

## Non-Clocked Transactions Pay Codes Timekeepers May Enter

Non-Clocked Transactions for use in the Pay Code Column			
ANG	Angiography Backup	ONC	ONA On Call Time
ATP	Transport Differential	PAH	Phone At Home
BKP	Radiation Xtra Shift backup	PEN	Penalty Pay
CAS	AFSCME Cash Out Comp	PNB	Pharmacy Night Shift Bonus
CCC	ONA Cash Out Comp	RDB	Resource Required Doubletime Day
CER	Certification Bonus	RDE	Resource Doubletime Evening
CNI	Critical Need Incentive	RDN	Resource Doubletime Night/Wkd
COM	Comp Time Taken	RDT	Resource Doubletime Day
CTI	In House Standby	RED	Resource Required Doubletime Evening
DBR	Required Doubletime	*REQ	Required LWOP
DBT	Doubletime	RMD	Resource Mandatory Overtime Day
DSI	Weekend Day Shift Incentive	RME	Resource Mandatory Overtime Evening
EOC	Excessive On Call	RMN	Resource Mandatory Overtime Night/Wkd
ESI	Weekend Evening Shift Incentive	RND	Resource Required Doubletime Night/Wkd
EYE	Eyeball Retrieval	RNS	Resource Required Doubletime Incentive
HAS	ONA Holiday Cash Out	SIK	Sick Leave Taken
HGH	High Work Diff	SRP	Summer Reward Program
ICB	Interpreter Certification Bonus	SRR	Summer Reward Program 2
*LWP	Leave With Pay	STN	Standby Trauma/OR
MIS	Missed Break	*UNP	Unpaid Accruals
MOV	Mandatory Overtime	VAC	Vacation Taken
NSI	Night Shift Incentive	VVO	Voluntary Vacation Cashout
OCL	AFSCME On Call Time		

**\*LWP (Leave with Pay)** – is used for Jury Duty and Inclement Weather Days. Employees who are eligible for LWP are AFSCME, ONA and Hourly Unclassified employees. If you are tracking comments in Kronos you may use **TRK** for Salaried employees.

**\*UNP (Unpaid Accruals/Time)** – is used to record unpaid time for all employees. If a salaried employee does not have enough accruals to cover leave time taken, you must enter UNP for the uncovered amount of time. This prevents them from being paid for time that they were away from work and do not have enough accruals to cover that time.

**\*REQ (Required Leave without Pay)** – is used to record unpaid time, but unlike UNP, employees earn accruals and benefit hours for the time. Used for cancelled or curtailed shifts. E.g. nurse’s shift is cancelled because of low census or the whole office is closed on day after Thanksgiving. Not to be used for employee requested leave or FMLA.