

TIMESHEET EARNINGS CODES

ACT	Acting position-w/retirement	Used when a retiree is temporarily appointed to an acting position
AMR	America Reads Aid	Used to record hours for students being paid on America Reads Grant
B15	151B Banked Comp	Non-pay earnings code, used to track accumulation of compensatory time for 151B employees according to KRS 151.B035
B18	18A Banked Comp	Non-pay earnings code, used to track accumulation of compensatory time for 18A employees according to KRS 18A
BCP	Banked Comp time Opt over	Used to bank comp hours for employees (151B or 18A) who opt over to KCTCS personnel policy
BLN	Bridge Loan	Bridge Loan for current paid UK CCS employees opting over to KCTCS policies paid in arrears-Bridge Loan must be repaid
BON	Bonus	Used to pay Bonus award for eligible employees based on evaluation score
ВОО	KCTCS Banked Comp	Non-pay earnings code, used to track accumulation of compensatory time for employees under the KCTCS personnel policies
BRV	Bereavement Leave	Used to record time used for bereavement in accordance with the Staff Handbook Policy
BSL	Banked Sick Leave	Non-pay earnings code, used to track banked sick leave
BVL	Banked Vacation Leave	Non-pay earnings code, used to track banked vacation leave
C50	Block 50 Payments	Used to pay 18A employees for compensatory time accumulated under Block 50 regulations
CAL	Car Allowance	Used to pay car allowance (should be set up in Additional Pay panel)
CEO	CEO for District	Used to pay additional pay for CEO (should be set up in Additional Pay panel)

CMP	Compensatory KCTCS	Used to pay out compensatory time used in place of regular hours for employees under KCTCS personnel policies
CPB	Compensatory 18A/151B	Used to pay out compensatory time used in place of regular hours for employees under the 18A/151B personnel policies
DVS	Division Chair Stipend	Used to pay faculty for Division Chair Stipends
ECH	Emergency Close Hourly	Used to record time for hourly employees for unplanned institutional closings due to inclement weather
EMC	Emergency Closing	Used to record time for salaried employees for unplanned institutional closings due to inclement weather
ESA	Executive Supplemental Allowance	Use for CEO's and College Presidents per contract agreement.
FAC	Faculty New Hire Code	Used to convert newly hired faculty salary to 12 month pay over an 11 month period for the first year after hire with an August hire date.
FGA	Faculty Grant Awards	Used to record payment for faculty grant awards
HAL	Housing Allowance	Used to pay housing allowance (should be set up in Additional Pay panel)
HBR	Hourly Bereavement	Used to record bereavement time for qualified hourly employees
HHL	Hourly Holiday	Used to record holiday time for qualified hourly employees on a reduced or prorated basis
HJD	Hourly Jury Duty	Used to record jury duty for qualified hourly employees
HLF	Half Time Pay	Used to pay half time pay on top of REG for hours worked on an official HOL, IC or EMC.
HML	Hourly Military	Used to record military leave for hourly employees
HOL	Holiday	Used to record official KCTCS holiday pay in accordance with the Staff Handbook policy
НОТ	1.5 OT	Used to record overtime pay in excess of 40 hours in a week at a rate of 1.5 times pay
HPT	Housing-Employee taxable	ER Benefit- Payroll use only.

HTD	Hourly Sick	Used to record sick time used in place of regular for hourly employees
HVA	Hourly Vacation	Used to record vacation time used in place of regular for hourly employees
IC	Institutional Close	Used to record time for salaried employees for institutional closing, specifically the days between Christmas and New Year
ICH	Institutional Close Hourly	Used to record time for qualified hourly employees for institutional closing, specifically the days between Christmas and New Year
JD	Jury Duty	Used to record time off for jury duty in accordance with the Staff Handbook policy
KVT	Terminal Vacation for KERS	Used to pay out terminal vacation for employees who have KERS retirement
LWO	Leave without pay	Used to record leave without pay hours
LWP	Leave with pay- exceptions	Special Leave approved according to KCTS policy
MEG	Moving Expense	Reimbursement for non-qualified moving expense Gross up taxable- must be loaded by Systems Office
MIL	Military	Used to record time for military leaves
NQM	Moving Exp	Used to pay non-qualified moving expenses
OLD	Overload	Used to pay approved overload pay for an additional work assignment
OL2	Overload #2	Used to pay approved overload pay for 2 nd additional work assignment
0L3	Overload #3	Used to pay approved overload pay for 3 rd additional work assignment
OVT	Overtime	Used to pay overtime worked from 37.5 hours up to 40 hours in a week
P15	151B Comp Payout	Used to pay out compensatory hours accumulated under 151B criteria on top of regular salary at termination
P18	18A Comp Payout	Used to pay out compensatory hours accumulated under 18A criteria on top of regular salary at termination

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PBV	Banked Vacation Payout	Used to pay out banked vacation for salaried employees on top of regular salary at termination
PSK	Banked Sick Payout- hourly	Used to pay out banked sick for hourly employees on top of regular pay at termination
PVA	Banked Vac. Payout-hourly	Used to pay out banked vacation for hourly Employees on top of regular pay at termination
QME	Qualified moving expense	Reimbursement of non-taxable moving expense items - must be loaded by Systems Office
REG	Regular	Used to record all regular time worked
RHP	Retro Holiday	Used to retroactively pay holiday hours
RRE	Retro Regular	Used to retroactively pay regular hours
RSD	Retro Shift Differential	Used to retroactively pay shift differential
RSI	Retro Sick	Used to retroactively pay sick leave
RTW	Ready to Work grant funds	Used to pay college students employed through Ready to Work grants
RVL	Retro Vacation	Used to retroactively pay vacation leave
SD2	Shift Differential 2 nd Shift	Used to pay differential for eligible 2 nd shift employees
SD3	Shift Differential 3 rd Shift	Used to pay differential for eligible 3 rd shift employees
SDL	Adjust Sick Leave Balance	Used to adjust sick leave balance
SIC	Sick Leave	Used to record time used for sick leave in place of regular hours in accordance with the Staff Handbook policy
SLB	Use Banked Sick	Used to pay out banked sick leave used in place of regular hours
SLD	Sick Leave Conversion	Used to pay approved sick leave conversion greater than 22 days for employees under UK policies at termination
SLP	Sick Leave Conversion	Used to pay approved sick leave conversion at 10% for employees under UK policies at termination
SS	Summer Session- Faculty	Used to pay faculty teaching additional classes in summer sessions – taxed at supplemental rate

SSH	Summer Session-hourly	Used to pay non-exempt employees teaching class in summer session at 1.5 rate
SSO	Summer Session- hourly	Used to pay non-exempt employees teaching class in summer session at regular rate
STU	Student Earnings Code	Used to pay students not on Work Study or Ready to Work grants
TUI	Taxable Tuition	Used to record employer paid tuition taxable at the employee level
TXB	Taxable Benefits	Used to Reimburse items that are taxable per IRS regulations – loaded by Systems Office
TXC	Taxable auto usage-Personal	Contact Systems Office for use
VAC	Vacation	Used to record time used for vacation leave in place of regular hours in accordance with Staff Handbook policy
VAT	Terminal Vacation	Used to pay out vacation on top of regular salary at termination in accordance with Staff Handbook policy (except those with KERS retirement plan)
VDL	Vacation Leave Adjustment	Used to adjust sick leave balance
VL	Voting Leave	Used to record time off for voting leave in accordance with the Staff Handbook policy
VLB	Use Banked Vacation	Use to pay out banked vacation leave in place of regular hours
VSA	Voluntary Separation Agreement	Payment for legal agreement subject to retirement
VSN	Voluntary Separation No Retirement	Payment for legal agreement not subject to retirement
WKS	Work Study Student	Used to pay students on federal work study contracts