

Appendix 3

Hours Codes/Reason Codes

HOURS CODES

The hours code is sometimes referred to as the payroll code.

010 - Begin Tour

011 - Move

012 - Out to Lunch

013 - In from Lunch

014 - End Tour

024 - AWOL

*030 - Full LWOP Hours (Generated at mainframe)

*031 - Partial LWOP Hours (Generated at mainframe)

032 - Telephone time

*033 - Guarantee Telephone time

034 - Beeper Time

*035 - Extra straight time

*036 - Guarantee telephone overtime

*043 - Penalty Overtime Payment (POP)

044 - Military LWOP

046 - Donated Leave - Personal

*047 - Rural Free Saturday

048 - Holiday Schedule Premium

049 - OWCP LWOP Hours

*050 - Rural Carrier Trips

*051 - Rural carrier actual hours

*052 - Work Hours

*053 - Overtime Hours

054 - Night Work premium hours

055 - Annual Leave

056 - Sick Leave

*057 - Holiday work

058 - Holiday Leave

059 - Part Day LWOP

060 - Full Day LWOP
061 - Court Leave
*062 - Guarantee time
*063 - TE cross-foot (also for code 035)
065 - Meeting time
066 - Convention leave
067 - Military leave
*068 - Guarantee overtime
069 - Blood donor leave
070 - Stewards duty time
071 - Continuation of pay leave
072 - Sunday Premium
073 - Out of schedule premium
074 - Christmas work
*076 - Non-scheduled cross-foot
077 - Civil defense leave
078 - Act of nature leave
079 - Veterans funeral leave
080 - Relocation leave
081 - Civil disorder leave
082 - Travel within schedule
083 - Travel outside schedule
084 - Union official leave
085 - Voting leave
086 - Other paid leave
088 - Non-bargain reschedule premium
089 - Postmaster Org. leave
090 - Higher level authorization
091 - Overtime authorization
092 - Disallow guarantee time
093 - No lunch punch

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

REASON CODES

The following are payroll codes with corresponding reason codes:

024 00 AWOL
024 09 AWOL - Late
049 00 OWCP - Regular
049 99 IOD/OWCP - Family Medical Leave
055 00 Annual leave - Regular
055 01 Annual leave - Emergency
055 09 Annual leave - Late
055 99 Annual leave - Family Medical Leave
056 00 Sick leave – Regular
056 09 Sick leave - Late
056 11 Sick leave - Restricted
056 97 Sick leave - Dependent care
056 98 Sick leave - FMLA Dependent care
056 99 Sick leave - Family Medical Leave
059 00 Part Day LWOP
059 01 Part Day LWOP - in lieu of sick leave
059 02 Part Day LWOP - Proffered
059 03 Part Day LWOP - Personal
059 04 Part Day LWOP - Other
059 05 Part Day LWOP - Maternity
059 06 Part Day LWOP - Suspension
059 07 Part Day LWOP - Union Official
059 08 Part Day LWOP – Suspending term
059 09 Part Day LWOP - Late
059 99 Part Day LWOP - Family Medical leave
060 00 Full day LWOP
060 01 Full day LWOP - in lieu of sick leave
060 02 Full day LWOP - Proffered
060 03 Full day LWOP - Personal
060 04 Full day LWOP - Other
060 05 Full day LWOP - Maternity

060 06 Full day LWOP - Suspension
060 07 Full day LWOP - Union official
060 08 Full day LWOP - Suspending term
060 09 Full day LWOP - Late
060 99 Full day LWOP - Family Medical Leave
071 00 COP - Regular
071 99 COP - Family Medical Leave
091 00 Overtime Authorization
091 01 OT Auth - Before Scheduled Tour
091 02 OT Auth - After Scheduled Tour
091 03 OT Auth - Full Tour
091 04 OT Auth - Before Scheduled Tour – Out of Schedule
091 05 OT Auth - After Scheduled Tour – Out of Schedule
091 06 OT Auth - Full Tour – Out of Schedule