Each of the following descriptions is associated with the Paystub Document listed below. To completely understand the Format of the Earnings Statement, PS Form 1223-B, you may review the location of each number and associate it with the description below.

	1		2			3			4		5	6								
	PAYL	OC F	INANC	E NO	EMF	LOYEE NA	AME		EMPLOY	EE ID	PAY PERIOD	SERIAL NUMBER		ER						
			D	ETAIL E	ARNIN	NGS			GROSS TO NET		LEAVE STATUS									
WK	RCS/	LEV	RATE	CODE	TYP	HOURS	PAY	THIS	IS PERIOD YEAR-T		S PERIOD YEAR		YEAR-TO-DATE	ANNUAL LEAVE		ANNUAL LEA\		ANNUAL LEA		
7A	7B	7C	7D	7E	7F	7G	7H	GRO	OSS PAY	8A		PAY 8A FROM PREV		FROM PREV YR		२ !	9A			
									TAXR2	8B			THIS	YR	9B					
									TAX TXS0	8C 8D		USE	BAL D YR	C	C					
$\vdash$									DICARE	8E		THIS		`	,,					
												BALA	NCE	9	D					
	14									8F		SICK LEAVE		<u> </u>						
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											THIS PP									
												CUM	ULATIVE		<u> 91</u>					
												BOND UNAPPL BAL #IS		#ISSU	JED					
			12							8G		10	10A	10B	,					
	13											USPS RETIREMENT			T					

**NET PAY** 

NT BK

11

- 1. **PAY LOC**. This entry will list the employee's Pay location number. For Rural Carriers, this will be the assigned Route Type and Number.
- 2. **FINANCE NO.** The USPS finance number of the employee's home office.
- 3. **EMPLOYEE NAME** Employee's name will be listed as first initial, middle initial, and last name with any extensions.
- EMPLOYEE ID A 7-digit number that may include some portion of your Social Security Number.
   PAY PERIOD Pay Period and Year of Payment -
- For example, 17 08
- 6. **SERIAL NUMBER** Serial Number of the check issued to the employee or sequence number of the earnings statement for net-to-bank.
- 7. **DETAIL EARNINGS** Identifies the type and number of hours compensated for the listed week of work, rate schedule(s), level, designation and activity, and gross payment amount.
- 7A. **WK** This is either Week 1 or Week 2 of the pay period for salary and EMA payments. This space is blank for all adjustments and allowances.
- 7B. **RCS** The Rate Schedule Code as shown in **Table 1**. The Rural Carriers route classification (H, J, K, A.) will be listed.

	NI BK	11
RCS	ACRONYM	SCHEDULE NAME
В	RAUX	Rural Auxiliary/RCA/RCR
C CB	MESC-1 MESC-2	Mail Equipment Shops/Material Distribution Center
G	Postal Nurses	PNS
Н	PCES	Inspectors (PCES) Positions I & II
К	OSD	Operating Services Division
L	PMLR	Postmaster Leave Replacement
М	МН	Mail Handlers
N	IT/ASC	Information Technology/ Account-
Р	PS-1	Postal Service
Q	СС	City Carriers
R	RC/RCS/RSCR	Rural Carrier Evaluated/ Mileage/Substitute Rural Carrier
Т	TDS	Tool and Die Shop
U	APS	USPS Attorneys
Х		Office of Inspector General
Y	PPO	Postal Police
Z		OIG Levels 61-64, 71-73
Table 1		

7C. **LEV** - This is the grade level for the hours listed or the Rural Carrier route Number for those hours.
7D. **RATE** - Base rate either annual (for full time regular) or hourly (for flexible) including COLA for hours stated. Rural Carriers may also have **LPA** (Locked Pouch Allowance) or **ADJ** (Adjustments).

7E. **CODE** - This is the employee's designation and activity code. Rural Carriers are in **Table 2** and other employees are at **Appendix A**.

Des/Act Code	Description
70 - 0	Temporary Relief Carrier (TRC) (359-day appointment
70 - 1	TRC 359-day appointment, not to exceed 180 days worked in a calendar year
71 - 0	Regular Rural Carrier
72 - 0	Substitute Rural Carrier serving vacant route, or serving in absence of regular carrier in excess of 90 calendar days
73 - 0	Substitute Rural Carrier
74 - 0	Rural Carrier Associate (RCA) serving vacant route, or serving in absence of regular carrier in excess of 90 calendar days
75 - 0	Rural Carrier Relief
76 - 0	Rural Part-Time Flexible
77 - 0	Auxiliary Rural Carrier
78 - 0	Rural Carrier Associate
79 - 0	RCA assigned to an auxiliary route in excess of 90 calendar days
99 - 0	City employee serving as emergency replacement carrier (due EMA only)
Table 2	

7F. **TYP** This identifies the hour type code. It is also known as "Type of work/pay." The space is blank for all adjustments and allowances. **Table 3 and 3A** identify the various types of codes you may see.

Code	Description
С	150% of evaluated pay - DACA Code 5
F	50% of evaluation pay - DACA Code 3
Н	Rural Carrier Holiday worked
L	Rural Carrier Leave
W	Rural Carrier paid work hours
Χ	Rural Carrier X day taken
2	Rural Carrier Second trip
Т	EMA <b>T</b> rip
Н	EMA <b>H</b> ours
М	EMA <b>M</b> iles
0	Overtime
Table 3	

Code	Description
55	Annual Leave
56	Sick Leave
58	Holiday Leave
67	Military Leave
84	Union Official Leave
52	Straight Time
62	Guaranteed Time
32	PDC Teletime
33	PDC Guarantee Teletime
36	Guarantee Tele Overtime
34	Beeper Time
-	Training Time
53	Overtime
73	Out-of-Schedule Premium
68	Guaranteed Overtime
48	Holiday Scheduling Premium
88	Non-bargaining Rescheduling Premium
43	Penalty Overtime
54	Night Differential
72	Sunday Premium
57	Holiday Worked Pay
74	Christmas Worked Pay
65	Meeting Time
70	Steward's Duty Time
82	Travel time w/in work schedule
83	Travel time outside work schedule
Table 3A	

7G. **Hours** - For every hour TYP listed, this space will reflect the actual number of hours worked to hundredths. The special Rural Carrier codes are shown in **Table 4.** 

Code	Description
С	Evaluated hours of the route
F	Evaluated hours of the route
Н	8 hours for each holiday worked
L	8 hours for each day of leave
0	Overtime hours
W	Total evaluated hours for the week or actual work hours
Х	8 hours for each X day taken
2	Second trip time in hours and hundredths
Table 4	

7H. **PAY** - The pay amount for the hours stated is displayed here. Table 5 shows the associated codes for Rural Carriers.

Code	Description
С	150% of the daily evaluated pay
F	50% of the daily evaluated pay
Н	One day's evaluated pay
L	One day's evaluated pay for each day of leave
0	Gross amount for Overtime
W	One day's evaluated pay for each day worked, each X day, plus each second trip
Х	X day balance. Dollar amount included in Code W for the week
2	Dollars for second trip, dollars are included in Code W
Т	Dollars for EMA <b>trip</b> , dollars include any miles deviation
Н	Dollars for EMA <b>hours</b> for auxiliary route or auxiliary assistance
М	Dollars for EMA <b>miles</b> for auxiliary route or auxiliary assistance
Table 5	

- 8A. GROSS PAY -Gross pay for this period (plus or minus any gross pay resulting from any processed adjustments) and year-to-date including COLA.
- 8B. **FED TAX xyy** Amount deducted for federal tax this period and year-to-date. (x = marital status, yy = marital status)number of exemptions.) For example, FED TAX R2.
- 8C. **ST TAX xxyzz** Amount deducted for state tax this period and year-to-date. xx = State Tax Code, y = marital status, and zz = number of exemptions. For example, ST TAX TXS0 represents State Taxes, Texas, Single rate, Zero withheld.
- 8D. **RETIRE x** Retirement deductions for this period and year-to-date. CSRS is the Civil Service Retirement System. FERS is the Federal Employees' Retirement System, career employees first hired on or after January 1, 1984, and those CSRS employees who converted to FERS. Table 6 shows the retirement codes that will appear next to RETIRE.
- 8E. **MEDICARE** Federal Insurance Contribution Act and Medicare deduction for this period and year-to-date. **CBT** - Commuter Benefits (Post-tax amount)

Code	Coverage
1	CSRS (Civil Service Retirement System)
2	FICA (Federal Insurance Contribution Act)
3	CSRS (for Postal Inspectors only)
4	Re-employed Annuitants
5	CSRS Offset (CSRS/FICA)
6	CSRS Offset (CSRS/FICA) (for Postal Inspectors only)
7	Postal Rate Commissioners (only)
8	FERS
9	FERS (Postal Inspectors only)
Α	FERS (with Frozen CSRS Service)
В	FERS (with Frozen CSRS Service ) (Postal Inspectors only)
Table 6	

8F. ADDITIONAL DEDUCTIONS - This lists any other deductions, such as, union dues, allotments, local taxes, life insurance, charity, bonds, TSP (Thrift Savings Plan), TSP investment type, TSP loan payment, garnishments, child support, IRS tax levy, auto insurance, union-sponsored life insurance, etc. These deductions reflect current pay period and year-todate totals.

If an adjustment is processed, the amount will appear in the period column and ADJUST will print in the year-to-date column. After all deductions have been printed, a net line appears. Gross pay minus (1) deductions and adjustments equal (=) net. Nontaxable allowances appear immediately below the NET line. If more than 18 detail lines are required, the remaining current period amounts combine and appear on the last detail line as MISC.

#### Additional Deduction Messages:

**ADVPD** - Salary Advance Repayment.

**ALEX** - Annual Leave Exchange Hours and Amount. ALOT - Allotments. This is a recurring payroll deduction each pay period to a financial organization. The earnings statement will show A LOT and the dollar amount.

**BKRPC** - Bankruptcy.

Cxxxx - Charity contributions campaign code. (This will be a combination of alphabetic and numeric characters.)

**CBP** - Commuter Benefits (Pre-tax amount)

**BCDOA -** Carrier Drive-out Payment

**CP** - Current Period

**CS/SS** - Child Support/Spousal Support. The earnings statement will show CS/SS and the dollar amount.

Days Worked - Designation 70-1 Retired Carriers (Can have up to 180).

**DO-SW** - Carrier Drive-out (Subject to Withholding).

**EBOND** - Series EE U.S. Savings Bond.

**EIC1** - Earned Income Credit (Single or married without spouse filing).

EIC2 - Earned Income Credit (Married both spouses fil-

**EXX** - Equipment Maintenance Payment (Rural Carriers XX=route evaluation. Example: E48 for a 48K route) Why Paid Code T= trips, H= Hours, M=miles shows under TYP.

**EMA** - Equipment Maintenance Allowance.

EM-E - POV- Amount under Gross To Net, This Period

**EM-G** - Government Vehicle - Amt under Gross To Net, This Period.

**EM-P** - POV used - declined a government vehicle. Amt under Gross To Net, This Period.

EM-SW - Equipment Maintenance Payment subject to withholding

FED - Federal Tax Adjustment.

FSA xx - Flexible Spending Account. Code xx may be DC for Dependent Care of HC for Health Care

GARN - Commercial Garnishments. The earnings state- lar Amount Deduction) For Example: TSP\$125 indiment will show GARN and the dollar amount.

**HIP** - Hospital Indemnity Plan (NMHU sponsored).

**HPnnn** - Health Benefit Plan. The health benefit plan code, deduction amount per pay period, and year-todate totals are identified on the earnings statement. For Example, HP105 \$62.21.

HTxxx - Health Benefits (Post tax dollars. XXX=Benefit Code).

**IBOND** - Series I U.S. Savings Bond.

**INxyz** - Optional Life Insurance. x = Age Group Code, y= Life Insurance Code, z=Option "C" Insurance Multiplier. For Example, IN7N1.

LD/RT - Liquidated Damages/Rent. The earnings statement will show LD/RT and the dollar amount.

**LEP** - Law Enforcement Premium (Inspectors).

**LEVY** - Federal Tax Levy established by the IRS

**LOxxx** - Local Tax (xxx = local tax code).

LPA - Lock Pouch Allowance. Listed under Rate.

**LTCP** - Long-Term Care (Pre-tax amount)

**LTCT** - Long-Term Care (Post-tax amount)

MBA - Mutual Benefit Association (NALC Sponsored)

**MEDIC** - Medicare Adjustment

**MERIT** - Merit Lump Sum Payment

MISC - Exceed Vertical Line Limit - Total Dollar amount of remaining deductions.

**MLTCR** - Military Credit and the dollar amount.

**NET** - Pay due after deductions and allotments. For Rural Carriers EMA, if any, is added back to this total and reflected in the NET PAY block.

**OFL** - Old Fund Liability Tax (Montana)

**OTHER** - Other agency indebtedness is an amount due another government agency for overpayment or for erroneous or improper payments for which disallowance was made. OTHER and the dollar amount is shown on the earnings statement.

**PACx** - Political Action Committee. X=organization contributed to.

PODBP - Pre-tax dollars due the USPS for overpayment, erroneous, or improper payment, accountability shortage, loss or damage to the mails, loss or damage to USPS property and vehicles, or outstanding travel or salary advances.

**PODBT** - Post-tax dollars for Postal indebtedness

**RET** - Retirement adjustment

SD-SW - Special Delivery - Subject to Withholding

**SO SEC** - Social Security tax deduction

**SPA** - Special Pay Adjustment (Inspectors)

**SPECD** - Special Delivery Payment

**SRVU** - Supervisor Reimbursement for vehicle us-

**STATE** - State Tax Adjustment

**SV-SW** - Supervisor reimbursement for vehicle usage - subject to withholding

**TCOLA** - Territorial COLA

TRVLR - Travelers Insurance

**TSP \$ -** Thrift Savings Plan (Based on a Fixed Dolcates \$125.00.

**TSPCU** - Thrift Savings Plan 50+ Catch-up amount. TSPLx - TSP loan repayment appears on the earnings statement as shown in Table 7. Each loan type code is followed by the dollar amount and the year-to-date total.

Code	Type of Loan
TSPLE	Education
TSPLF	Documented hardship
TSPLM	Medical
TSPLR	Residential
Table 7	

**TSPxx** - Thrift Savings Plan based on a percentage of basic pay, the percentage will be shown following TSP. For Example: TSP 10 \$177.24.

For an update on TSP, point your computer browser to http://www.tsp.gov/. You may now invest in five funds.

I Fund - International stocks

S Fund - Small and mid-size stocks

G Fund - Government Securities Investment Fund

C Fund - Common (large company) Stock Index Investment Fund

F Fund - Bond Index Investment Fund

**Un** x - Union Dues Codes and Organizations. UN = union dues, x = the union code. The union codes are shown in **Table 8**.

Code	Union Organization
С	Federation of Postal Police Officers
D	National Postal Professional Nurses
E	National Alliance of Postal Employees
Н	National Post Office Mail Handlers Watchmen, Messengers, Group Lead- ers, Division Laborers
L	National Association of Letter Carriers
М	International Association of Machinist AFL-CIO
N	National League of Postmasters of the United States
Р	National Association of Postmasters
R	National Rural Letter Carrier Association
S	National Association of Postal Supervisors
W	American Postal Workers Union
Table 8	

**VBP** - Voluntary Benefits Plan (APWU Sponsored) **VEH H** - Vehicle Hire Payment **VH-SW** - Vehicle Hire - subject to withholding **YTD** - Yea-To-Date

8G. **Employee Business Expenses** - Section 6(c) of the IRS code requires reporting and withholding employment taxes on employee business expense (EBE) reimbursements and allowances that exceed the Federal Standard Mileage Rate. **Table 9** shows the messages related to EBE payments that may appear.

Code	Type Payment					
VH-SW	Vehire hire payment amount subject to withholding					
SD-SW	Special Delivery payment subject to withholding					
DO-SW	Carrier Drive out agreement subject to withholding					
SV-SW	Supervisor reimbursement subject to withholding					
Table 9						

8H **NET PAY** - Gross Pay, less deductions (=/-) Adjustments = net earnings = non-taxable allowances=Net Pay. Typically, it is shown on the earnings statement like NET PAY 1234.56 NT BK (Net pay of \$1,234.56 sent to your bank.)

9. **LEAVE STATUS** - These blocks identify an employee's use of annual leave, sick leave, and leave without pay and the employee's balances for the current leave year. For Rural Carriers, leave is shown in whole days and .125 units for hours. The third digit is not shown on the earnings statement. The figure 25.12, for example, represents 25 days and one hour. 9A. **ANNUAL LEAVE - FROM PREV YR.** - The number of hours of annual leave carried over from the previous leave year. (This amount could differ from the balance on the last pay period in a leave year because of maximum carryover limits.)

9B. **ANNUAL LEAVE - EARNED THIS YR**. - The number of hours earned to date this leave year. BAL is the number of hours carried over from the previous leave year plus annual leave earned this year.

9C. **ANNUAL LEAVE - USED THIS YEAR**. - Total hours of annual leave used to date this year. USED THIS PP is the total hours of annual leave used in this pay period, including adjustments.

9D. **ANNUAL LEAVE BALANCE**. The employee's current annual leave balance equals EARNED BAL minus USED THIS YR plus amount advanced for the remainder of the leave year.

9E. **SICK LEAVE - FROM PREV YR**. - The number of hours of sick leave carried over from the previous leave year.

9F. **SICK LEAVE - EARNED THIS YEAR.** - The number of hours accumulated this leave year.

9G. **SICK LEAVE - USED THIS YR** - Total sick leave used to date this leave year. USED THIS PP is the sick leave used in this pay period, including adjustments.

9H. **BALANCE** - Current sick leave balance equals hours carried over from previous leave year, plus hours earned, minus hours used.

9I. **LEAVE WITHOUT PAY - THIS PP**. - Hours of LWOP used this pay period. CUMULATIVE - Total LWOP hours accumulated this calendar year (From pay period one thru todate.) Annual and Sick leave hours are not earned while in a LWOP status. Each increment of 80 (or 96 if applicable) hours of LWOP will result in a reduction of 4, 6, or 8 hours (depending on leave category) of advanced annual leave during the leave year.

10. **BOND DATA** - Bond data identifies an employee's current EE or T bonds.

10A. **UNAPPL BAL** - Unapplied Balance. Amount applied toward purchase of the next bond.

10B. **# ISSUED** - Number of bonds issued this pay period.

- 11. USPS RETIREMENT Total amount contributed RETRO PAY IN YTD AMTS Retroactive payment to retirement fund as of the close of the prior calendar year. The amount shown does not include: a) deduction during employment at another federal agency or b) deductions already transferred to OPM because of prior separations or application for disability retirement.
- 12. FLSA Fair Labor Standards Act. Work hours and Overtime Premium Pay (The difference beed under FLSA, when FLSA overtime pay is greater than postal overtime pay.) Printed whenever work hours for one or both weeks exceed 40 hours for FLSA non-exempt employees.

#### 13. Space for earnings statement messages. Message Description

ADJ FOR PP-YR - An adjustment for a specific pay period and year was processed.

**DONATED LV BAL** - Donated Leave Balance **EMER PAY** - Emergency pay procedures used for the current pay period.

**EMER PAY ADJ** - An adjustment for a previous emergency pay condition was processed.

FORM 8127 PROCESSED - Rural Carrier Supplemental Payment hours included in pay.

ments are complete.

**GRIEVANCE OR EEO SETTLE** - An adjustment for a grievance or EEO settlement.

**INCLUDES BOND REFUND.** - Unapplied bond amount has been refunded.

a rural terminal leave payment.

**LIFE INSURANCE WAIVED** - Life insurance code equals B, waived by this employee.

LV DONATED - AL BAL ADJ - The donor receives this message on the earnings statement for the pay period the annual leave is transferred to a recipient. **MANAGEMENT INCREASE** - A management salary increase has been added to base salary effective **MERIT INCREASE** - A merit performance salary increase has been added to the base salary.

MERIT LUMP SUM INCLUDED - A merit lump sum payment was processed.

**MULTI PP ADJS PROCESSED** - Adjustments for multiple pay periods were processed.

**OVERDRAWN LEAVE DEDUCTED** - An employee who is terminating and has a net pay greater than zero had an indebtedness deducted from the final earnings statement.

PERIODIC STEP INCREASE - A step increase has been processed.

PO INDEBT - PAID OFF - The PO indebtedness balance is zero.

**RETROACTIVE PAYMENT** - This is a special check admin@olivergraham.net and earnings statement for retroactive payment.

amounts have been added to year-to-date totals.

SCHEDULED COLA INCREASE - Cost-Of-Living Allowance (COLA) added to base salary effective with the pay period listed on the earnings statement.

**TERMINAL LEAVE** - A terminal leave payment was processed.

**UPDT YTD BAL CANCEL CHK** - An adjustment for a canceled check was processed, which updated the yeartween postal overtime pay and overtime pay comput- to-date earnings balance, affecting only the year-to-date

> **UPDT YTD BAL INCENT AWD** - An adjustment for an incentive award payment was processed, affecting only the year-to-date fields.

**UPDT YTD BAL PR MAN PMT** - A typewriter check (manual) payment was processed that updated the yearto-date earnings balance, affecting only the year-to-date fields.

**UPDT YTD BK PAY AWD** - An adjustment for a back pay award was processed, affecting only the year-todate fields.

#### 14. ADDITIONAL PAYMENTS AND DETAILED EARN-INGS.

**INSURANCE INCOME** - Additional Life Insurance Codes are available and indicate the coverage options elected GARNISH PAYMENT COMPL - Garnishment repay- by the employee and the rate the employee is responsible for. An item frequently misunderstood by USPS employees is **imputed income**. Premiums paid by an employer for employee life insurance coverage in excess of \$50,000 are subject to income tax as imputed income. The imputed income is calculated using an Internal Reve-**INCLUDE PYMT FOR A/L DUE.** - An adjustment for nue Service formula. Tax is not withheld from this imputed income during the course of the year, but imputed income is included in the employee's gross income at the end of the year and is printed on Form W-2. The earnings statement will show this imputed income as IN-SURANCE INCOME and the hours in the block 14 section.

> **X DAY BALANCE.** The remaining x days are shown in block 14.

with the pay period shown on the earning statement. **EMA TRIPS**, **HOURS**, **AND MILES** - The Detail Earnings section, block 14, also shows the reasons EMA is being paid.. Trips, Hours, and Miles are individually list-

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

As contracts are negotiated, new codes may be added. Please provide corrections and enhancements to:

"Oscar" Graham Alamo Local 001 The Texas Rural Letter Carrier Association 1735 Henderson Pass #614 San Antonio, TX 75232-1577 (210) 403-2477 FAX (if turned on) (210) 403-2777

### **Designation and Activity Codes**

Employee Category	Manage- ment Supervisory	Full Time	Part Time Regular	Part Time Flexible	Temp	Casual	Transi- tional	Relief Replacement
Field District Manager/Postmaster	08-0							
Postmaster	08-0		38-0		58-9			58-0
Office-in-Charge	88-0							
BMC General Manager	09-0							
Manager/Supervisor - not supervisor in some Maintenance activities	09-0							
Prof. Admin and Technical - no bargaining or supervisory positions		19-0						
Medical Officer/Head Nurses	09-0		39-0					
Nurses - bargaining		11-1		41-1		61-1		
Clerks		11-0	31-0	41-0		61-0	81-0	
Mail Handlers		12-0	32-0	42-0		62-0		
City Delivery Carriers		13-4	33-4	43-4		63-4	83-4	
Vehicle Operators		13-5	33-5	43-5		63-5		
Special Delivery Messengers		14-0	34-0	44-0		640		
VMF Mechanics and Analysts		15-1	35-1	45-1		65-1		
VMF Garagemen and Jr. Mechanics		15-2	35-2	45-2		65-2		
VMF Administrative	05-3	15-3	35-3	45-3		65-3		
Maintenance-Building Services	06-6	16-6	36-6			66-6		
Maintenance-Building & Plant Equipment	06-7	16-7	36-7			66-7		
Maintenance-Postal Operating Equipment	06-8	16-8	36-8			66-8		
Maintenance-Administrative	06-9	16-9	36-9			66-9		
CAG M-Z except 'S'-HQ, HQS Admin Support Facilities, Regional & District Officers	11-9	11-9	31-9	41-9	51-9	61-9	81-9	
Postal Police Officers	17-9	17-9		47-9				
Inspectors	08-9	08-9						
Non-Inspectors	11-9	11-9	31-9	41-9	51-9	61-9		
Appendix A								