

**FREQUENTLY USED HOURS
CODES (sometimes referred to
as payroll code)**

010 Begin Tour
011 Move
012 Out to Lunch
013 In from Lunch
014 End Tour
 024 AWOL
 035 Extra Straight Time
 043 Penalty Overtime Payment (POP)
 044 Military LWOP
 046 Donated Leave - Personal
 048 Holiday Schedule Premium
 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)
 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
 082 Travel Within Schedule
 083 Travel Outside Schedule
 084 Union Official Leave
 085 Voting Leave
 086 Other Paid Leave
 088 Non-bargain Reschedule Premium
090 Higher Level Authorization
091 Overtime Authorization
 092 Disallow Guarantee Time
 093 No Lunch Punch

**REASON CODES (The following
lists Hours Codes/Payroll Codes
with corresponding Reason Codes)**

024 00 AWOL
 024 09 AWOL - Late
 049 00 OWCP - Regular
 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