

The Body

Different hours codes are as follows:

01000 - Begin tour	05609 - Sick leave
01100 - Move	- Late
01200 - Out to lunch	05611 - Sick leave
01300 - In from lunch	- Restricted
01400 - End tour	05697 - Sick leave
02400 - AWOL	- Dependent Care
02409 - AWOL - Late	05698 - Sick leave
03000* - Full LWOP hours	- FMLA Dependent Care
(generated at mainframe)	05699 - Sick leave
03100* - Partial LWOP hours	- FMLA Self
(generated at mainframe)	05700* - Holiday work
03200 - Telephone time	05800 - Holiday leave
03300* - Guarantee telephone time	05900 - Part day LWOP
03400 - Beeper time	05901 - Part day LWOP
03500* - Extra straight time	- In lieu of SL
03600* - Guarantee telephone OT	05902 - Part day LWOP
03800 - Extra 50% (adjustments only)	- Proffered
03900 - Extra Straight Time	05903 - Part day LWOP
(adjustments only)	- Personal
04300* - Penalty Overtime Payment	05904 - Part day LWOP
04400 - Military LWOP	- Other
04600 - Donated leave - personal	05905 - Part day LWOP
04700* - Rural free Saturday	- Maternity
04800 - Holiday schedule premium	05906 - Part day LWOP
04900 - OWCP Regular LWOP hours	- Suspension
04999 - OWCP FMLA LWOP hours	05907 - Part day LWOP
05000* - Rural carrier trips	- Union Official
05100* - Rural carrier actual hours	05908 - Part day LWOP
05200* - Work hours	- Suspending term
05300* - Overtime hours	05909 - Part day LWOP
05400 - Night work premium hours	- Late
05500 - Annual leave - Regular	05959 - Part day LWOP
05501 - Annual leave - In lieu of SL	- System-generated
05509 - Annual leave - Late	05999 - Part day LWOP
05510 - Annual leave - Emergency	- FMLA
(aka EAL)	06000 - Full day LWOP
05599 - Annual leave - FMLA	06001 - Full day LWOP
05600 - Sick leave - Regular	- In lieu of SL



The Body

Hours codes continued from the previous page:

06002 - Full day LWOP – Proffered	08000 - Relocation leave
06003 - Full day LWOP – Personal	08100 - Civil disorder leave
06004 - Full day LWOP – Other	08200 - Travel within schedule
06005 - Full day LWOP – Maternity	08300 - Travel outside schedule
06006 - Full day LWOP – Suspension	08400 - Union official leave
06007 - Full day LWOP – Union Official	08500 - Voting leave
06008 - Full day LWOP – Suspending term	08600 - Other paid leave
06009 - Full day LWOP – Late	08800 - Non-bargain reschedule premium
06099 - Full day LWOP – FMLA	08900 - Postmaster Org. leave
06100 - Court Leave	09000 - Higher level authorization
06200* - Guarantee time	09100 - OT Auth
06300* - TE cross-foot (also for code 035)	09101 - OT Auth – Before Sched Tour
06500 - Meeting time	09102 - OT Auth – After Sched Tour
06600 - Convention leave	09103 - OT Auth – Full Tour
06700 - Military leave	09104 - OT Auth – Before Sched Tour, Out of Schedule
06800* - Guarantee overtime	09105 - OT Auth – After Sched Tour, Out of Schedule
06900 - Blood donor leave	09100 - OT Auth – Full Tour, Out of Schedule
07000 - Stewards duty time	09200 - Disallow guarantee time
07100 - Continuation of pay leave	09300 - No lunch punch
07199 - Continuation of pay leave – FMLA	
07200 - Sunday premium	
07300 - Out of schedule premium	
07400 - Christmas work	
07600* - Non-scheduled cross-foot	
07700 - Civil defense leave	
07800 - Act of nature leave	
07900 - Veterans funeral leave	

* Indicates system-generated rings, not input in the Clock Ring Editor or EBR.

This list is a compilation of codes from various sources



8. H. Hours Code Definitions

Hours code:	A/S/N *	Description
024	A	AWOL
028	N	Holiday/ Annual leave
030	A	Full LWOP hours System generated
031	A	Partial LWOP hours System generated
032	N	Teletime
033	N	Guarantee Teletime
034	N	Beeper Time
035	S	Extra Straight Time (EAS % Special Exempt)
036	N	Guarantee Tele overtime
038	N	Extra 50% premium
039	N	Extra 100% premium
043-00	S	Penalty overtime
044-00	A	Military LWOP
045-00	A	Family leave share
046-00	A	Donated leave
048-00	N	Holiday scheduling premium
049-00	A	OWCP LWOP hours
049-99	A	FMLA OWCP LWOP hours
052-00	A	Work hours
053-00	S	Overtime
054-00	N	Nightwork
055-00	A	Annual leave
055-99	A	Annual leave - FMLA
056-00	A	Sick leave
056-97	A	Sick leave – dependent care
056-98	A	Sick leave – FMLA dependent care
056-99	A	Sick leave - FMLA
057-00	S	Holiday work

Hours code:	A/S/N *	Description
058-00	A	Holiday leave
059-00	A	Partial day LWOP
059-99	A	Partial day LWOP – FMLA
060-00	A	Full day LWOP
060-99	A	Full day LWOP – FMLA
061-00	A	Court leave
062-00	A	Guarantee time
063-00	S	EAS/TE emp crossfoot
065-00	N	Meeting time
066-00	A	Convention leave
067-00	A	Military leave
068-00	S	Guarantee overtime
069-00	A	Blood donor leave
070-00	N	Stewards duty time
071-00	A	Continuation of pay leave
071-99	A	COP – FMLA
072-00	N	Sunday premium
073-00	N	Out of schedule premium
074-00	S	Christmas work
075-00	A	Loaned to hours
076-00	A	Non-scheduled time
077-00	A	Civil defense leave
078-00	A	Act of nature leave
079-00	A	HQ Authorized Admin LV
080-00	A	Relocation leave
081-00	A	Civil disorder leave
082-00	N	Travel inside of schedule
083-00	N	Travel outside of schedule
084-00	A	Union official LWOP
085-00	A	Voting leave
086-00	A	Other paid leave
088-00	N	Non-bargaining reschedule premium
089-00	N	Postmaster org leave

"A" = hours are added to the crossfoot,
 "S" = hours are subtracted from the crossfoot,
 "N" = hours have no effect.

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8.1. Pay Codes – Non-Rural employees

Pay Codes – Non-Rural employees				
<i>Pay Code Descriptions</i>	<i>Clock Ring Editor</i>	<i>Timecard Entry Module</i>	<i>Manual 2240's</i>	<i>Adjust Pay</i>
Annual Leave - FMLA	055-99	055 & 001	055 & 001	055-99
Sick Leave - FMLA	056-99	056 & 002	056 & 002	056-99
Continuation of Pay (COP) - FMLA	071-99	071 & 003	071 & 003	071-99
IOD-OWCP LWOP - FMLA	049-99	049 & 004	049 & 004	049-99
Part Day LWOP - FMLA	059-99	059 & 005	059 & 005	059-99
Full Day LWOP - FMLA	060-99	060 & 006	060 & 006	060-99
Sick Leave Dependent Care - FMLA	056-98	056 & 007	056 & 007	056-98
Sick Leave Dependent Care - Non FMLA	056-97	056 & 008	056 & 008	056-97
Absence Without Leave - AWOL	024-00	024	024	024
Wounded Warrior Act Leave (WWA)	027-00	027	027	027
Annual Leave in Lieu of Holiday Leave	028-00	028	028	028
TACS Generated Full Day LWOP	060-60	NA	060	060
TACS Generated Part Day LWOP	059-59	NA	059	059
Mainframe Generated Full Day LWOP	***	030	030	030
Mainframe Generated Part Day LWOP	***	031	031	031
Teletime	NA	032	032	032
Guarantee Teletime	NA	033	033	033
Beeper Time	NA	034	034	034
Extra Straight Time (FLSA Exempt-Special)	*	035	035	035
Guarantee Teletime Overtime	NA	036	036	036
Extra 50% Premium (Adjustment only)	NA	NA	038	038
Extra Straight Time (Adjustment only)	NA	NA	039	039
Penalty Overtime	*	043	043	043
Military LWOP	044-00	044	044	044
Leave Share - Family (Future)	045-00	045	045	045
Donated Leave	046-00	046	046	046
Holiday Scheduling Premium	048-00	048	048	048
IOD-OWCP LWOP - Non FMLA	049-00	049	049	049
Work Hours	*	052	052	052
Overtime	*	053	053	053
Night Differential	054 or **	054	054	054
Annual Leave - Non FMLA	055-00	055	055	055
Sick Leave - Non FMLA	056-00	056	056	056
Holiday Work	*	057	057	057
Holiday Leave	058	058	058	058

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HQ Payroll
 RESTRICTED INFORMATION
 AdjustPay User Guide revision 02/09/2017

<i>Pay Code Descriptions</i>	<i>Clock Ring Editor</i>	<i>Timecard Entry Module</i>	<i>Manual 2240's</i>	<i>Adjust Pay</i>
Part Day LWOP - Non FMLA	059-00	059	059	059
Full Day LWOP - Non FMLA	060-00	060	060	060
Court Leave	061	061	061	061
Guarantee Time	062	062	062	062
Leave/No-OT Crossfoot	***	063	063	063
Meeting Time	*	065	065	065
Postmaster Convention Leave	066	066	066	066
Military Leave	067-00	067	067	067
Guarantee Overtime	068	068	068	068
Blood Donor Leave	069	069	069	069
Stewards Duty Time	*	070	070	070
Continuation of Pay (COP) - Non FMLA	071-00	071	071	071
Sunday Premium	072 or **	072	072	072
Out of Schedule Overtime Premium	073	073	073	073
Christmas Work	074	074	074	074
Loaned To Hours (No longer used)	NA	NA	NA	NA
Non-Scheduled (Cross foot hours)	***	076	076	076
Civil Defense Leave	077	077	077	077
Act of Nature Leave	078	078	078	078
HQ Authorized Admin Leave	079	079	079	079
National Day of Mourning	079-02	079	079	079-02
Relocation Leave	080	080	080	080
Civil Disorder Leave	081	081	081	081
Travel Within Scheduled Hours	082	082	082	082
Travel Outside Scheduled Hours	083	083	083	083
Union Official Leave	084	084	084	084
Voting Leave	085	085	085	085
Other Paid Leave (Administrative Leave)	086	086	086	086
Nonbargaining Rescheduling Premium	088	088	088	088
Postmaster Organization Leave	089	089	089	089

^ system generated based on clock rings

** system generated based on clock rings and/or leave entry

*** system generated based upon all work credits in CRE

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Designation/Activity Codes

(Updated 2017)

	CLERKS	MAILHANDLERS	CITY CARRIERS	
FTR (Traditional)	11-0	12-0	13-4	
FTR (NTFT)	21-0			
FTR (NT FLEX)	21-5			
PTR		32-0	33-4	
PTF	41-0	42-0	43-4	
Holiday Clerk Asst	31-7			
PSE (REC)	81-2			
PSE (Non-Window)	81-3			
PSE (Window)	81-4			
PSE (New Work)	81-8			
Mailhandler Casual		62-0		
Mailhandler Assistant		82-0		
City Carrier TE			83-4	
City Carrier Assistant			84-4	
MAINTENANCE				
	Building Services	Bldg & Plant Equipment	Post. Op. Equipment	Admin.
FTR	16-6	16-7	16-8	16-9
PTR	36-6	36-7	36-8	36-9
Supervisor	06-6	06-7	06-8	06-9
MOTOR VEHICLE				
	VMF Mechanics & Analysts	VMF Garagemen & Jr. Mechanics	Vehicle Operators	VMF Admin.
FTR	15-1	15-2	13-5	15-3
NTFT	25-1	25-2	23-5	25-3
PTF	45-1	45-2	43-5	45-3
PSE	85-1	85-2	83-5	85-3
Supervisor				05-3
RURAL CARRIERS				
		Regular Rural Carrier	71-0	
		Temp Relief Carrier	70-0 or 70-1	
		Asst Rural Carrier (ARC)	70-5	
		Sub RC	72-0 or 73-0	
		Rural Carrier Assoc (RCA)	74-0, 78-0 or 79-0	
		Rural Carrier Relief (RCR)	75-0	
		Rural Part-Time Flex	76-0	
		Rural Auxiliary Carrier	77-0	
		Emgncy Sub Rural Carier	90-0 or 99-0	
POSTMASTERS AND SUPERVISORS				
	Postmasters	Officers-In-Charge	Supervisors	Prof & Tech
FTR	08-0	88-0	09-0	19-0
PTR	38-0			
PMR	58-0			
Temporary	58-9			59-0