PAYROLL CODE DEFINITIONS

Pay Code

016 - Positive hours. For Food Services employee use only.

030 - Time worked over 12 hours/day. Report actual overtime hours worked, do not multiply by 2.

031 - Working with Contractors pay will be additional half of employee's straight time rate. (For Unit A employee use only.)

032 - Time worked over the regularly scheduled hours/day or 40 hours/week. Report actual overtime hours worked, do not multiply by 1.5.

033 - Working with Contractors-OT pay, will be additional 0.75 of employee's straight time rate. (For Unit A employee use only).

034 - Extra straight time worked for employee whose contract is less than 100%. For Unit A and Unit 1 employee use only.

035 - Extra straight time worked for employee whose total hours are more than 174 hours. For Food Services Employees Only.

050 - Hazardous-regular pay. Hours worked during regular scheduled hours, will be paid at 3 times the regular rate. (For UNIT A employee use ONLY)

052 - Modified hazardous-regular pay. Hours worked during regular scheduled hours, will be paid at 2 times the regular rate. (For UNIT A employee use ONLY)

057 - Hazard Pay OfT. Hours worked during OfT hours, will be paid at 4.5 times the regular rate. (For Unit A employee use ONLY)

058 - Mod Hz Pay-OfT. Hours worked during OfT hours, will be paid at 3 times the regular rate. (For Unit A employees use ONLY)

150 - Holiday pay. For Food Services employee use only.

170 - Vacation pay.

180 - Sick pay.


240 - Bereavement leave. Employee must state relationship:

255 - Industrial Leave. Employee must file with campus health counselor or District. Human Resource Office a claim of injury and obtain a physician's authorization for disability.

260 - Jury duty. Employee must submit to Payroll a copy of the court document.

270 - Overtime worked for compensatory time.

290 - Compensatory time taken. Hours used against overtime work accrued under code 270.

300 - Personal leave.

400 - Furlough.

420 - Unpaid leave. Supervisor must submit to Payroll and Personnel employee's request as approved.

450 - Unauthorized absence.

460 - Suspension