

<u>Penny</u>	<u>Paystub Text</u>	<u>Short Description</u>	<u>Explanation</u>	<u>Category</u>
001	Regular	Regular Pay	<i>All regular hours worked.</i>	Payroll Regular
002	Regular Pay Rate Adjustment	Regular Pay - split weeks at two different rates	<i>All regular hours worked and pay rate split with paycode 001</i>	Payroll Regular
003	NES - Negotiated Economic Supplement	Negotiated Economic Supplement	<i>All regular hours worked.</i>	Payroll Regular
004	NES - OT Hours	Negotiated Economic Supplement on OT hours	<i>All overtime hours worked.</i>	Payroll Regular
005	Market Adjustment	Market Adjustment (JM Linepersons only)	<i>All regular hours worked</i>	Payroll Regular
006	Board - Teleconference			
007	Board - Travel Per Diem			
008	Board - Meeting Per Diem			
009	Volunteer - Paid	Volunteer Hours Paid	<i>Used for hours while volunteering during a regular scheduled shift</i>	Payroll Regular
010	StatHoliday	Statutory Holiday	<i>Paid day off for statutory holiday.</i>	Payroll Regular
011	Employee Funded Leave	Employee Funded Leave	<i>Employee's utilizing funds previously set aside for sabbatical leave</i>	Payroll Regular
012	Board - Retainer (Regular)			
013	Board - Retainer (Chair)			
020	Discretionary Training	Professional Development	<i>Used for hours while on professional development or training. Supervisor Approved.</i>	Regular Days of Work
021	Mandatory Training	Safety Development	<i>Used for hours while on safety development or safety training. Supervisor Approved.</i>	Regular Days of Work
025	Staff Meeting	Staff Meeting	<i>Used for hours while attending a staff meeting. Will only pay hours at the straight time rate. If overtime is required, use the applicable overtime code.</i>	Regular Days of Work
026	Light Duty	Light Duty	<i>Used when Employee has been injured, but can still do light duty</i>	Regular Days of Work
029	Travel - Discretionary Training			
030	Travel - Mandatory Training	Travel for Professional Development	<i>Used for paid travel time. Can only be used if hours are coded to Pay Type #020</i>	Regular Days of Work
031	Travel - ER Business	Travel - Employer Business	<i>Used for hours spent travelling while attending to matters related to Employer business. (Article 24.01)</i>	Regular Days of Work
032	Travel - Medical	Travel - Medical Purposes	<i>Used for hours spent travelling to attend to approved medical needs. (Article 19.07)</i>	Regular Days of Work
040	WCB Rec'd	Amounts Rec'd from WCB	<i>Used for reconciliation of time sheet and dollras rec'd to offset injury on duty</i>	Regular Days of Work

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041	WCB Top-Up	WCB Top up		Regular Days of Work
060	Acting Pay - Excluded			Payroll Regular
061	Acting Pay - Union			
064	Acting Pay - 10%			
070	Retro OT			
071	Retro			
072	Retro LA			
073	Annual L/S Payout - 7.5			
074	Annual L/S Payout - 8.0			
075	Annual L/S Payout - Mgmt 7.5			
076	Annual L/S Payout - Mgmt 8.0			
077	Annual Leave Payout - 2010/11			
078	Lieu Payout 2007/08 (HR Only)			
079	Lieu L/S Payout - 7.5	Lieu Bank - Lump Sum Payout		Annual Leave
080	Lieu Bank - L/S Payout - 8.0	Lieu Bank - Lump Sum Payout		
081	Stat Bank - L/S Payout - 7.5	Stat Lump Sum Payout		Lieu Time Taken
082	Stat Bank L/S Payout - 8.0	Stat Lump Sum Payout		
083	Severance Eligible			
084	Severance Non-Eligible			
085	Severance Eligible - Cashed			
090	Clothing Allowance - Taxable			
095	Continuous Service Bonus			
096	At-Risk Compensation - Executive			
097	At-Risk Compensation - Mngt			
098	Cash Gratuity - Art 41.01			
100	Relocation - Cash Taxable			

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101	Relocation - non Taxable	First \$650 only		
120	Standby Low	Standby Low Permanent Employees	<i>Used for each 8 hour occurrence, Mon.-Fri. that requires permanent employees to be on standby. (Article 26.01(a))</i>	Overtime
121	Standby High	Standby High Permanent Employees	<i>Used as one time occurrence of standby on Weekends, Statutory Holidays &amp; days of rest. (Article 26.01(a))</i>	Overtime
126	Lieu Standby Art 26.01b	Lieu of Standby	<i>Each occurrence represents one day and must be entered and keyed as such.</i>	Overtime
130	Lead Hand - Regular	Lead Hand Allowance (Reg Hrs.)	<i>Used for Journeymen/Non-Journeymen who are in a lead hand position. Must have regular hours associated as well. (Pay Type Code 001)</i>	Regular Days of Work
140	Availability List - Reg	Availabilty List Permanent Employees Code 1 occurrence per 8 hour period	<i>Used for employees who are on the availability list Monday to Friday. (Appendix F)</i>	Overtime
141	Availability List - Wknd	Availability List Wkend or Stats Permanent Employees Code 1 occurrence per 8 hour period	<i>Used for employees who are on the availability list Weekends, Days of Rest &amp; Statutory Holidays. (Appendix F)</i>	Overtime
150	Advanced Recovery	Pay Advance Adjustment Permanent Employees	<i>Head Office Use upon Termination.</i>	
155	OT Meal Allow	Meal Allow	<i>Used with overtime only. (Article 22.13)</i>	Overtime
156	Bluefish/Taltson - Meal Prep	Meal Allowance - Taltson/Bluefish Operator	<i>Used by Taltson/Bluefish Operator who prepares meals</i>	
157	Bluefish/Taltson - Accom Prep	Accomm Allowance - Taltson/Bluefish Operator	<i>Used by Taltson/Bluefish Operator who prepares accommodations</i>	
163	Shift Premium	Shift Premium	<i>For hours worked between 6:00pm &amp; 6:00am.</i>	Regular Days of Work.
200	STAT OT@2.0	Statutory Holiday Worked Permanent Employees	<i>Hours worked on the Statutory Holiday and are to be paid at double rate. Does not include hours coded to Pay Type #010.</i>	Overtime
201	Stat Worked - Bank 7.5	Stat Worked and Deferred - max 7.5 hours	<i>For hours worked on the Stat. Employees</i>	Overtime
202	Stat Worked - Bank 8.0	Stat Worked and Deferred - max 8.0 hours be sure to code equivalent hours to 203		
203	STAT OT @ 1.0	Used in conjunction with 201 or 202 code	<i>choose to bank the number of hours &amp; receive straight time for the shift. In addition to '010</i>	
210	Overtime Bank 7.5 @ 1.0	Overtime Banked @1.0 Permanent Employees	<i>Hours not paid but are put into a lieu bank</i>	Overtime
213	Overtime Bank 8.0 @ 1.0	Overtime Banked @1.0 Permanent Employees	<i>at straight time rate.</i>	
211	Overtime Bank 7.5 @ 1.5	Overtime Banked @1.5 Permanent Employees	<i>Hours not paid but are put into a lieu bank</i>	Overtime
214	Overtime Bank 8.0 @ 1.5	Overtime Banked @1.5 Permanent Employees	<i>at time &amp; one half rate.</i>	

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212	Overtime Bank 7.5 @ 2.0	Overtime Banked at 2.0 Permanent Employees	<i>Hours that are not paid but are put into a lieu bank at double rate.</i>	Overtime
215	Overtime Bank 8.0 @ 2.0	Overtime Banked at 2.0 Permanent Employees		
220	Overtime @ 1.0	Overtime @1.00 Permanent Employees	<i>Hours that are considered to be overtime &amp; are to be paid at straight time.</i>	Overtime
221	Overtime @ 1.5	Overtime @1.50 Permanent Employees	<i>Hours that are considered overtime &amp; are to be paid at time &amp; one half of the employee's regular rate.</i>	Overtime
222	Overtime @ 2.0	Overtime @2.00 Permanent Employees	<i>Hours that are considered overtime &amp; are to be paid at double rate of the employee's regular rate.</i>	Overtime
223	Emergency Overtime @ 1.5	Emergency Overtime @1.50 Permanent Employees	<i>Hours that are considered emergency overtime &amp; are to be paid at time &amp; one half rate of the employee's regular rate.</i>	Overtime
224	Emergency Overtime @ 2.0	Emergency Overtime @2.0 Permanent Employees	<i>Hours that are considered emergency overtime &amp; are to be paid at double rate of the employee's regular rate.</i>	Overtime
227	Article 22.04C - Revised Shift Sched	Art.22.04C Revised Work Schedule Permanent Employees	<i>Revised work schedule without 5 days notice. (Article 22.04(c)) Must have hours coded to #001 as well.</i>	Overtime
228	Article 22.03A - 16 Hrs Consecutive Work	Art.22.03A 16hrs Consec Permanent Employees	<i>Schedule of a shift before 16 hours of the completion of a previous shift. (Article 22.03(a))</i>	Overtime
229	Article 22.03B - Work Prior to Shift	Art.22.03B Worked Permanent Employees	<i>Employees who cannot take the time off. Must have hours coded to #001 as well.</i>	Overtime
230	Art 22.15A - No 24 Hrs Notice	Art.22.15A Permanent Employees	<i>Hours coded should also have equivalent hours coded to #001 if this applies to a regular work day. (Article 22.15(a))</i>	Overtime
231	Art 16.06 - Xmas & New Years	Art.16.06 Permanent Employees	<i>Hours coded should also have equivalent hours coded to #001.</i>	Overtime
232	Light Duty Overtime @ 1.5	Overtime @1.5 for Light Duty	<i>Hours that are considered overtime while on light duty &amp; are to be paid at time and one half employee's regular rate</i>	Overtime
233	Light Duty Overtime @ 2.0	Overtime @2.0 for Light Duty	<i>Hours that are considered overtime while on light duty &amp; are to be paid at double rate of the employee's regular rate</i>	Overtime
234	Discretionary Training OT @ 1.5	Professional Development Overtime @ 1.5	<i>Hours considered overtime while on Professional Development and paid at one and one half times employee's regular rate</i>	Overtime
235	Discretionary Training OT @ 2.0	Professional Development Overtime @ 2.0	<i>Hours considered overtime while on Professional Development and paid at two times employee's regular rate</i>	Overtime
236	Discretionary Training OT @ 1.0	Professional Development Overtime @ 1.0	<i>Hours considered overtime while on Professional Development and paid at two times employee's regular rate</i>	Overtime

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237	Lead Hand OT	Lead Hand Rate (O/T) Permanent Employees	<i>Used for employees who are in a lead hand position &amp; working overtime. Must have overtime hours associated as well. (Pay Type Codes 221,222,223,224)</i>	Overtime
238	Mandatory Training OT @ 1.5	Safety Training Overtime @ 1.5	<i>Hours considered overtime while on Safety Training and paid at one and one half times employee's regular rate</i>	Overtime
239	Mandatory Training OT @ 2.0	Safety Training Overtime @ 2.0	<i>Hours considered overtime while on Safety Training and paid at two times employee's regular rate</i>	Overtime
240	Mandatory Training OT @ 1.0	Safety Training Overtime @ 1.0	<i>Hours considered overtime while on Safety Training and paid at two times employee's regular rate</i>	Overtime
261	Article 25 - Call Back & Reporting - Reg	Call Back and Reporting - Regular Enter hours per collective agreement		Overtime
281	Travel Overtime @ 1.0	Travel Overtime at Straight Time	<i>Travel for overtime used for hours that cannot be paid through the other travel overtime codes. Maximum of 8 hours.</i>	Overtime
282	Travel Overtime @ 1.5	Travel Overtime at Time and One Half	<i>Travel for overtime used for hours at 1.5 the rate of pay. Maximum of 5.25 hours.</i>	Overtime
283	Travel Overtime @ 2.0	Travel Overtime at Double Time	<i>Travel for overtime used for hours at 2.0 the rate of pay. Maximum of 4 hours.</i>	Overtime
291	Article 25 - Call Back & Reporting - Dof R	Call Back and Reporting on Day of Rest Enter hours per collective agreement		Overtime
300	Overtime Bank Taken - 7.5	Overtime Bank Taken Permanent Employees	<i>Employees are taking time off &amp; using hours previously banked with overtime.</i>	Paid Time Off Code
301	Overtime Bank Taken - 8.0			
310	Stat Bank Taken - 7.5	Stat Deferred Time Taken Permanent	<i>Employees are taking time off &amp; using hours previously banked with Statutory Holidays.</i>	Paid Time Off Code
311	Stat Bank Taken - 8.0	Employees		
315	Article 20.08b - Time Away from Headquarters	Time Away From Headquarters	<i>Employee is required to be absence from home beyond a period which includes 2 consecutive weekends.</i>	
320	Annual Leave - Union/Excl 7.5	Annual Leave With Pay Permanent	<i>Employees are taking annual leave.</i>	Paid Time Off Code
321	Annual Leave - Union/Excl 8.0	Employees		
322	Annual Leave Mngt - 7.5			
323	Annual Leave Mngt - 8.0			
324	Vacation Pay 6%			
325	Compensatory Leave 7.5	Compensatory Leave for Management and	<i>Excluded/Management are taking time off in lieu</i>	Paid Time Off Code
326	Compensatory Leave 8.0	Excluded Permanent/Term Employees who	<i>of excessive hours.</i>	
330	Sick Leave - Certified 7.5	Sick-Certified with Pay Permanent	<i>Employee is sick &amp; has produced a doctor's note.</i>	Paid Time Off Code
332	Sick Leave - Certified 8.0	Employees		

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331	Sick Leave - Uncertified 7.5	Sick-Uncertified with Pay Permanent	<i>Employee is sick but has not produced a doctor's note.</i>	Paid Time Off Code
333	Sick Leave - Uncertified 8.0	Employees		
340	Special Leave - Marriage 7.5	Special Leave-Marriage Permanent	<i>Article 18.01 Personnel Approved.</i>	Paid Time Off Code
345	Special Leave - Marriage 8.0	Employees		
341	Special Leave - Bereavement 7.5	Special Leave-Bereavement Permanent	<i>Article 18.02 Personnel Approved.</i>	Paid Time Off Code
346	Special Leave - Bereavement 8.0	Employees		
342	Special Leave - Other 7.5	Special Leave-other Permanent Employees	<i>Article 18.03 Personnel Approved.</i>	Paid Time Off Code
348	Special Leave - Other 8.0			
343	Special Leave - Discretionary 7.5	Special Leave-Discretionary Permanent	<i>Article 18.04 Personnel Approved.</i>	Paid Time Off Code
349	Special Leave - Discretionary 8.0	Employees		
344	Special Leave - Birth/Adop 7.5	Special Leave-Birth/Adoption Permanent	<i>Article 18.05 Personnel Approved.</i>	Paid Time Off Code
351	Special Leave - Birth/Adop 8.0	Employees		
347	Article 20.01 - Court Leave		<i>Personnel Approved.</i>	Paid Time Off Code
350	Article 22.03B - Time Taken Off	Art.22.03B Time Off Permanent Employees	<i>Article 22.03B, one hour off for each hour worked prior to the start of the shift.</i>	Paid Time Off Code
351	Special Leave - Birth/Adoption			
355	Article 20.03 - Approved Leave Other	1/2 Day Civic holiday	<i>Article 20.03 - Other Leave with pay</i>	Paid Time Off Code
359	Injury On Duty Advance	Injury On Duty-Advanced Article #19.05	<i>Employees who have been injured at work &amp; can no longer work. HUMAN RESOURCE APPROVED</i>	Paid Time Off Code.
361	WCB Subsidization	Subsidy payments received from WCB.	<i>Employees who have been injured at work and are unable to perform regular duties. Are brought back to work in a training capacity for rehabilitation purposes.</i>	Regular Days of Work
370	Maternity Leave	Maternity Leave - Permanent Employees	<i>Head Office Use.</i>	
371	Clothing Allowance P/T - Receipts	P/T Clothing Allowance Receipts Only	<i>To reimburse part-time employees for amounts spent on Protective Clothing Allowance. Receipts must be presented/Max reimbursed \$375</i>	
372	Clothing Allowance F/T - Receipts	Clothing Allowance Receipts Only	<i>To reimburse employee for amounts spent on Protective Clothing Allowance. Receipts must be presented.(Max reimbursed 500.00)</i>	
374	Boot Allowance - Receipts	Boot Allowance Recei[ts Only	<i>To reimburse employee for amounts spent on Boots Receipts must be presented. (Maximum reimbursed 200.00)</i>	
380	Educational Leave	Educational Leave Permanent Employees	<i>Used for employees who have been approved by Personnel for educational leave.</i>	Paid Time Off Code.
390	Article 13 - Union Leave PSAC	Union Business PSAC Paid Permanent Employees	<i>Employees on Union business &amp; paid by PSAC. Personnel Approved prior to use.</i>	Paid Time Off Code.
391	Article 13 - Union Leave NTPC	Union Business NWTPC Paid Permanent Employees	<i>Employees on Union business &amp; paid by NWTPC. Personnel Approved prior to use.</i>	Paid Time Off Code.

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395	Excluded Unpaid Overtime	Worked time in excess of regular work week. Time is unpaid.	<i>Employees in an excluded position who are not eligiable for OT. To be used for tracking purposes only.</i>	Non Paid Time Code
396	Volunteer Time - Unpaid	Tracking of off hours Volunteer time		
400	LWOP - Sick	Sick With Out Pay Permanent Employees		Non Paid Time Off Code
410	LWOP Over 3 Months	Leave With Out Pay Permanent Employees	<i>Employees on LWOP over 3 months - Not eligible for accomodation or L or Location Allowance</i>	Non Paid Time Off Code
411	LWOP Under 3 Months	Leave With Out Pay for Under 3 Months	<i>Employees on LWOP under 3 months-eligible for A/A and Location Allowance.</i>	
412	Disability (DI)	Disability	<i>Employees on approved disability leave.</i>	Non Paid Time Off Code
413	LWOP - Child Care	Child Care Leave Without Pay	<i>Employees who have been approved for extended maternity leave.</i>	Non Paid Time Off Code
414	Long Term Disability (LTD)	LongTermDisa	<i>Employees on approved long term disability leave.</i>	Non Paid Time Off Code
420	Suspension	Suspension Permanent Employees		Non Paid Time Off Code
421	Suspension W/Pay	Suspension Permanent Employees		Non Paid Time Off Code
430	AWOL	Absence WithOut Leave Permanent Employees		Non Paid Time Off Code
440	STRIKE	On Strike Permanent Employees		Non Paid Time Off Code