. Leave must be donated from employees within the bargaining unit. 750 hours biennial limitation. | N | R |
| AD | ADMIN LVE | Paid leave to compensate for work performed outside normal work hours by employees who are ineligible for overtime. Limited to Agency 19800. (Others replaced by DL in 1990.) | N | R |
| AT | AWARD TM TKN | Paid leave for Judicial Dept and Public Defense Service (YD benefit package) years of service award. | N | R |
| CH ⁹ | CT HOL TKN | Compensatory time taken in lieu of holiday leave for firefighters at Military Department. | N | R |
| CTL* | COMP TM TKN | Compensatory time taken for hours earned. | N | R |
| DH* | DONATED LV | Paid donated hardship leave. When an eligible employee receives donated leave from other state employees, establish the donated leave balance on the P435 screen. Enter the paid donated leave taken on the P003 or P004 screens. | N | R |
| DL* | DISCR LEAVE | Paid leave granted and used at agency discretion. (Replaced AD in 1990.) | N | R |

⁸ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See Screen Guides, PTB2 and Entry Guides, ODT, Entering Time and Time Capture, Entering Time.

⁹ Codes with an asterisk (*) use one or more special third-character designators. See the Special Code Designators section above.

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To⁸ |
|------------------|-------------------------|--|----------------|---------------------------|
| DRL | DISASTER LV | Paid leave used at agency discretion for employees participating in disaster relief and/or search and rescue operations. | N | R |
| EL* | EDUCATION LV | Extended paid leave for job-related educational courses or training sessions, such as sabbatical leave. | N | R |
| FB | FURLOUGH LV | Paid leave for the Secretary of State only to record furlough obligation accrued and taken. It is offset with a negative FC entry on the P050 screen that reduces the employee's pay. | N | R |
| FL* | FUNERAL LV | Paid leave to discharge obligations arising from a death in the employee's immediate family, as determined by contract. May be used in conjunction with paid FMLA, OFLA, CBIW, but not in conjunction with LWOP. Counts as part of FMLA / OFLA / CBIW leave. | N | R |
| GL* | GIVEN/GOV LV | Eight hours additional paid leave beyond specified holidays, per specific CBA or when authorized by the Governor for non-CBA-covered employees. | N | R |
| HL* | HOLIDAY LVE | Paid leave for holiday bank hours accrued per CBA. | N | R |
| HO* | HOLIDAY LVE | Paid leave for specified holidays per CBA/State Policy. The holiday falls on a normally scheduled workday for the employee and the employee takes the day off. | N | R |
| HU | HOLIDAY USE | Paid leave for specific holidays when leave is taken on another day than the holiday | N | R |
| IT | INTV & TEST | Paid leave for interviewing and testing. | N | R |
| IW | INCLMT WTHER | Paid leave when weather conditions require the closing or curtailing of operations after reporting to work (58100). | N | R |
| JD | JURY DUTY | Paid leave for jury service. | N | R |
| KL | KELLY DAY LV | Paid time off after 13th shift worked, IAFF only, agency 24800, WR#3646 | N | R |
| LA | FURLOUGH LV | Unpaid furlough leave. Does not affect employee's leave accrual or PEBB eligibility. Is not included in PERS calculations. | N | R |
| LAH | FURLOUGH HOL | SEIU represented employees at agency 41500, benefit package NS, and AFSCME represented employees at agency 29100, benefit package CC, may substitute furlough obligation for holiday pay when they are not scheduled to work on a holiday and OSPA forecasts CTS. Replace the CTS with LAH. Agency 41500 and 29100 only. | N | L |
| LE | LWOP EDUC | Unpaid leave granted for pursuit of educational, professional, or career development. | N | L |

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To⁸ |
|------------------|-------------------------|---|----------------|---------------------------|
| LF | LWOP SUSPEND | Unpaid disciplinary leave. | N | L |
| LG | LWOP WRK COM | Unpaid leave during period employee is receiving Worker's Compensation payments. | N | L |
| LL | LWOP LACTATE | Unpaid portion of an employee's rest period to allow an employee time to express milk per HB 2372 (2007 regular session) and OAR 839-020-0051. | N | L |
| LO* | LWOP OTHER | Unpaid leave not otherwise defined. | N | L |
| LP | LWOP CAR DVL | Unpaid leave for professional or career development. Maximum use per CBA. (Agency 34000 only.) | N | L |
| LS | LWOP SICK | Unpaid leave granted an employee who is recovering from a non-job-related injury or illness and is not on a protected leave. Used after employee has exhausted all available accrued leaves. | N | L |
| LU | LWOP UNEXCUS | Unpaid leave for unexcused absence from work. | N | L |
| LV | LWOP VAC | Unpaid leave granted in cases where employee has no accrued vacation leave. | N | L |
| LX | LWOP MILITARY | Unpaid leave granted for active full-time military duty. Usually limited to a maximum of four years. | N | L |
| LZ | VOL FURLOUGH | Voluntary additional furlough leave that does not draw down the employee's biennial furlough obligation, XX benefit package only. | N | R |
| MKL | MKUP TM TKN | Makeup leave used (Agency 25700 only). | N | R |
| ML* | MILITARY LVE | Paid leave for discharging annual military training obligation. Maximum annual allowance 88 hours. | N | R |
| MPL | MISC PD LVE | Any paid leave not otherwise defined in this document. Do not use this code to pay straight time to employees assigned to a home duty station pending an investigation. The correct code for that purpose is "DS". | N | R |
| OCL | OC FISH TKN | Paid leave for accrued on-call hours for employees at an ODFW hatchery only, per CBA. Accrued at the rate of one hour of straight time leave for six hours of assigned on-call duty (prorated for less than six hours on-call). Maximum of 24 hours in a fiscal year. | N | R |
| OD | OOD LEAVE | Compensatory leave at Dept. of Corrections and Oregon Youth Authority for Officer of the Day. | N | R |

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To⁸ |
|------------------|-------------------------|---|----------------|---------------------------|
| PB* | PERSONAL BUS | Paid leave to be used at the employee's discretion. Accrual rate (typically 24 hours per fiscal year) as specified in CBA/State Policy. | N | R |
| PND | PD NON TCHDY | Paid non-teaching day other than holidays. Used to account for days of pay during school breaks for those working under a teaching contract which is paid over a 12-month period. | N | R |
| PR* | PRERETIRE LV | Paid leave to pursue bona fide pre-retirement counseling programs. See appropriate CBA/State Policy. | N | R |
| RCL | RC TIME TAKN | Compensatory leave taken following training at State Police Academy. Also ODOT RC time taken. | N | R |
| RL | RELOCATE LVE | Paid leave granted for transferring to a new official station at employer's request and/or benefit. | N | R |
| RP | FLX REC PGM | Paid leave granted for Judicial Flexible Recognition Program (Agencies 19700 & 19800 only). | N | R |
| RRS | REST ROT STD | Rest leave from forest fire duty. Paid as regular pay. | N | R |
| RRX | REST ROT XTR | Rest leave from forest fire duty paid as misc. hours. | B | O |
| SL* | SICK LEAVE | Compensation for use of accrued sick leave as outlined in CBA/State Policy. May also include bereavement leave. | N | R |
| SP | SPL TKN TM | Taken straight time that was accrued during a spill per CBA, DEQ (agency 34000) only | N | R |
| ST* | ST TAKN TM | Accrued straight time taken per CBA | N | R |
| SUL | SHOW UP LVE | Compensation when an employee shows up for work and is released from work before the end of his/her shift for other than inclement or hazardous conditions | N | R |
| SWG | WC CBIW LV | Up to three paid administrative leave days when a staff person is physically assaulted in the course of duties and meets CBA defined criteria. Recorded as CBIW. | N | R |
| SW3 | WC FMLA/CBIW | Up to three paid administrative leave days when a staff person is physically assaulted in the course of duties and meets CBA defined criteria. Recorded as FMLA and CBIW. | N | R |
| UBB | UNION BARGIN | Paid leave to participate in union collective bargaining sessions | N | R |
| UBL | UN BUS LONG | AFSCME reimbursement for union business long term. | N | R |
| UBG | UN BUS GRIEVE | Paid leave for union business related to a grievance | N | R |
| UBM | UN BUS MISC | Paid leave for miscellaneous union business. | N | R |

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To⁸ |
|------------------|-------------------------|---|----------------|---------------------------|
| UBN | UN BUS NOACC | Paid leave for union business. Does not accrue leave. | N | R |
| UBP | UNION BUS | Paid leave for union business per CBA. | N | R |
| UBS | UN BUS SHORT | AFSCME reimbursement for union business short term. | N | R |
| VA* | VACATION LV | Compensation for use of accrued vacation leave. | N | R |
| VF | EXCESS VA | As of 01/01/10 the maximum balance for VA for employees in benefit packages XX and SM will go from 425 to 350 hr. OSPA will move the VA >350 for these employees into an excess vacation leave account during the December 2009 leave accrual process. Staff must use it by 6/30/13. Use VF when employees use leave from this account. | N | R |
| WL | WITNESS LV | Court, legislative committee, or quasi-judicial body witness leave with pay if the employee is required by subpoena or other direction by proper authority to appear on a non job-related matter per HRSD State Policy 60.000.12 and CBA | N | R |
| XT | GRNTD ADM LV | Special paid leave. For agency 13700, benefit package AG, granted to Assistant Attorney Generals for extraordinary time spent on a case. For agency 25700, benefit package SM, used prior to 1999 for sworn officers. For AG, LARS zeroes it out in June of each year. | N | R |

OVERTIME CODES

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To¹⁰ |
|------------------|-------------------------|--|----------------|----------------------------|
| BT | BREAK TIME | Overtime paid for Forestry Department employees when employee is required to work with no break time. SEIU ODOT Coalition, Article 90.3C, Section 9. | O | O |
| CDO | CAR DVLP OT | Overtime compensation during attendance at job-related seminars, training sessions, or professional organization meetings. | O | O |

¹⁰ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See Screen Guides, PTB2 and Entry Guides, ODT, Entering Time and Time Capture, Entering Time.

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To¹⁰ |
|------------------|-------------------------|---|----------------|----------------------------|
| OT | OVERTIME | Compensation at time and one-half of an employee's regular hourly rate of pay for time worked in excess of eight hours per day or 40 hours per workweek. Overtime for an irregular work schedule is for time worked in excess of 10 hours per day or 40 hours per workweek. | O | O |
| OTE | OT EMERGENCY | Used when an overtime eligible employee in agency 29100 Corrections worked mandatory overtime in response to an institution related emergency | O | O |
| OTM | OT MANDATORY | Used when an overtime eligible employee represented by SEIU worked mandatory overtime in the same period that the employee recorded sick leave. Used for agency 29100 employees to track overtime related to furloughs. | O | O |
| OTX | OT COMPONENT | Overtime component for XF benefit package | O | O |
| SOT | SPL OT TIME | Spill time paid at overtime rate of 1.5 per CBA for spill cleanup coordination duties, DEQ (agency 34000) only | O | O |
| TCO | COMP TRNG OT | Work-related competency training overtime | O | O |
| TEO | TRNG DEL OT | Training delivered overtime | O | O |
| TTO | TRNG TRVL OT | Training travel overtime | O | O |
| WEO | WKENV TRG OT | Work environment training overtime | O | O |
| XSO | EXMPT OT | Overtime paid to non-FLSA-exempt employees for working at fire duties over 40 hours in one week (Agency #62900). | O | O |

PER DIEM CODES

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To¹¹ |
|------------------|-------------------------|---|----------------|----------------------------|
| RGY | RG DLY EMERG | Daily rate for employees paid on shift basis for emergency only. Must be "D" wage basis code on the P030 screen. (Agency # 84800 only.) | N | R |

¹¹ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See Screen Guides, PTB2 and Entry Guides, ODT, Entering Time and Time Capture, Entering Time.

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To¹¹ |
|------------------|-------------------------|---|----------------|----------------------------|
| RGZ | RG DLY NO EM | Daily rate for employees paid on shift basis for non-emergency only. Must be "D" wage basis code on the P030 screen. (Agencies # 84800 and 86200 only.) | N | R |

PREMIUM PAY CODES

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To¹² |
|------------------|-------------------------|---|----------------|----------------------------|
| CB | CALL BACK | Employee released from duty and called back to work before normal start time. Straight time rate of pay per CBA/State Policy. | B | O |
| CBO | CALL BACK OT | Employee released from duty and called back to work before normal start time. Overtime rate of pay per CBA. | O | O |
| CPH | HO PAY DYOFF | Compensation for holidays that fall on a scheduled day off at straight time for agency 29100 benefit packages CC, SP, and CO. Code does not pay Worker's Comp tax. | N | O |
| GW | GRANT WORKED | Grant funded flat rate for sworn management state police officers who are FLSA and OT exempt | N | O |
| HP | HOLIDAY PRM | Compensation at time and one-half for holiday hours worked. | B | O |
| HPI | HOL PRM INCL | Compensation at time and one-half for holiday hours worked on a non-standard schedule (more than 8 hours in the day for a full-time employee). Hours coded as HPI will be included in leave and benefit accrual calculations. | B | O |
| HPX | HLDY WRK N/S | Compensation at time multiplied by 2.5 for holiday hours worked when not scheduled to do so. OSPOA contract. | B | O |
| HT | HALF TIME | A half-time multiplier added to regular hours for hours worked outside normally scheduled hours per CBA. | P | O |
| IRH | IRREG HOURS | Compensation when reporting time has been changed from previously-set base starting time. OSPOA contract. | P | O |

¹² On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See Screen Guides, PTB2 and Entry Guides, ODT, Entering Time and Time Capture, Entering Time.

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To¹² |
|------------------|-------------------------|--|----------------|----------------------------|
| MCD | MENTSHIP CD | Compensation for DEQ Vehicle Inspection Program employees who participate in state mentorship opportunities on their regularly scheduled days off (excluding holidays) during the normal business week. Paid at regular rate of pay, not included in the overtime calculation. | N | O |
| ONA | ON CALL 1/8 | Compensation paid at one hour for eight hours of on call status per ONA contract. | P | O |
| ONH | ON CALL HOL | Employee to be available for holiday work. Paid at rate of 1.5 hours for every 8 hours of On Call status. (.1875 multiplier.) (CK benefit package only.) | P | O |
| ONR | ON CALL 1/6 | Employee to be available for work. Paid at rate of 1 hour for every 6 hours of On Call status. (.1667 multiplier.) | P | O |
| ONS | ON CALL 1/3 | Expanded on call for Physicians at .3334 multiplier. 1 hour pay for every 3 hours On Call status. Exempt employees. (MD benefit package only.) | P | O |
| ONT | ON CALL 1/1 | Expanded on call for Physicians at .1.0 multiplier. 1 hour pay for each hour On Call status. Exempt employees. (MD benefit package only.) | P | O |
| ONU | O/C 1/6 HOL | Expanded on call for Physicians at .2500 time and a half multiplier for holiday On Call at 1 hour pay for every 6. Exempt employees. (MD benefit package only.) | P | O |
| ONV | O/C 1/3 HOL | Expanded on call for Physicians at .5000 time and a half multiplier for holiday On Call at 1 hour pay for every 3. Exempt employees. (MD benefit package only.) | P | O |
| ONX | O/C 1/1 HOL | Expanded on call for Physicians at 1.5 time and a half multiplier for holiday On Call at 1 hour pay for every 1. Exempt employees. (MD benefit package only.) | P | O |
| ONY | ON CALL 1/2 | On Call duty for Dept of Corrections paid at the second step of the correctional officer range. 1 hour pay for every 2 hours On Call status. (CC benefit package only.) | P | O |
| PP | PEN PAY/12HR | Compensation when reporting time has been changed without proper notice. Article 40; Section 2-SEIU Contract; HRSD Policy 20.005.10. | D | O |
| PPA | PEN PAY/5DAY | Compensation when reporting time has been changed without proper notice. Article 40; Section 2-SEIU Contract; HRSD Policy 20.005.10. | D | O |

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To¹² |
|------------------|-------------------------|---|----------------|----------------------------|
| RT | REPORT TIME | Compensation when: (1) reporting time is changed without required notice. Report time is time designated as the start of daily work shift / weekly work schedule; (2) scheduled for work, but there is no work and excused from duty. | B | O |
| SB | STANDBY | Hours required to be available for work outside employee's regular work hours. | P | O |
| SBO | STANDBY O/T | Hours required to be available for work. Paid at overtime rate of pay. | O | O |
| SCP | SCHED CHG PY | Compensation for employees who are not notified of a schedule change as required in CBA (Agency 25700 only). | P | O |
| SCT | SCH CHG ODOT | Penalty pay when schedule has been changed without sufficient notice as required by CBA (Agency 73000 only). | D | O |
| TAP | TRNAROND PAY | Turn around pay. Penalty pay due to shift change paid at half-time rate for hours over 8 in a 24-hour period or for the 6th and 7th day in one week. Benefit packages AC, CC and SP. | D | O |
| XSI | EXMPT PREM | Premium pay at 1.5 rate for exempt unrepresented employees while assigned to incident fire fighting duties at Forestry. Accumulates leave/benefit eligibility. | N | O |
| XSP | EXMPT PREM | Premium paid to FLSA-exempt employees for working at fire duties outside of their normal duties (Agency #62900). | P | O |

STRAIGHT TIME WORKED CODES

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To ¹³ |
|-----------|------------------|---|---------|----------------------|
| AST | ADDNL STRGHT | Straight time pay for additional hours worked during the same period that an overtime-eligible employee recorded sick leave. Used in lieu of overtime pay code and specific to CBA/State Policy. If the overtime is mandatory, see OTM. This code does not accrue leave or apply hours for benefit calculations. | B | O |
| CD* | CAREER DVLP | Compensation during attendance at job-related seminars, training sessions, or professional organization meetings. | N | R |
| CDS | CAR DVLP STR | Compensation for attending job-related seminars, training sessions, or professional organization meetings during non-work scheduled hours. Does not accrue leave. | B | O |
| DS | DTY STAT HM | Compensation at straight time rate, restricted to employees who are stationed at home pending an investigation. | N | R |
| FST | STRT TM W/LA | Used to report hours worked in excess of 32 but less than 41 in a week where there is a furlough day. This code does not accrue leave or apply hours for benefit calculations. | B | O |
| HST | HOLIDAY STR | Compensation for holidays worked at straight time. | B | O |
| JR | JOB ROTATION | Compensation for employee being paid while on a rotation assignment. | N | R |
| RAS | REG ASLT SUP | Used in place of accrued leave when a Dept. of Corrections security officer is assaulted by an inmate and receives wage loss payments from SAIF. Use for up to 1/3 of the employee's regular schedule. Limited to CC and SP benefit packages for DOC. | N | R |
| RG* | REGULAR PAY | Compensation at straight time rate. | N | R |
| RGG | RG CBIW LV | Compensation at straight time. Used to record the remaining hours for the day for an employee with an on-the-job injury or illness who leaves work early at the direction of a manager. If the employee leaves on his/her own direction, record the time as leave taken. | N | R |

¹³ On the P003 and P004 Time Capture screens, OSPA compares the amounts entered in the summary Total Reg, LWOP, and Other fields at the top of the screen to the total number of HOURS entered for TYPES in each of these categories in the detail portion of the screen. For this column, the hours for a pay type with R would be added to Total Reg, with L to LWOP, and with O to Other. See Screen Guides, PTB2 and Entry Guides, ODT, Entering Time and Time Capture, Entering Time.

| OSPA Code | PTB2 Description | Detail Description | OT Code | Add To¹³ |
|------------------|-------------------------|---|----------------|----------------------------|
| RGM | REG LT DUTY | Compensation at straight rate. Used when an employee who has an on-the-job injury or illness is performing light duty work under the Workers' Benefit Fund Employer-at-Injury Program. | N | R |
| RGP | REG SPC PROJ | Code used to track regular pay while performing work related to a special project. Used by some agencies to track federally funded payroll costs. | N | R |
| RGX | NEGOTIATE RT | Compensation for Dept of Forestry emergency fire fighting crews, XF benefit package, ONLY. Subject to retirement, workers' compensation, FIT, and SIT. Not subject to social security, Medicare, or unemployment. | N | R |
| SA* | SPECL ASSIGN | Compensation for time spent in activities outside normally assigned duties (i.e.: committee meetings). | N | R |
| SPA | SPL ACCR TM | Straight-time leave accrued on one-to-one basis for hours worked over 8 hrs per day or over 40 hrs per week during a spill for DEQ (agency 34000) only | P | O |
| SST | SPL STR TM | Straight time pay for over 8 hrs per day or over 40 hrs per week worked during a spill for DEQ (agency 34000) only. | N | O |
| STA | ST ACCR TM | Straight-time leave accrued on one-to-one basis for hours worked over 8 hrs per day or over 40 hrs per week by represented FLSA-exempt employees | P | O |
| SU | SHOW UP TIME | Compensation for when employee reports to work and there is no work to do. Assumes no prior notice. | P | O |
| TC | COMPTNCY TRN | Work-related competency training | N | R |
| TCM | TELECOMMUTE | Compensation for telecommuting hours. | N | R |
| TE | TRNG DELIV | Compensation for training delivered | N | R |
| TT | TRNG TRAVEL | Compensation for training travel. | N | R |
| UST | UNSCHED STR | Additional straight time pay code used for 'unscheduled' hours worked by part-time employees or F/T employees when replacing LWOP. Hours recorded with this code are used in the leave accrual and benefit calculation process. | B | O |
| WE | WK ENV TRNG | Compensation for work environment training | N | R |

OSPA GROSS PAY ADJUSTMENT CODES

DIFFERENTIAL CODES, P050

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|--|----------------|
| PPB | PP FLOAT | Per CBA, penalty pay of \$50 per full shift (prorated for partial shift) when an employee is required to work a shift away from the employee's normal unit | D |
| SSD | SND/SNOW DIF | Sanding and snow removal differential paid to SEIU employees at ODOT. | D |

EXPENSE REIMBURSEMENTS AND FRINGE BENEFITS

Cash Entries

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|---|----------------|
| CLA | CLOTH ALLOW | Non-taxable under an accountable plan. Reimbursement or allowance for uniform, protective clothing, or shoes. | N |
| CLT | CL ALW TXBL | Taxable uniform, protective clothing, or shoe allowance or reimbursement | N |
| CMM | NT INS ML RR | Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for instate travel claims. Paid at the reduced rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan | N |
| CMN | NT INS ML FR | Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for instate travel claims. Paid at the full rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan. | N |
| CMR | NT OTS ML RR | Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for out-of-state travel claims. Paid at the reduced rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan | N |
| CMS | NT OTS ML FR | Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for out-of-state travel claims. Paid at the full rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan. | N |

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|---|----------------|
| CMT | MILEAGE TAX | Code used to pay taxable instate mileage / ground transportation reimbursements to employees through OSPA | N |
| CNA | CLEAN ALLOW | Taxable allowance paid to uniformed employees for cleaning and maintenance of uniforms per CBA. | N |
| EDN | ED EXP NTXBL | Nontaxable payment under an accountable plan for an employee's in-state education expenses. | N |
| EDT | ED EXP TXBL | Taxable payment for an employee's in-state education expenses. | N |
| EOE | ELEC OFL EXP | Used to record monthly taxable expense allowance provided under ORS 292.313 to all elected officials. Taxable, non-accountable plan. | D |
| ER | REIMB OF EXP | Non-taxable reimbursement of non-travel job-related expenses incurred by the employee. Paid under an accountable plan. Not PERS subject. | N |
| EXT | EXP TAXABLE | Taxable reimbursement of non-travel related expenses incurred by a Legislative member where the reimbursement does not meet the requirements of an accountable plan. | N |
| ILN | NTX INST LDG | Reimbursement of instate lodging as a business expense when on overnight travel. Nontaxable under an accountable plan. Not PERS subject. | D |
| ILS | NTX OTST LDG | Reimbursement of out-of-state lodging as a business expense when on overnight travel. Nontaxable under an accountable plan. Not PERS subject. | D |
| IPN | INCNT NONSUB | Employee incentive pay for benefit package YX, agency 17700. Not subject to FIT, SIT, FICA, PERS, or mass transit. | D |
| IPS | INCENT SUBJ | Employee incentive pay for benefit package YX, agency 17700. Subject to FIT, SIT, FICA, and PERS. Not subject to mass transit. | D |
| IR | INS RETURN | Taxable payment to employee when the employee opts out of PEBB medical or medical and dental insurance coverage. When you enter an AMOUNT for a one-time entry, 300.00 is the maximum amount per entry. | D |
| MSN | NTX INST MEL | Non-taxable cash meal allowance connected to overnight in-state travel under an accountable plan | N |
| MSS | NTX OTST MEL | Non-taxable cash meal allowance connected to overnight out-of-state travel under an accountable plan | N |
| MST | TX MEAL ALLOW | Cash allowance or reimbursement of taxable in-state meal expense | D |

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|--|----------------|
| MTR | NT MSC IN TR | Miscellaneous instate travel-related expense reimbursements paid through OSPA. Nontaxable/ accountable plan. | N |
| MTS | NT MSC OS TR | Miscellaneous out-of-state travel-related expense reimbursements paid through OSPA. Nontaxable/ accountable plan. | N |
| MVN | MV EXP NTXBL | Non-taxable cash payment for moving expenses which meet nontaxable test of IRS code. | N |
| MVT | MV EXP TXBL | Cash payment for taxable employee moving expense. | N |
| PDL | PD REIMB LG | Reimbursement of meals and lodging. Nontaxable and not PERS subject. (Legislators.) | N |
| PDM | LEG PER DIEM | Same as PDL but taxable and not PERS subject (Legislators). | N |
| PML | MILG N/SUBJ | Mileage reimbursement. Nontaxable, not subject to PERS (Legislators). | N |
| SAE | OTHR RMBRSMT | Reimbursement (not wages) payment to employee awarded as a result of labor negotiation or a grievance settlement. Nontaxable. Not PERS subject. | N |
| TLA | TOOL ALL N/T | Cash reimbursement to employees for the purchase, replacement, or repair of their personal "tools of the trade" used on the job. Nontaxable if it meets the IRS test for an accountable plan. | N |
| TLT | TOOL ALL TAX | Taxable cash reimbursement or allowance for the purchase, replacement, or repair of personal "tools of the trade" used on the job. Taxable when it does not meet the IRS test for an accountable plan. | N |
| ZTR | RETRO TAX ER | Used to enter a taxable, cash expense reimbursement or allowance for instate meals / no overnight stay for a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as other income. Subject to FICA, retirement, FIT and SIT. It is not subject to unemployment or mass transit. | N |

Non-cash Entries

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|--|----------------|
| ANA | ALLW N/A PLN | Used to record the value of a taxable uniform or protective clothing allowance / advance when the payment to the employee was not done through OSPA. The entry results in additional taxable income and withholding to the employee but does not result in a cash payment. | N |
| BAV | BP/AWRD VALU | Used to record the taxable value of a non-cash award or bonus granted through an agency employee recognition program so the amount is recorded and taxed through OSPA. PERS subject. Not subject to Mass Transit or Unemployment. | D |
| DPN | DP NTAX ADJ | Entered as negative amount. Taxable non-cash adjustment that credits employee for premiums that could have been deducted pre-tax before adding a domestic partner or domestic partner's child(ren). | N |
| DPS | DP SCHG BENF | Entered as positive amount. Taxable non-cash adjustment for the fair market value (determined by PEBB) of PEBB surcharge(s) attributed to a domestic partner. | N |
| DPT | DP TAX BENEF | Entered as positive amount. Taxable non-cash adjustment for the fair market value (determined by insurance carriers) of domestic partner insurance. | N |
| EIP | EXCESS PREM | The cost of group-term life insurance above \$50,000 of coverage is subject to income and FICA taxes. Non-cash, taxable entry, for Judicial only, to record value of premium for coverage above \$50,000. | D |
| HD | HOUSNG BENFT | Non-cash transaction to record the taxable FMV of housing provided by the state. | D |
| MS | REIM TXBL ML | Non-cash transaction to record the value of the reimbursement of taxable in-state meal expense where the reimbursement did not come from OSPA | D |
| RPO | LEGIS RET TX | Employer paid retirement benefit for Legislators who opt out of PERS to participate in the deferred compensation program allowed in ORS 237.650 to 237.660. Subject to FICA and WBF assessment. Included in income for PEBB short and long-term disability insurance premiums. | N |
| SMN | MIL/NON SUBJ | To record the non-cash taxable value of the personal use of a state-owned vehicle garaged at the employee's home under the cents-per-mile rule. | N |

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|--|----------------|
| SVN | VEH/NON SUBJ | To record the non-cash taxable value of the personal use of a state-owned vehicle garaged at the employee's home under the commuting valuation rule. | N |
| ZTV | RETRO VALUE | Used to record a taxable, non-cash expense reimbursement or allowance for instate meal / no overnight stay for a prior pay period, in the current month, when you can no longer set a corrective flag. This reflects a reimbursement or allowance paid outside OSPA. It does not affect the overtime calculation in the month entered. Reported as other income. Subject to FICA, retirement, FIT, and SIT. It is not subject to unemployment or mass transit. | N |

LEAVE PAYOFFS

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|--|----------------|
| CTM | DON MLTY LV | Payoff of accrued compensatory time donated to the Military Donated Leave Program. Paid at the equivalent hourly rate. Entered with a P070 MMNN deduction for zero tax and income affect. See Handbooks, Military Leave of Absence. | N |
| CTP | COMP PAYOFF | Payoff of compensatory time when the employee's balance exceeds the maximum hours allowed under CBA/State Policy | N |
| FC | FURLOUGH CST | Negative adjustment to reduce the employee's pay for the furlough obligation. May be spread over the biennium with an ongoing adjustment or a one-time adjustment to offset specific FB hours taken. (Actual obligation and hours taken are recorded with pay code FB.) Secretary of State only. | N |
| HLP | HL PAYOFF | Holiday leave bank payoff for benefit package UA, agency 25700, per CBA. Paid at the equivalent hourly rate. Not included in calculation of union dues. WR#3680. | N |
| MKP | MKL PAYOFF | Payoff of makeup leave accrued (Agency 25700 only). | N |
| OCP | OC PAYOFF | Payoff for accrued on-call hours for employees at an ODFW hatchery only, per CBA. Accrued at the rate of one hour of straight time leave for six hours of assigned on-call duty (prorated for less than six hours on-call). Maximum of 24 hours in a fiscal year | N |
| SPP | SPILL PAYOFF | Payoff at straight time rate of pay for time accrued during a spill per CBA, DEQ (agency 34000) only | N |

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|---|----------------|
| STP | ST PAYOFF TM | Payoff at straight time rate of pay for special time accrued by FLSA-exempt employees per CBA. | N |
| VAL | VA PAY EXTRA | Payoff of accrued vacation time for firefighters at termination or per specific contract language. Paid at the equivalent hourly rate. 274 maximum payoff hours allowed. Use VAP and VAQ prior to using VAL. | N |
| VAM | DON MLTY LV | Payoff of accrued vacation time donated to the Military Donated Leave Program. Paid at the equivalent hourly rate. Entered with a P070 MMNN deduction for zero tax and income affect. See Handbooks, Military Leave of Absence. | N |
| VAP | VAC PAYOFF | Payoff of accrued vacation time upon termination or per specific contract language. Paid at the equivalent hourly rate. 250 maximum payoff hours allowed. Use VAP prior to using VAQ or VAL. | N |
| VAQ | VA PAY ADD'L | Used in conjunction with VAP to pay vacation hours above 250 when allowed per CBA or agency policy for Lottery, Judicial, Legislative Branch, Firefighter, and AEE benefit packages. 100 maximum payoff hours allowed. | N |

LUMP SUM PAYMENTS¹⁴

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|--|----------------|
| BP | BONUS PAY | Special additional pay. Use for "Red Circle" bonus. Flexible Recognition Cash Award (agency 19800) | D |
| BPS | SPECL AWARD | An employee recognition award, through the employee suggestion program or for outstanding service, paid to an employee. Taxable, not PERS subject. | N |
| DFC | EXTRA DUTIES | Extra duties to which a teacher may be assigned, such as coaching, advisor, etc. Blind and Deaf Schools only. | D |
| FAA | 1ST RATE | 1st rate of pay (for XF benefit package only) | D |
| FAB | 2ND RATE | 2nd rate of pay during same pay period (XF benefit pkg) | D |
| FAC | 3RD RATE | 3rd rate of pay during same pay period (XF benefit pkg) | D |
| FAD | 4TH RATE | 4th rate of pay during same pay period(XF benefit pkg) | D |

¹⁴ PPDB codes, such as WOC and LWD, are in the PPDB Codes section below.

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|--|----------------|
| GSD | GRV SETL PAY | Wage payment to settle an employment dispute from a labor negotiation or settlement agreement. Taxable, not PERS subject. | N |
| SAD | GRVNC SETTLE | Compensation awarded as a result of labor negotiation or a grievance settlement. Taxable and PERS subject. | N |
| SAN | SA NO ACCRL | Lump sum payment for coaching athletic teams at the Deaf School. Benefit packages CO, UR, and XX. Not included in the leave accrual calculation. | N |
| ZCB | RETRO C/B | Call Back pay code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in month entered. Reported as taxable income. Subject to FIT and SIT, FICA, retirement, unemployment, and mass transit. | N |
| ZIR | RETRO IR SUB | Retroactive IR entry used to adjust a prior pay period, in the current pay month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FIT, SIT and FICA. It is not subject to retirement, unemployment, or mass transit. Examples include: (1) return of out-of-pocket expense for insurance premiums for employees whose contracts were not settled by tax year-end; (2) retroactive entry of IR for an employee who opts out of PEBB medical insurance. | N |
| ZOC | RETRO O/C | On Call pay code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, retirement, FIT, SIT, unemployment, and mass transit. | N |
| ZOT | RETRO OT | Overtime pay code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, retirement, FIT, SIT, unemployment, and mass transit. | N |
| ZSD | RETRO SH DIF | Shift Differential code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, retirement, FIT, SIT, unemployment, and mass transit. | N |
| ZST | RETRO STR TM | Straight time code used to adjust a prior pay period, in the current month, when you can no longer set a corrective flag. Does not affect the overtime calculation in the month entered. Reported as taxable income. Subject to FICA, retirement, FIT, SIT, unemployment, and mass transit. | N |

Special Payments

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|--|----------------|
| DEC | DECEASED PAY | Deceased employee's gross pay amount paid to survivor or estate. Code is exempt from federal and state taxes but not from FICA. Used with a negative RGD. See Recommended Practices, Deceased Employees. | N |
| DOP | CONS DYOFF | Compensation when an employee works 5/8's or 4/10's and the agency changes the employee's shift so that the employee does not have the scheduled number of consecutive days off. Compensated for 4 hours straight pay. AFSCME Security Plus only. | D |
| MDL | MILT DONATPY | Lump sum payment to employee on active military duty from Military Leave Donation Program. Subject to FIT and SIT, not subject to social security and Medicare. See Handbooks, Military Leave of Absence. | N |
| PPT | PP W/S CHG | Under Article 56, Section 2A of the SEIU and AEE contracts, an employee qualifies for penalty pay if his/her schedule was changed without the proper seven-day notice. If the required notice is not provided, the employee is entitled to 3 hours additional regular pay for each changed work schedule day until the seven-day notice has been met.. ODOT represented employees, benefit packages CE and CO, only. | D |
| PSC | PP OTM RSDO | LOA 32.2C-07-159 of the SEIU contract defines circumstances where an employee is entitled to \$50 penalty payment when mandated to work overtime on a day immediately preceding a regularly scheduled day off or an approved vacation. CNA's and LPN's at the Oregon State Hospital, benefit package CO and NS only | D |
| RGD | (RG)DECEASED | Code used to offset deceased employee's gross pay amount paid to survivor or estate. Entered with a negative amount. Used with pay code DEC. See Recommended Practices, Deceased Employees. | N |
| SD | SPECL DUTY | Compensation for employees who are relieved of regular duties and assigned special duties. | D |
| WC | WRK CMP RCVR | Recovery of compensation for the money employee received from Worker's Comp for an on-the-job injury. Used when employee used accrued leave and received SAIF job lost payments for the same time. | N |

OSPA VOLUNTEER CODES

| OSPA Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|---|----------------|
| AW | ASSUMED WAGE | Assumed wages used to track volunteer hours; does not generate pay. | N |
| PD | BB PER DIEM | Compensation for attending required meetings, i.e. board members. Not PERS subject. | D |
| PDA | AMRCORP 116 | Stipend for Americorp Volunteers (Agency 11600). | N |
| PDB | AMRCORP 461 | Stipend for Americorp Volunteers (Agency 46100). | N |
| PDP | AMRCORP PRKS | Stipend for Americorp Volunteers (Agency 73410). | N |
| PDS | AMRCORP 575 | Stipend for Americorp Volunteers (Agency 57500). | N |
| PSS | AMRCORP PSTRL | Stipend for Americorp Volunteers (Agency 30936). | N |

THE PPDB DIFFERENTIAL CODES

OSPA may calculate fixed PPDB differentials with a percent or a set amount. HR staff enters them in the PPDB. You may view them in OSPA on the P030 Job Status Data. If you need to correct a PPDB entry, you can make a one-time entry with one of these codes on the P050 Gross Pay Adjustments screen.

Not all of these codes are in OSPA. Check the PTB2 screen to see if this code is in the employee's benefit package. If you need a code activated for one-time use, please contact the OSPS Help Desk, OSPS.Help@state.or.us or (503) 378-OSPS (6777).

| PPDB Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|--|----------------|
| ALC | ASST LGL DIF | Assistant Legal Counsel 5% differential for Judicial Dept. | N |
| ASA | APPELATE STF | Appellate Staff differential for Judicial Dept. | N |
| BBW | BRDG/BM/WELD | Certified Bridge/Boom/Welder differential (Agency 73000) | N |
| BCL | BRDG LDWKR | Bridge Crew lead worker/coordinators differential (Agency 73000). | N |
| BNS | BONUS | Under Review by PPDB Staff | N |
| CDA | CRED DIFF | Credential differential, benefit packages YM, YP, YS, and YN only | N |
| CNT | CRISIS NEGOT | Crisis Negotiator in agency 29100 Corrections | N |
| DBL | DIFF BI LING | Bilingual 5% differential paid employees who are in a position which requires this skill. | N |
| EDD | EDUCATN DIFF | Special educational degree differential. | N |
| EMT | EMT DIFF | Emergency Medical Technician differential. | N |
| EQD | EQUITY DIFF | Compensation for Supervisory positions where supervisory salaries would be less than subordinate salaries (Agency 29100). | N |
| ETD | ELEC TRD DIF | Electronic trades differential. | N |
| FTO | FLD TRNG OFC | Under Review by PPDB Staff | N |
| GFI | G F INCENTIVE | Grandfathered incentives paid for Agency 25700 (not listed as agency specific by HRSD). | N |
| GPD | GEO PAY DIFF | Compensation for regular work location outside the State. Applies to all permanent, non-resident employees whose regular work location is outside the State of Oregon. Article 26; Section 2 SEIU Contract. May only be paid with approval of the Budget Administrators and LRU. | N |

| PPDB Code | PTB2 Description | Detail Description | OT Code |
|------------------|-------------------------|---|----------------|
| ISD | STF DEPL DIF | Institution security staff deployment differential (replaced RMS) (Agency 29100). | N |
| LCD | LIC CERT DIF | Compensation for license or certification qualifications. | N |
| LID | LIC/DPLY DIF | Differential for both license and deployment (Agency 29100). | N |
| LWD | LEAD WK DIFF | Compensation for employees who have been assigned charge and/or lead work duties. | N |
| NPD | NRS PER DIEM | State Hospital 15% per diem differential in lieu of benefits for nurses working less than 32 hours per month. AFSCME CBA. | N |
| NSD | RELF SH DIFF | Differential for non-security staff assigned as staff relief (Article 25, sect. 6) (Agency 29100). | N |
| OPB | LBR MKT DIFF | Market differential pay for employees at Building Codes (Agency 44000). | N |
| PLC | PA LN EXCCMP | Compensation for supervisory positions where supervisory salaries would be less than subordinate salaries. | N |
| PLE | PA LN EXCEPT | Pay line exception. | N |
| PTM | TAX MAG DIFF | Code used for presiding tax magistrate differential at Judicial. | N |
| SDU | SEC/DUTY DIF | Differential paid to non-security employees when performing security duties (Agency 29100). | N |
| SED | SEASNL DIFF | Compensation paid seasonal employees in lieu of PERS pick up. | N |
| SPJ | SPECL PROJECT | Special Project or Assignment | N |
| SQ | SPECL QUALIF | Compensation for additional certification in an employee's professional education and/or multiple abilities. | N |
| TCD | TM COORD DIF | Differential pay for team coordinator (Agency 54300). | N |
| TLD | TEAM LDR DIF | Differential pay for employees acting as team leader in the Information Systems series. | N |
| TRD | TRAINING | Training differential. | N |
| TRT | TERT TM DIFF | Tactical Emergency Response Team differential (Agency 29100). | N |
| WID | WK INMT DIFF | 5% differential for non-correctional officers who are assigned to work in direct contact with inmates as their regular work assignment. | N |
| WMD | WEGHMSTR DIF | 5% differential for ODOT employees working as Senior Weigh Master or Motor Carrier Enforcement Officer2 in classification of Pub Service Rep 4. | N |
| WOC | WRK OUTCLASS | Compensation for performing duties in a position at a higher classification. | N |

PAY AND LEAVE CODE ALPHABETICAL INDEX

| Code | Category | Group |
|-------------------|--------------------|----------------|
| ABL | Time Sheet | Leave Codes |
| AD | Time Sheet | Leave Codes |
| ALC | PPDB ¹⁵ | |
| ANA | P050 | Expense/Fringe |
| ASA | PPDB | |
| AST | Time Sheet | Straight Time |
| AT | Time Sheet | Leave Codes |
| AW | P050 | Volunteer |
| BAV | P050 | Expense/Fringe |
| BBW | PPDB | |
| BCL | PPDB | |
| BLD | Time Sheet | Diff, Tm Sht |
| BNS | PPDB | |
| BP | P050 | Lump Sum |
| BPS | P050 | Lump Sum |
| BT | Time Sheet | Overtime |
| CB | Time Sheet | Premium Codes |
| CBO | Time Sheet | Premium Codes |
| CDA | PPDB | |
| CD* ¹⁶ | Time Sheet | Straight Time |
| CDO | Time Sheet | Overtime |
| CDS | Time Sheet | Straight Time |
| CH* | Time Sheet | Leave Codes |
| CLA | P050 | Expense/Fringe |
| CLT | P050 | Expense/Fringe |
| CMM | P050 | Expense/Fringe |
| CMN | P050 | Expense/Fringe |
| CMR | P050 | Expense/Fringe |
| CMS | P050 | Expense/Fringe |
| CMT | P050 | Expense/Fringe |
| CNA | P050 | Expense/Fringe |
| CNT | PPDB | |
| CPH | Time Sheet | Premium Codes |
| CTA | Time Sheet | Comp Time Acc |
| CTB | Time Sheet | Comp Time Acc |

| Code | Category | Group |
|-------------|-----------------|------------------|
| CTE | Time Sheet | Comp Time Acc |
| CTH | Time Sheet | Comp Time Acc |
| CTL* | Time Sheet | Leave Codes |
| CTM | P050 | Leave Payoffs |
| CTP | P050 | Leave Payoffs |
| CTQ | Time Sheet | Comp Time Acc |
| CTR | Time Sheet | Comp Time Acc |
| CTS | Time Sheet | Comp Time Acc |
| CTT | Time Sheet | Comp Time Acc |
| CTU | Time Sheet | Comp Time Acc |
| CTV | Time Sheet | Comp Time Acc |
| CTY | Time Sheet | Comp Time Acc |
| DBL | PPDB | |
| DCR | Time Sheet | Diff, Time Sheet |
| DEC | P050 | Special Pymts |
| DFC | P050 | Lump Sum |
| DH | Time Sheet | Leave Codes |
| DL* | Time Sheet | Leave Codes |
| DOP | P050 | Special Pymts |
| DPN | P050 | Expense/Fringe |
| DPS | P050 | Expense/Fringe |
| DPT | P050 | Expense/Fringe |
| DRL | Time Sheet | Leave Codes |
| DS | Time Sheet | Straight Time |
| EDD | PPDB | |
| EDN | P050 | Expense/Fringe |
| EDT | P050 | Expense/Fringe |
| EIP | P050 | Expense/Fringe |
| EL* | Time Sheet | Leave Codes |
| EMT | PPDB | |
| EOE | P050 | Expense/Fringe |
| EQD | PPDB | |
| ER | P050 | Expense/Fringe |
| ETD | PPDB | |
| EXT | P050 | Expense/Fringe |
| FAA | P050 | Lump Sum |
| FAB | P050 | Lump Sum |
| FAC | P050 | Lump Sum |
| FAD | P050 | Lump Sum |
| FB | Time Sheet | Leave Codes |
| FC | P050 | Leave Payoffs |

¹⁵ PPDB codes, if activated in OSPA, may be entered on the P050 for one-time adjustments.

¹⁶ Codes with an asterisk (*) use one or more special third-character designators. See the Special Code Designators section above.

| Code | Category | Group |
|------|------------|------------------|
| FL | Time Sheet | Leave Codes |
| FTO | PPDB | |
| FST | Time Sheet | Straight Time |
| GCD | Time Sheet | Diff, Time Sheet |
| GFI | PPDB | |
| GL* | Time Sheet | Leave Codes |
| GPD | PPDB | |
| GSD | P050 | Lump Sum |
| GW | Time Sheet | Premium Codes |
| HD | P050 | Expense/Fringe |
| HL* | Time Sheet | Leave Codes |
| HLP | P050 | Leave Payoffs |
| HO* | Time Sheet | Leave Codes |
| HP* | Time Sheet | Premium Codes |
| HPI | Time Sheet | Premium Codes |
| HPX | Time Sheet | Premium Codes |
| HST | Time Sheet | Straight Time |
| HT | Time Sheet | Premium Codes |
| HU | Time Sheet | Leave Codes |
| ILN | P050 | Expense/Fringe |
| ILS | P050 | Expense/Fringe |
| IPN | P050 | Expense/Fringe |
| IPS | P050 | Expense/Fringe |
| IR | P050 | Expense/Fringe |
| IRH | Time Sheet | Premium Codes |
| ISD | PPDB | |
| IT | Time Sheet | Leave Codes |
| IW | Time Sheet | Leave Codes |
| JD | Time Sheet | Leave Codes |
| JR | Time Sheet | Straight Time |
| KL | Time Sheet | Leave Codes |
| LA | Time Sheet | Leave Codes |
| LAH | Time Sheet | Leave Codes |
| LCD | PPDB | |
| LE | Time Sheet | Leave Codes |
| LF | Time Sheet | Leave Codes |
| LG | Time Sheet | Leave Codes |
| LID | PPDB | |
| LL | Time Sheet | Leave Codes |
| LO* | Time Sheet | Leave Codes |
| LP | Time Sheet | Leave Codes |
| LS | Time Sheet | Leave Codes |
| LU | Time Sheet | Leave Codes |
| LV | Time Sheet | Leave Codes |
| LWD | PPDB | |
| LWT | Time Sheet | Diff, Tm Sht |

| Code | Category | Group |
|------|------------|----------------|
| LX | Time Sheet | Leave Codes |
| LZ | Time Sheet | Leave Codes |
| MCD | Time Sheet | Premium Codes |
| MDL | P050 | Special Pymts |
| MHD | Time Sheet | Dif, Tm Sht |
| MKL | Time Sheet | Leave Codes |
| MKP | P050 | Leave Payoffs |
| ML* | Time Sheet | Leave Codes |
| MPL | Time Sheet | Leave Codes |
| MS | P050 | Expense/Fringe |
| MSN | P050 | Expense/Fringe |
| MSS | P050 | Expense/Fringe |
| MST | P050 | Expense/Fringe |
| MTD | Time Sheet | Diff, Tm Sht |
| MTR | P050 | Expense/Fringe |
| MTS | P050 | Expense/Fringe |
| MVN | P050 | Expense/Fringe |
| MVT | P050 | Expense/Fringe |
| NGD | Time Sheet | Diff, Tm Sht |
| NPD | PPDB | |
| NSD | PPDB | |
| OCA | Time Sheet | Comp Time Acc |
| OCL | Time Sheet | Leave Codes |
| OCP | P050 | Leave Payoffs |
| OD | Time Sheet | Leave Codes |
| ODA | Time Sheet | Comp Time Acc |
| ONA | Time Sheet | Premium Codes |
| ONH | Time Sheet | Premium Codes |
| ONR | Time Sheet | Premium Codes |
| ONS | Time Sheet | Premium Codes |
| ONT | Time Sheet | Premium Codes |
| ONU | Time Sheet | Premium Codes |
| ONV | Time Sheet | Premium Codes |
| ONX | Time Sheet | Premium Codes |
| ONY | Time Sheet | Premium Codes |
| OP | Time Sheet | Diff, Tm Sht |
| OPB | PPDB | |
| OT | Time Sheet | Overtime |
| OTE | Time Sheet | Overtime |
| OTM | Time Sheet | Overtime |
| OTX | Time Sheet | Overtime |
| PB* | Time Sheet | Leave Codes |
| PD | P050 | Volunteer |
| PDA | P050 | Volunteer |
| PDB | P050 | Volunteer |
| PDL | P050 | Expense/Fringe |

| Code | Category | Group |
|------|------------|----------------|
| PDM | P050 | Expense/Fringe |
| PDP | P050 | Volunteer |
| PDS | P050 | Volunteer |
| PLC | PPDB | |
| PLD | Time Sheet | Diff, Tm Sht |
| PLE | PPDB | |
| PML | P050 | Expense/Fringe |
| PND | Time Sheet | Leave Codes |
| POD | Time Sheet | Diff, Tm Sht |
| PP | Time Sheet | Premium Codes |
| PPA | Time Sheet | Premium Codes |
| PPB | P050 | Diff, P050 |
| PPT | P050 | Special Pymts |
| PR* | Time Sheet | Leave Codes |
| PSC | P050 | Special Pymts |
| PSS | P050 | Volunteer |
| PTM | PPDB | |
| RAS | Time Sheet | Straight Time |
| RCA | Time Sheet | Comp Time Acc |
| RCL | Time Sheet | Leave Codes |
| RG* | Time Sheet | Straight Time |
| RGD | P050 | Special Pymts |
| RGG | Time Sheet | Straight Time |
| RGM | Time Sheet | Straight Time |
| RGP | Time Sheet | Straight Time |
| RGX | Time Sheet | Straight Time |
| RGY | Time Sheet | Per Diem |
| RGZ | Time Sheet | Per Diem |
| RL | Time Sheet | Leave Codes |
| RP | Time Sheet | Leave Codes |
| RPO | P050 | Expense/Fringe |
| RRS | Time Sheet | Leave Codes |
| RRX | Time Sheet | Leave Codes |
| RT | Time Sheet | Premium Codes |
| SA* | Time Sheet | Straight Time |
| SAD | P050 | Lump Sum |
| SAE | P050 | Expense/Fringe |
| SAN | P050 | Lump Sum |
| SB | Time Sheet | Premium Codes |
| SBO | Time Sheet | Premium Codes |
| SCD | Time Sheet | Diff, Tm Sht |
| SCG | Time Sheet | Diff, Tm Sht |
| SCP | Time Sheet | Premium Codes |
| SCT | Time Sheet | Premium Codes |
| SD | P050 | Special Pymts |
| SDA | Time Sheet | Diff, Tm Sht |

| Code | Category | Group |
|------|------------|----------------|
| SDB | Time Sheet | Diff, Tm Sht |
| SDC | Time Sheet | Diff, Tm Sht |
| SDD | Time Sheet | Diff, Tm Sht |
| SDE | Time Sheet | Diff, Tm Sht |
| SDH | Time Sheet | Diff, Tm Sht |
| SDP | Time Sheet | Diff, Tm Sht |
| SDS | Time Sheet | Diff, Tm Sht |
| SDU | PPDB | |
| SDW | Time Sheet | Diff, Tm Sht |
| SED | PPDB | |
| SL* | Time Sheet | Leave Codes |
| SMN | P050 | Expense/Fringe |
| SOT | Time Sheet | Overtime |
| SP | Time Sheet | Leave Codes |
| SPA | Time Sheet | Straight Time |
| SPJ | PPDB | |
| SPP | P050 | Leave Payoffs |
| SQ | PPDB | |
| SSD | P050 | Diff, P050 |
| SST | Time Sheet | Straight Time |
| ST | Time Sheet | Leave Codes |
| STA | Time Sheet | Straight Time |
| STP | P050 | Leave Payoffs |
| SU | Time Sheet | Straight Time |
| SUL | Time Sheet | Leave Codes |
| SVN | P050 | Expense/Fringe |
| SWG | Time Sheet | Leave Codes |
| SW3 | Time Sheet | Leave Codes |
| TAP | Time Sheet | Premium Codes |
| TC | Time Sheet | Straight Time |
| TCD | PPDB | |
| TCM | Time Sheet | Straight Time |
| TCO | Time Sheet | Overtime |
| TE | Time Sheet | Straight Time |
| TEO | Time Sheet | Overtime |
| TLA | P050 | Expense/Fringe |
| TLD | PPDB | |
| TLT | P050 | Expense/Fringe |
| TRD | PPDB | |
| TRT | PPDB | |
| TT | Time Sheet | Straight Time |
| TTO | Time Sheet | Overtime |
| UBB | Time Sheet | Leave Codes |
| UBG | Time Sheet | Leave Codes |
| UBL | Time Sheet | Leave Codes |
| UBM | Time Sheet | Leave Codes |

| Code | Category | Group |
|-------------|-----------------|----------------|
| UBN | Time Sheet | Leave Codes |
| UBP | Time Sheet | Leave Codes |
| UBS | Time Sheet | Leave Codes |
| UST | Time Sheet | Straight Time |
| VA* | Time Sheet | Leave Codes |
| VAL | P050 | Leave Payoffs |
| VAM | P050 | Leave Payoffs |
| VAP | P050 | Leave Payoffs |
| VAQ | P050 | Leave Payoffs |
| VF | Time Sheet | Leave Codes |
| WC | P050 | Special Pymts |
| WE | Time Sheet | Straight Time |
| WEO | Time Sheet | Overtime |
| WID | PPDB | |
| WIT | Time Sheet | Diff, Tm Sht |
| WL | Time Sheet | Leave Codes |
| WMD | PPDB | |
| WOC | PPDB | |
| WSD | Time Sheet | Diff, Tm Sht |
| XHD | Time Sheet | Diff, Tm Sht |
| XSI | Time Sheet | Premium Codes |
| XSO | Time Sheet | Overtime |
| XSP | Time Sheet | Premium Codes |
| XT | Time Sheet | Leave Codes |
| YDD | Time Sheet | Diff, Tm Sht |
| ZCB | P050 | Lump Sum |
| ZIR | P050 | Lump Sum |
| ZOC | P050 | Lump Sum |
| ZOT | P050 | Lump Sum |
| ZSD | P050 | Lump Sum |
| ZST | P050 | Lump Sum |
| ZTR | P050 | Expense/Fringe |
| ZTV | P050 | Expense/Fringe |