

Earn Code	Description	Mult Fac	CTLA*	FLSA+	Add Gross	Add to Tot Hrs	Definition
ADE	Leave-Administrative-Exempt	1.00	+	-	Y	Y	Use in conjunction with KAR 1-9-19 (Relief from Duty). (see K.A.R. 1-2-74) - Exempt Employees
ADJ	Adjustment-Establish Arrearage	1.00	-	-	Y	N	Used by A&R only-arrearage for adjustment processing
ADM	Leave-Administrative	1.00	+	-	Y	Y	Use in conjunction with KAR 1-9-19 (Relief from Duty). (see K.A.R. 1-2-74)
ADT	Adjustment-Net of Taxes	1.00	-	-	Y	N	Used by A&R only-for manual adjustments
ADV	Advance Earnings	1.00	-	-	Y	N	Computer Generated Earnings Advancement
AVD	Leave-Advancement	1.00	+	-	Y	Y	Leave Advancement for purposes listed in Ex. Order 09-08 and Bulletin 09-05. Eff 10/18/09
AVE	Leave-Advancement Exempt	1.00	+	-	Y	Y	Leave Advancement for purposes listed in Ex. Order 09-08 and Bulletin 09-05. Eff 10/18/09 - Exempt Employees
BAO	Overtime-IT Bonus-SkillsAcqsn	1.00	-	-	Y	N	Computer Generated OT diff due-for IT Skills Acquisition Bonus
BDM	Board Member Daily Pay	1.00	-	-	Y	N	For use by all Board Members. Ensure Comp Rate is accurate on Job Data. Enter 1's not dollar amounts
BMO	Overtime-IT Bonus-MssnCrtcSkls	1.00	-	-	Y	N	Computer Generated OT diff due-for IT Mission Critical Skills Bonus
BOA	IT Bonus-Skills Acquisition	1.00	-	-	Y	N	Use for approved IT positions only-enter on Bonus Pay page. Ex. Order 02-326
BOM	IT Bonus-Mission Critical Skls	1.00	-	-	Y	N	Use for approved IT positions only-enter on Bonus Pay page. Ex. Order 02-326
BON	Bonus	1.00	-	-	Y	N	Used by unclassified ee's. May be used by classified ee's if allowed by specific Executive Directives
BOP	IT Bonus-Mission Critical Proj	1.00	-	-	Y	N	Use for approved IT positions only-enter on Bonus Pay page. Ex. Order 02-326
BOR	Bonus-Recruitment	1.00	-	-	Y	N	Use for approved positions only-enter on Bonus Pay page. Ex. Order 02-326
BOS	Bonus-Signing	1.00	-	-	Y	N	Use for approved positions only-enter on Bonus Pay page. Ex. Order 02-326
BPO	Overtime-IT Bonus-MssnCrtcProj	1.00	-	-	Y	N	Computer Generated OT diff due-for IT Mission Critical Project Bonus
BRO	Overtime-Bonus-Recruitment	1.00	-	-	Y	N	Computer Generated OT diff due-for Recruitment Bonus
BSO	Overtime-Bonus-Signing	1.00	-	-	Y	N	Manually Calculated OT diff due-for Signing Bonus
BUS	Taxable Employee Business Exp	1.00	-	-	Y	N	Subsistence payment mainly used by legislature-will add to pay
CBC	Compensatory Time-Call Back	1.00	+	-	N	Y	If called into work and ee is at FLSA max and wants comp time earned (see K.A.R. 1-5-25)
CBN	Call Back Pay-Minimum Hours	1.00	+	-	Y	Y	If called in & work < 2 hours, use this code with CBP to = 2 hrs (see K.A.R. 1-5-25)
CBO	Overtime-Call Back Pay	1.50	+	-	Y	Y	If called into work and ee is in overtime status (see K.A.R. 1-5-25)
CBP	Call Back Pay	1.00	+	+	Y	Y	If called into work and not in overtime status-enter actual hours worked (see K.A.R. 1-5-25)
CM1	Compensatory Time-Earned 1.0	1.00	+	-	N	Y	Used for employees not covered by FLSA-Do not use for ex or non-ex ee's
CME	Compensatory Time-Earned 1.5	1.00	+	-	N	Y	Hours above FLSA limit, entered at straight time/adds to balance at 1.5 (see K.A.R. 1-5-24)
CMT	Leave-Comp Time Taken	1.00	+	-	Y	Y	Reduces comp time balance by the number of hours entered (see K.A.R. 1-5-24)
CNT	Contractual Pay	1.00	-	-	Y	N	FLSA Non covered unclassified employees to record pay associated with a contract
CSI	Corrections-Supervise Inmates	1.00	-	-	Y	N	For Dept. of Corrections only. Manual calculation of two pay grade differential
CTE	Leave-Comp Time Taken-NonCvrd	1.00	+	-	Y	Y	Use for Salaried Non-Covered Ee's only. Reduces comp time balance by the number of hours entered
CTK	Comp Time Payout-No KPERS	1.00	-	-	Y	N	At Separation only, use for comp time payout of ee's whose KPERS membership date is on or after July 1, 1994
CTP	Comp Time Payout	1.00	-	-	Y	N	Use for comp time payout of ee's whose KPERS membership date is prior to July 1, 1994.
DAA	Award-Distinguished Accomplishment	1.00	-	-	Y	N	Discretionary. Enter directly on timesheet. Info Circ 03-P-012 & <a href="http://da.state.ks.us/ps/subject/award/default.htm">http://da.state.ks.us/ps/subject/award/default.htm</a>
DDE	Leave-Discretionary Day-Exempt	1.00	+	-	Y	Y	Enter appropriate number of hrs for eligible exempt employees. Only use on one day. Exempt Employees
DDY	Leave-Discretionary Day	1.00	+	-	Y	Y	Enter appropriate number of hrs for eligible non-exempt ee's. Only use on one day
DIS	Leave-Disaster	1.00	+	-	Y	Y	Used for Class/Unclass ee who is a certified disaster service volunteer of Am Red Cross (KAR 1-9-24)
DNE	Leave-Donor-Exempt	1.00	+	-	Y	Y	Paid donor lve for certain benefits elig ee's covered by Exec. Order 2001-02 - Exempt Employees
DON	Leave-Donor	1.00	+	-	Y	Y	Paid donor lve for certain benefits elig ee's covered by Exec. Order 2001-02 - Non Exempts
DSE	Leave-Disaster-Exempt	1.00	+	-	Y	Y	Used for Class/Unclass ee who is a certified disaster service volunteer of Am Red Cross -Exempt Employees
DST	Daylight Saving Time	1.00	+	-	Y	Y	1 hr when DST begins for non exempts scheduled during actual time chg
EMG	Emergency Pay	1.00	-	-	Y	N	Used by 276 (KDOT) only-adds to exempt ee's salary. Executive Directive 95-244 & 01-305
ENO	Overtime-Award-EE Sugg-NCR	1.00	-	-	Y	N	Computer Generated OT differential due-for ESN (Employee Suggestion Award, No Cost Reduction)
EPO	Overtime-Award-EE Suggestion	1.00	-	-	Y	N	Computer Generated OT differential due-for ESP (Employee Suggestion Award)
ESN	Award-EE Sugg-NoCostReduction	1.00	-	-	Y	N	Do Not Enter on Timesheet. Enter on Bonus Pay page. EE Sugg Program: <a href="http://da.state.ks.us/suggest.htm">http://da.state.ks.us/suggest.htm</a>
ESP	Award-Employee Suggestion	1.00	-	-	Y	N	Do Not Enter on Timesheet. Enter on Bonus Pay page. EE Sugg Program: <a href="http://da.state.ks.us/suggest.htm">http://da.state.ks.us/suggest.htm</a>
FBN	Fringe Benefit Income	1.00	-	-	N	N	Amt does not add to gross-but is added to ee's W-2 taxable gross
FGF	Foster Grandparent-Federal	1.00	+	-	Y	Y	Used by 363 (KNI) only; not subject to State & Fed taxes or FICA
FGS	Foster Grandparent-State	1.00	+	+	Y	Y	Used by 363 (KNI) only, subject to State & Fed taxes, but not FICA
FNE	Leave-Funeral-Exempt	1.00	+	-	Y	Y	Hours entered for death of close relative up to max per K.A.R. 1-9-12 - Exempt Employees
FNL	Leave-Funeral	1.00	+	-	Y	Y	Hours entered for death of close relative up to max per K.A.R. 1-9-12
FU1	Furlough	1.00	+	-	N	N	Leave without pay for hrly ee's per K.A.R. 1-14-11
FWP	Leave-Without Pay-FMLA	1.00	-	-	N	N	For limited use only. Contact the Division of Personnel Services to approve usage of this code.
HBP	Facil Closure-Hlth Cre BnPyout	1.00	-	-	Y	N	For certain hospital closure ee's only: payment of health care benefits

\*Counts Toward Leave Accrual  
+Fair Labor Standards Act

Earn Code	Description	Mult Fac	CTLA*	FLSA+	Add Gross	Add to Tot Hrs	Definition
HCC	Holiday Credit-Comp-1.0	1.00	+	-	N	Y	Holiday comp time holiday credit - banked at the 1.0 rate K.A.R. 1-9-2
HCE	Leave-Hol Comp Time TakenExmpt	1.00	+	-	Y	Y	Reduces Holiday Comp Time hours by the number of hours entered - Exempt Employees K.A.R. 1-9-2
HCF	Holiday Worked-Comp-Exempt-1.0	1.00	+	-	N	Y	Flat hol comp for exempts who work on hol-banked at straight rate-ex 4=4-agency opt K.A.R. 1-9-2
HCN	Holiday Credit-Paid-NotSchd	1.00	+	-	Y	Y	Used when holiday does not fall in ee's reg work schedule for holiday credit - Hrs ermd for a holiday K.A.R. 1-9-2
HCP	Holiday Worked-Comp-1.5	1.00	+	+	N	Y	Premium Holiday Comp Time hours for hours worked on holiday - Adds to bal at 1.5 rate K.A.R. 1-9-2
HCT	Leave-Holiday Comp Time Taken	1.00	+	-	Y	Y	Reduces Holiday Comp Time hours by the number of hours entered K.A.R. 1-9-2
HCV	Holiday Premium-Comp-.5	0.50	-	-	N	Y	Hrs in overtime status worked on the Holiday & added to holiday comp bal at .5 rate K.A.R. 1-9-2
HDC	Holiday Credit-Paid-1.0	1.00	+	-	Y	Y	Hrs earned for a holiday. If not used on actual holdy, enter as HCC. When use, enter HCT K.A.R. 1-9-2
HDE	Holiday Credit-Paid-Exempt	1.00	+	-	Y	Y	Hrs earned for a holiday-if not used on actual holdy-enter as HCC-when use, enter HCE - Exempt K.A.R. 1-9-2
HDF	Holiday Worked-Paid-Exempt-1.0	1.00	+	-	Y	N	Flat dollar amt to compensate exempts working on the holiday-agency option K.A.R. 1-9-2
HDP	Holiday Worked-Paid-1.5	1.50	+	+	Y	Y	Premium Holiday Pay for working on the holiday K.A.R. 1-9-2
HDV	Holiday Premium-Paid-.5	0.50	-	-	Y	Y	Hrs in overtime status worked on the Holiday & paid as holiday premium pay at .5 rate K.A.R. 1-9-2
HOC	Holiday Credit-Comp1.0 - FLSA	1.00	+	+	N	Y	Holiday comp time credit - banked at the 1.0 rate. Cnts toward FLSA 9/2000 K.A.R. 1-5-24 KOSE MOA
HON	Holiday Credit-Pd-NotSchd - FLSA	1.00	+	+	Y	Y	Use when hol doesn't fall in ees reg work sched-Hrs ermd for holiday Cnts toward FLSA 9/00 1-5-24 KOSE MOA
HO0	Holiday Credit-Paid1.0 - FLSA	1.00	+	+	Y	Y	Hrs ermd for a holiday. Counts Toward FLSA 9/00 K.A.R. 1-5-24 KOSE MOA
HTK	Holiday Comp Payout-No KPERs	1.00	-	-	Y	N	At Separation only, use for Hol comp time payout for ee's whose KPERs membership date is on or after 070194
HTP	Holiday Comp Time Payout	1.00	-	-	Y	N	Use for Hol comp time payout for ee's whose KPERs membership date is prior to July 1, 1994
IAO	Overtime-Award-InnovationEESug	1.00	-	-	Y	N	Computer Generated OT differential due-for ISA (Innovation EE Suggestion Award)
INA	Innovation Award	1.00	-	-	Y	N	Discretionary. Enter directly on timesheet. Info Circ 03-P-012 & <a href="http://da.state.ks.us/ps/subject/award/default.htm">http://da.state.ks.us/ps/subject/award/default.htm</a>
INC	Incentive Earnings	1.00	-	-	Y	N	Used by agency 034 only. Certified Hazmat Tech Incentive Pay Agency 10/01/06
INE	Leave-Injury-Exempt	1.00	+	-	Y	Y	Job Injury Leave per K.A.R. 1-9-22 - Exempt Employees
INJ	Leave-Injury	1.00	+	-	Y	Y	Job Injury Leave per K.A.R. 1-9-22
ISA	Award-Innovation EE Suggestion	1.00	-	-	Y	N	Do Not Enter on Timesheet. Enter on Bonus Pay page. EE Sugg Program: <a href="http://da.state.ks.us/suggest.htm">http://da.state.ks.us/suggest.htm</a>
IWE	Leave-Inclement Weather-Exempt	1.00	+	-	Y	Y	Lve recorded when Incl. Wthr declared by Gov or designee accord to Inclement Weather Policy- Exempt Ees
IWN	Leave-Inclement Weather	1.00	+	-	Y	Y	Lve recorded when Inclement Weather declared by Gov or designee according to Inclement Weather Pol.
JRE	Leave-Jury Duty-Exempt	1.00	+	-	Y	Y	Jury duty entered in qtr hr increments per K.A.R. 1-9-8 - Exempt Employees
JRY	Leave-Jury Duty	1.00	+	-	Y	Y	Jury duty entered in qtr hr increments per K.A.R. 1-9-8
KME	Kansas Mentor Program - Exempt	1.00	+	+	Y	Y	Up to 90 minutes per pay period w/ approved Gold Star Partner. Bulletin 08-03; Ex. Order 08-10 Exempt
KMP	Kansas Mentor Program	1.00	+	+	Y	Y	Up to 90 minutes per pay period w/ approved Gold Star Partner. Bulletin 08-03; Ex. Order 08-10
KOE	Leave-Union Business-Exempt	1.00	+	-	Y	Y	Leave for KOSE Union Reps used in 1 hour increments. Shall not exceed 1200 hrs total usage/yr - Exempt Ees
KOS	Leave-Union Business	1.00	+	-	Y	Y	Leave for KOSE Union Reps used in 1 hour increments. Shall not exceed 1200 hrs total usage/yr. Eff 05/18/08
KQA	Kansas Quality Management Awrd	1.00	-	-	Y	N	Discretionary. Enter directly on timesheet. Info Circ 03-P-012 & <a href="http://da.state.ks.us/ps/subject/award/default.htm">http://da.state.ks.us/ps/subject/award/default.htm</a>
LEG	Legislative Allowance	1.00	-	-	Y	N	Used for Legislative Branch ee's only
LEX	Overtime-LegislativeNotCovered	1.00	-	-	Y	N	Used for Legislative Branch ee's only to report legis. salaried ee's overtime
LGP	Legislative Daily Pay	1.00	-	-	Y	N	For use by Legislators only. Ensure Comp Rate is accurate on Job Data. Enter 1's not dollar amounts
LLP	Legislative Leader Pay	1.00	-	-	Y	N	Used for Legislative Branch ee's only
LNA	Length of Service Award	1.00	-	-	Y	N	Discretionary. Enter directly on timesheet. Info Circ 03-P-012 & <a href="http://da.state.ks.us/ps/subject/award/default.htm">http://da.state.ks.us/ps/subject/award/default.htm</a>
LNG	Longevity Bonus Pay	1.00	-	-	Y	N	Automatically defaults into Time Sheet/based on Service Date
LWP	Leave-Without Pay	1.00	-	-	N	N	For exempt ee's only-enter in full day increments-don't use for non-exempt ee
MAC	Meet/Confer DofA Authorized	1.00	+	-	Y	Y	Used in rare cases during meet & confer. <u>Must</u> be authorized by the Department of Administration
MAE	Meet/Confer-DofA Auth.-Exempt	1.00	+	-	Y	Y	Used in rare cases during meet & confer. <u>Must</u> be authorized by the DofA - Exempt Employees
MDP	Military Differential Pay	1.00	-	-	Y	N	Used in rare cases when military pay is less than State pay. Refer to Bulletin 09-02 & Info Circ 09-P-021. Eff 01/09
MIE	Leave-Military Duty-Exempt	1.00	+	-	Y	Y	Used for exempt ee's-refer to KAR 1-9-7a, 1-9-7b & 1-9-7c - Exempt Employees
MIL	Leave-Military Duty	1.00	+	-	Y	Y	Used for non-exempt ee's-refer to KAR 1-9-7a, 1-9-7b & 1-9-7c
MSA	Award-Meritorious Service	1.00	-	-	Y	N	Discretionary. Enter directly on timesheet. Info Circ 03-P-012 & <a href="http://da.state.ks.us/ps/subject/award/default.htm">http://da.state.ks.us/ps/subject/award/default.htm</a>
MVG	Moving Expense-Non-Taxable	1.00	-	-	N	N	Used by A&R only for reporting purposes
MVT	Moving Expense-Taxable	1.00	-	-	Y	N	Report taxable moving expenses not excluded from gross income.
NGP	National Guard Emergency	1.00	-	-	Y	Y	Agency 034 only-Daily rate paid for emergency work; not subject to FICA
NGR	National Guard Regular	1.00	-	-	Y	Y	034 only-Daily rte pd for 1 day-entered on Job Data 2 page, comp rate field
NMA	Non-Monetary Award	1.00	-	-	N	N	Discretionary. Enter directly on timesheet. Info Circ 03-P-012 & <a href="http://da.state.ks.us/ps/subject/award/default.htm">http://da.state.ks.us/ps/subject/award/default.htm</a>
NOR	No Response Time	1.00	+	+	Y	Y	Unit 1 Ees only. Supp Agreement w/KOSE. EE sent home expect call back, but wasn't. Circ 09-P-022. Eff 01/2009
ODP	Overtime-Differential Pay	1.00	-	-	Y	N	OT diff due-computer generated - longevity or qlty award bonus pay, KAR 1-5-24(b)2
ORE	Leave-Organization-Exempt	1.00	+	-	Y	Y	Used by DOC FOP Lodge No. 64 certain (covered) parole officer I & II posns. Max 160 hrs/yr statewide Exempts

Earn Code	Description	Mult Fac	CTLA*	FLSA+	Add Gross	Add to Tot Hrs	Definition
ORG	Leave-Organization	1.00	+	-	Y	Y	Used by DOC FOP Lodge No. 64 certain (covered) parole officer I & II positions. Max 160 hrs/yr statewide
OSL	Facil Closure-Opt Sick LvPyout	1.00	-	-	Y	N	For certain hospital closure ee's only:lve bal+hrs accrued-hrs taken in period
OT1	Overtime-.5	0.50	+	-	Y	Y	Used by Division of Printing only
OT2	Overtime-2.0	1.00	+	-	Y	Y	Used by Division of Printing only
OTM	Overtime-Special	1.00	+	-	Y	Y	Manually calculated overtime for unique group of employees including 9pay12 ee's
OTP	Overtime	1.50	+	-	Y	Y	For non-exempt ee's when hrs worked are over FLSA limit. Enter only after reach FLSA threshold
OVH	Overtime Hours-Manual Adjust	0.00	-	-	N	N	Used by Central A&R only
P1H	Pay Diff Hours-Corrections-10%	1.00	-	-	N	N	Used by Dept of Corrections only-10% pay differential for ee's who supervise inmates
P2H	Pay Diff Hours-JJA-LeadWrkr-5%	1.00	-	-	N	N	JJA use only-5% pay diff for eligible JCOI , II, III & Specialist Lead Workers. Exec Dir 99-279 & 01-306
P3H	Pay Diff Hours-JJA-SpecUnit-5%	1.00	-	-	N	N	JJA use only-5% pay diff for eligible JCOI, II, III & Specialist Specialty Unit. Exec Dir 99-279 & 01-304
P4H	Pay Diff Hours-2%	1.00	-	-	N	N	2% pay differential. Exec Dir 07-381
PA1	Patient Employee-FLSA covered	1.00	+	+	Y	Y	Used by state institutions only
PA2	Patient Employee	1.00	-	-	Y	N	Used by state institutions only
PRA	Pay Rate Adjustment	1.00	-	-	Y	N	Used for processing late pay increases including past due + and - changes to the ee's rate of pay
PRB	Personal Reimbursement	1.00	-	-	Y	N	Used by A&R & agency for arrearage collection for active ee's circ 97-P-030
REG	Regular Earnings	1.00	+	+	Y	Y	Regular hours worked that are below the FLSA max
RET	Retention Incentive Earnings	1.00	-	-	Y	N	Use for approved positions only-enter on Bonus Pay page. Ex. Order 02-326
RFD	Relief From Duty With Pay	1.00	+	-	Y	Y	Used by Judicial and Executive Branches only. Others refer to Administrative Leave (ADE/ADM)
RFE	Relief From Duty W/Pay-Exempt	1.00	+	-	Y	Y	Used by Judicial and Executive Branches only. Others refer to Administrative Leave (ADE/ADM)
RTO	Overtime-Retention Incentive	1.00	-	-	Y	N	System generated for KDOT ee's who worked overtime in previous 12 months and are receiving RET
S10	Shift 10-KDOT-\$1.50	1.00	-	-	Y	N	KDOT non-exempt ees only who perform emergency snow removal. Rev Exec Dir 05-363 Effective 08/28/05
S11	Shift 11-KHP-\$0.75	1.00	-	-	Y	N	Used by KHP Executive Directive 03-340 eff 06/08/03 & Wildlife & Parks Exec Dir. 08-392 eff 11/16/08
S12	Pay Prem-Public Accommodation	1.00	-	-	Y	N	Used by KDOT only-\$1.20/hr Public Accommodation Pay Differential. Exec Dir 05-363 Effective 06/05/05
S13	Pay Diff-KCVA-CNA I Meds	1.00	-	-	Y	N	Used by KCVA only - \$1/hr CNA Is for actual hours spent passing medications. Exec Dir 05-363 Effective 07/03/05
S14	Pay Diff-Building Trade Class \$0.30	1.00	-	-	Y	N	Used by certain ee's in "N2" job classes. Ex Dir 06-369
S15	Shift 15-KOSE-\$0.50	1.00	-	-	Y	N	Used by KOSE covered non-exempt ee's who are paid shift. \$0.50. Effective 05/18/2008
S16	Duty Officer Pay-FOP-\$1.25	1.00	-	-	Y	N	Used by DOC Fraternal Order of Police Lodge No. 64 certain (covered) parole officer I & II positions only 8/10
S3H	Shift 3 Hours-10%	1.00	-	-	N	N	Certain Direct Care Staff - Ex. Dir. 94-221
SCE	Leave-Sick-Exempt	1.00	+	-	Y	Y	Entered in 1/2 or full day increments for exempts - Exempt Employees
SCK	Leave-Sick	1.00	+	-	Y	Y	Entered in .25 hour increments for non-exempts
SCP	Senior Companion Pay	1.00	-	-	Y	Y	Used by 629 & 363 only
SET	Settlement Pay	1.00	-	-	Y	N	Usually a one time payment resulting from litigation - adds to pay
SEV	Facil Closure-Severance Pay	1.00	-	-	Y	N	For certain hospital closure ee's only: Sev pay-report as 40, 80, 120 or 160 hrs
SF1	Shift 1	1.00	-	-	Y	N	Certain non-exempt ee's per Ex. Dir. 94-221 , 01-310 & K.A.R. 1-5-28. Amount is .30 per hour
SF4	Shift 4-KSU Only-\$0.40	1.00	-	-	Y	N	Kansas State University Only - For use by eligible ee's in Maintenance and Service Unit W/I KSU
SF5	Shift 5-\$0.30	1.00	-	-	Y	N	K.A.R. 1-5-28 (c); Nursing-Med ee's & Correction ee's who super inmates Ex Dir 94-221/94-216/01-310
SF6	Shift 6-\$0.45	1.00	-	-	Y	N	Division of Printing - Memorandum of Agreement
SF7	Shift 7-\$0.60	1.00	-	-	Y	N	Division of Printing - Memorandum of Agreement
SF9	Shift 9-\$0.50	1.00	-	-	Y	N	Cert Asbestos Removal Ex Dir 01-316, Division of Printing MOA, & Certain ee's at LSH only (Ex Dir 89-134)
SHE	Leave-Shared-Exempt	1.00	+	-	Y	Y	Shared leave hours reported by recipient in 1/2 or full day increments (K.A.R. 1-9-23) - Exempt Employees
SHL	Leave-Shared	1.00	+	-	Y	Y	Shared leave hours reported by recipient in .25 hour increments K.A.R. 1-9-23
SK1	Skill Differential 1-Press Rm	1.00	-	-	Y	N	Skill differential for non-exempt Printing ee's who operate special color press in the press room
SK2	Skill Differential 2-Bindery	1.00	-	-	Y	N	Skill differential for non-exempt Printing ee's who operate selected bindery equipment in the bindery
SK3	Skill Differential 3-Bindery	1.00	-	-	Y	N	Skill differential for non-exempt Printing ee's who operate selected portable & other equipment
SK4	Skill Differential 4-Press Rm	1.00	-	-	Y	N	Skill differential for non-exempt Printing ee's who operate special color press in the press room w/o assistant
SK5	Skill Differential 5-MBO	1.00	-	-	Y	N	Skill differential for non-exempt Printing Bookbinders who operate specific equip. w/o assist & approved by Mgr
SLA	Sick Leave Payout-Accrual Hrs	0.00	-	-	N	N	Use for separating ee. # of hrs ee will accrue this pay perd. Also used for Vac Xfr to Sick at Fiscal Year End
SLK	Sick Leave Payout-No KPERs	1.00	-	-	Y	N	Use for sick leave payout for retiring ee's whose KPERs membership date is on or after July 1, 1994 (03-P-008)
SLP	Sick Leave Payout	1.00	-	-	Y	N	Use for sick leave payout for retiring ee's whose KPERs membership date is prior to July 1, 1994
SLR	Sick Leave Payout-Remainder	0.00	-	-	N	N	Used for retiring ee. Hours remaining after payout is calculated
SLS	Sick Leave Payout-Service Hrs	0.00	+	-	N	N	The number of hours this pay period that count toward leave accrual
SLV	Sick Leave Payout - Voluntary	1.00	-	-	Y	N	Voluntary Retirement Incentive Program sick leave payout for retiring ee's w/pre 070194 KPERs member dt
SLX	Sick Leave Payout-Vol-No KPERs	1.00	-	-	Y	N	Voluntary Retirement Incentive Program sick leave payout for retiring ee's w/KPERs mem dt on/after 070194

\*Counts Toward Leave Accrual  
+Fair Labor Standards Act

Earn Code	Description	Mult Fac	CTLA*	FLSA+	Add Gross	Add to Tot Hrs	Definition
SP1	Student Pay-FLSA Covered	1.00	+	+	Y	Y	Used for student employees only
SP2	Student Pay	1.00	-	-	Y	Y	Used for student employees only
SSG	Adjustment-SocialSecurityGross	1.00	-	-	N	N	A&R use only to adjust OASDI & Medicare gross; sub to FICA, not sub to FWT,SUT
ST1	Standby Pay-Regular	1.00	-	-	Y	N	Non-exempt ee's who are on standby. K.A.R. 1-5-26
ST2	Standby Pay-Health Care	1.00	-	-	Y	N	Specific non-exempt health care ee's who are on standby
ST7	Standby Pay-KOSE	1.00	-	-	Y	N	KOSE covered non-exempt ee's who are on standby eff 05/18/2008 & KSU Ex. Dir 08-392 eff 11/16/08 \$2.00
STP	Settlement Pay-No KPERs	1.00	-	-	Y	N	Usually a one time payment resulting from litigation - adds to pay; No KPERs
VAC	Leave-Vacation	1.00	+	-	Y	Y	Entered in .25 hour increments for non-exempts
VAE	Leave-Vacation-Exempt	1.00	+	-	Y	Y	Entered in 1/2 or full day increments for exempts - Exempt employees
VLA	Vacation Leave Payout-Accr'l Hr	0.00	-	-	N	N	Used for separating ee. Number of hours the ee will accrue this period
VLK	Vac Leave Payout-Ret-No KPERs	1.00	-	-	Y	N	Vacation lve payout for retiring ee's whose KPERs membership date is on or after 070194 Max 240 hrs 03-P-008
VLN	Vacation Leave Payout-Term	1.00	-	-	Y	N	Vacation lve payout for terminating ee's whose KPERs membership date is prior to 070194
VLP	Vacation Leave Payout-Retire	1.00	-	-	Y	N	Vacation lve payout for retiring ee's whose KPERs membership date is prior to 070194; Max 240 hrs
VLR	Vacation Leave Payout-Remaindr	0.00	-	-	N	N	Used for term ee-hours remaining after payout is calculated (hrs over max)
VLS	Vacation Leave Payout-ServHrs	0.00	+	-	N	N	Number of hours this period that count toward leave accrual
VLT	Vac Leave Payout-Term-No KPERs	1.00	-	-	Y	N	Vacation lve payout for terminating ee's whose KPERs membership date is on or after 070194
VLV	Vacation Leave PayoutVoluntary	1.00	-	-	Y	N	Voluntary Retirement Incentive Program vacation lve payout for retiring ee's w/pre 070194 KPERs member dt
VLX	Vac Leave Payout-Vol-No KPERs	1.00	-	-	Y	N	Voluntary Retirement Incentive Program vacation lve payout for retiring ee's w/KPERs mem dt on/after 070194
VRI	Vol Retire Incentive -No KPERs	1.00	-	-	Y	N	Voluntary Retirement Incentive Program lump sum payout - No KPERs
WCE	Workers Comp Hours-Exempt	1.00	+	-	N	Y	Hrs (.25 hr increments) covered by workers comp wage replacement. Reduces pay. Defaults for exempt ees
WCH	Workers Comp Hours	1.00	+	-	N	Y	Hrs (.25 hr increments) covered by workers comp wage replacement. Defaults for non exempt employees
WCT	Work Comp-Comp Time Taken	1.00	+	-	Y	Y	Comp time taken to supplement workers compensation adjustment
WHC	Work Comp-Holiday Comp Taken	1.00	+	-	Y	Y	Holiday Comp time taken to supplement workers compensation adjustment
WLP	Work Comp-Leave Without Pay	1.00	-	-	N	N	Leave w/o pay while on workers compensation - Exempt employees
WSE	Work Comp-Sick Leave-Exempt	1.00	+	-	Y	Y	Sick leave taken to supplement workers comp adj- can enter in .25 hour increments - Exempt employees
WSL	Work Comp-Sick Leave	1.00	+	-	Y	Y	Sick leave taken to supplement workers comp adjustment
WTE	Work Comp-Holiday Comp-Exempt	1.00	+	-	Y	Y	Holiday Comp time taken to supp workers comp adj-can enter in .25 hr increments - Exempt employees
WVE	Work Comp-Vacation-Exempt	1.00	+	-	Y	Y	Vacation leave taken to supp workers comp adj-can enter in .25 hr increments - Exempt employees
WVL	Work Comp-Vacation	1.00	+	-	Y	Y	Vacation leave taken to supplement workers comp adjustment