

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 DIF	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.

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 WTHR	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 to report mandatory overtime, including 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
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

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.

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
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
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

OSPA Code	PTB2 Description	Detail Description	OT Code	Add To¹²
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
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 To¹³
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
MIR	NTX INST RMP	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for instate travel for professional development activities. Paid at the reduced 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
MIF	NTX INST FMP	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for instate travel for professional development activities. Paid at the full rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan.	N
MOR	NTX OTST RMP	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for out-of-state travel for professional development activities. Paid at the reduced rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan	N
MOF	NTX OTST FMP	Code used to pay mileage reimbursements to employees through OSPA for the use of a private vehicle for out-of-state travel for professional development activities. Paid at the full rate under OAM 40.10.00 Statewide Travel Plan, effective 1/1/12. Nontaxable / accountable plan.	N
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
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

OSPA Code	PTB2 Description	Detail Description	OT Code
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. See http://www.irs.gov/businesses/article/0,,id=178025,00.html	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. See http://www.irs.gov/businesses/article/0,,id=178025,00.html	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 a negative amount. Calculated in Section C of the PEBB Domestic Partner Worksheet when a part-time or job share employee has part-time medical insurance for a domestic partner and/or the partner's children. Only make an entry on the P050 screen if Section C.3 is negative. Reduces the employee's FICA, FIT and SIT subject wages and withholding.	N
DPS	DP SCHG BENF	Entered as a positive amount. Taxable non-cash adjustment for the fair market value (determined by PEBB) of PEBB surcharge(s) attributed to a domestic partner. Calculated in Section D of the PEBB Domestic Partner Worksheet.	N
DPT	DP TAX BENEF	Entered as a positive amount. Taxable non-cash adjustment for the fair market value (determined by insurance carriers) of domestic partner medical, vision or dental insurance. Calculated in Section B of the PEBB Domestic Partner Worksheet.	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
HET	HOTEL EX TX	To record non-cash taxable hotel expense when an employee charged hotel expenses to a SPOTS card and did not report the costs within 60 days. Agency 41500, Oregon Youth Authority, only for SPOTS card pilot program. WR#3927	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

OSPA Code	PTB2 Description	Detail Description	OT Code
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
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

OSPA Code	PTB2 Description	Detail Description	OT Code
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
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

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

OSPA Code	PTB2 Description	Detail Description	OT Code
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
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

OSPA Code	PTB2 Description	Detail Description	OT Code
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

OSPA Code	PTB2 Description	Detail Description	OT Code
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	AMRCRP 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 PROJCT	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
HET	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	

Code	Category	Group
LWT	Time Sheet	Diff, Tm Sht
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
MIF	P050	Expense/Fringe
MIR	P050	Expense/Fringe
MKL	Time Sheet	Leave Codes
MKP	P050	Leave Payoffs
ML*	Time Sheet	Leave Codes
MOF	P050	Expense/Fringe
MOR	P050	Expense/Fringe
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

Code	Category	Group
PB*	Time Sheet	Leave Codes
PD	P050	Volunteer
PDA	P050	Volunteer
PDB	P050	Volunteer
PDL	P050	Expense/Fringe
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

Code	Category	Group
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
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

Code	Category	Group
TTO	Time Sheet	Overtime
UBB	Time Sheet	Leave Codes
UBG	Time Sheet	Leave Codes
UBL	Time Sheet	Leave Codes
UBM	Time Sheet	Leave Codes
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