

Appendix I - Pay Abbreviations

This appendix lists and briefly describes the pay abbreviations* that appear on employees' pay stubs and/or on Report 10. These abbreviations include the paid hours codes detailed in Appendix E, the special pays detailed in Appendix G, and those *non-paid* codes from Appendix F that *accrue vacation and sick pay*. The corresponding Time Roster codes are listed, where applicable.

Abbreviation	Roster Code	Description
ADMIN LV	AM, AV**	Non-paid administrative leave (voluntary or mandatory) for deficit reduction; (for vacation/sick pay accrual purposes only).
ALLOWNCE	11A	Allowance payment; for example, uniform allowance.
ASLT PAY	AP	Assault leave pay (see Appendix J).
BILINGUL	02A, 02B, 02D	Interpreter-translator (bilingual) premium pay.
BONUS	—	Meritorious award payment (shown as "BONUS PAY" on Report 10).
COMP PAY	OU	Overtime-used pay (compensatory time).
DIFFPAY1	25A thru 25Z	Differential pay for tour-working fire fighters.
DIFFPAY2	26A thru 26Z	Differential pay for hours-working fire fighters and police officers.
DISB PAY	DP	Disability leave pay (see Appendix J).
EDUC PAY	EP	Educational leave pay.
EIC PAY	—	Earned income credit payment.
HLTH BEN	—	Health benefit – Imputed income from either (1) the taxable benefit that results from registering a domestic partner in the Health Service System <i>or</i> (2) the taxable benefit that results from the City paying part of an employee's dependent health coverage when the employee has the option of receiving cash instead.
HOL OT	HP	Holiday overtime pay, paid at time-and-a-half.
HSS CASH	—	Cash in lieu of dependent health pickup for an employee who has

* and the *non-pay* abbreviations for the few non-pay types that accrue vacation and sick pay

** These are non-paid codes.

Payroll/Personnel Procedures Manual

Abbreviation	Roster Code	Description
IMPUNET	—	<p>a benefit vs. cash option and has chosen cash. Cash in lieu of dependent health pickup for an employee who has a benefit vs. cash option and has chosen cash.</p> <p>Imputed retirement benefit – Imputed income from the City's contribution toward an employee's <i>post-tax</i> retirement contribution.</p>
LEGL HOL	LH, HI	Legal holiday and legal holiday-in-lieu pay.
LUMP SUM	—	Lump sum payment of vacation and vested sick pay balances.
MISPAY04	04A thru 04Z	Special pays that begin with "04" (see Appendix G).
MISPAY19	19A thru 19Z	Special pays that begin with "19" (see Appendix G).
MISPAY20	20A thru 20Z	Special pays that begin with "20" (see Appendix G).
MISPAY23	23A thru 23Z	Special pays that begin with "23" (see Appendix G).
MISPAY24	24A thru 24Z	Special pays that begin with "24" (see Appendix G).
OTHR HOL	FH, LP	Floating holiday and longevity leave.
OTHR LEV	AC, AD, BP, EX, JD, MP, PE, PT	Unavoidable accident leave pay for transit operators (AC), administrative leave/80 hours (AD), bereavement leave pay for transit operators (BP), administrative leave/five days for executive-level employees (EX), jury duty (JD), military leave pay (MP), physical fitness leave pay (PE), and parent/teacher conference leave (PT).
OVERTIME	OS, OT, 03A thru 03E, 30A thru 30K	Overtime paid at straight time, overtime paid at time-and-a-half, standby pay, and any special pays earned on overtime.
P/F PREM	03F thru 03Z	Police officer and fire fighter premium pays that begin with "03". (See Appendix G.)
PTX RFND	—	Refund of a pre-tax health deduction, as determined by Health Services System. <i>Notes:</i> These deductions are being refunded through the Payroll System so that the money can be reclassified as taxable income and the appropriate taxes can be withheld. Because this money is being refunded by Health Services, the expense is charged to Health Services rather than to the departments.

Appendix I - Pay Abbreviations

Abbreviation	Roster Code	Description
REGULAR	WK	Regular work pay (reported as "REGULAR PAY" on Report 10).
REHB SUP	RP	Payment in supplementation of SDI for employees in voluntary rehabilitation who have exhausted all of their leave credits.
RETRO-HO	—	Retroactive payment of holiday overtime pay.
RETRO-PN	—	Retroactive payment of premium pays that are <i>not</i> part of retirement-covered gross wages.
RETRO-PR	—	Retroactive payment of premium pays that <i>are</i> part of retirement-covered gross wages.
RETRO-OT	—	Retroactive payment of overtime pay, <i>not</i> including holiday overtime.
RETRODIS	—	Retroactive payment of disability pay or assault pay (DP or AP), which are non-taxable.
RETROREG	—	Retroactive payment of regular pays (wages related to work and to paid leaves <i>other than</i> assault pay and disability pay, which are non-taxable).
SDI LEV	SD*	State Disability Insurance leave without pay (see Appendix J). <i>Note:</i> SD hours are reported only when an employee is supplementing his or her disability benefit with paid-leave credits.
SHIFT2	2	Shift-2 premium pay. <i>Note:</i> Shift premium earned on overtime is included in OVERTIME instead of appearing as SHIFT2.
SHIFT3	3	Shift-3 premium pay. <i>Note:</i> Shift premium earned on overtime is included in OVERTIME instead of appearing as SHIFT3.
SICK PAY	SP	Sick pay.
TEST PAY	TP	Drug testing pay (work time spent being tested in the mandatory drug testing program for safety employees).
TRANSCPT	17A	Transcription fee payment.
TRAV PAY	12A, 12C, 12D 12E, 12F, 12G, 12H	Travel premium pay for Airport, Sharp Park, Millbrae and Sunol.(See Appendix G.)

* This is a non-paid code.

Payroll/Personnel Procedures Manual

Abbreviation	Roster Code	Description
UNPD BEN	27A thru 27F	"Unpaid benefit"; specifically, the dollar value assigned to an employee's use of a City-owned vehicle for commuting. (See Appendix K.)
VACATION	VA	Vacation pay.
WC LEV	WC*	Workers' Compensation leave without pay (see Appendix J).
WC SUPP	WS	Workers' Compensation supplementation pay (see Appendix J).
WORD PRC	01B	Word processing premium pay.
3PTY PAY	—	Third-party sick pay benefits (Cafeteria Plan disability) paid by Colonial Insurance Company for six months or less.
3PTY 6MO	—	Third-party sick pay benefits (Cafeteria Plan disability) paid by Colonial Insurance Company beyond six months, and therefore not subject to FICA.

* This is a non-paid code.

Revised Worker's Comp/SDI Supplementation Worksheet

This Bulletin affects Payroll Offices only. It replaces Bulletin 77 dated 6/3/93. Changes are shown by lines in the right margin.

Supplementation Worksheet Has Been Revised

Please recycle your old Worksheets and begin using the revised Worksheets (dated 8/96). Worksheets are available at 875 Stevenson St. and at 160 South Van Ness Ave. A small supply is also enclosed.

Important: When making adjustments, please fill out *all* of the information at the top of the Worksheet and attach it to the PDF. Note the following when filling out the top of the Worksheet:

- ① **Union Local** - Write in the Local number of the employee organization that represents the employee.
 - ② **Job Class** - Write in the employee's job class.
 - ③ **Recurrence** - Be sure to check this box if the disability is a recurrence of an earlier injury or illness.
 - ④ **DOI (Date of Industrial Injury)** - If the disability is a Workers' Comp recurrence, write the date the injury recurred.
 - ⑤ **Waiting Period Dates** - If the waiting period did not occur during the pay period you are adjusting, write "N/A" in this space.
 - ⑥ **Employee's Expected/Actual Return Date** - If the employee's expected return date is unknown, but the employee is still out, write "Unknown—employee still out." Otherwise, write in the date the employee returned to work or is expected to return to work.
 - ⑦ **Pay Period Dates** - Write in each date in the pay period you are adjusting.
 - ⑧ **Paid/Non-Paid Codes and Regular Days Off** - Write in the correct paid and non-paid hours codes and indicate the employee's regular days off by writing "OFF" in the appropriate boxes.
-

Reminder

For adjustments involving Workers' Comp, remember to attach Form DWC-500-1 to the PDF. For adjustments involving assault pay, remember to attach the Civil Service letter of approval and Form DWC-500-1 to the PDF.

Important: The processing of your PDFs will be delayed if you do not attach the above documents.

File This Bulletin

Please file this Bulletin in your *Procedures Manual* in front of Appendix J.

Questions

If you have questions, please see your Payroll Supervisor. Supervisors who have questions may call Akbar Shaikh at 558-7875 or Phyllis Buettner at 558-7814.

Workers' Comp Claim SDI Claim Recurrence
 Union Local Job Class

Employee Number _____

Employee's Name (Last, First, M.I.) _____

Department # _____

4 DOI (Date of Industrial Injury--
Workers' Comp only) _____

Last Day Worked _____

5 Waiting Period Dates (if waiting period
occurred this pay period) _____

Date Benefits Began _____

Pay Period Ending Date _____

6 Employee's Expected or Actual Return Date _____

Write the number of supplemental hours to be charged to each type of paid leave code (from Step 4, or, if a holiday fell during the supplemental period, from steps 5b and 5c).

WS/AP SP VA OU LH = _____
Total Supp. Hours

7 Enter pay period dates →

8 Enter correct paid/non-paid codes
and indicate regular days off →

SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	

1. *If the employee was not supplementing for a portion of this pay period, add the number of hours posted to each paid or non-paid leave code outside the supplemental period:*

WK hours	_____	LH hours	_____
SP hours	_____	DP hours*	_____
VA hours	_____	Other hours	_____
OU hours	_____	TOTAL HOURS	_____

2. Calculate the Workers' Comp or SDI benefit amount for the pay period:

$$\frac{\text{calendar days employee was on Workers' Comp or SDI}}{\times} \frac{\text{Workers' Comp or SDI daily rate}}{=} \frac{\text{Workers' Comp or SDI benefit amount for pay period}}$$

3. Calculate the number of hours that this benefit amount is equivalent to:

$$\frac{\text{Workers' Comp or SDI benefit amount for pay period}}{\div} \frac{\text{base hourly rate}}{\text{OR}} \frac{\text{adjusted hourly rate**}}{=} \boxed{\text{Workers' Comp (WC) or SDI (SD) hours}}$$

4. Calculate the number of supplemental hours:

$$\frac{\text{regular hours this pay period}}{-} \frac{\text{total paid hours from Step 1 (if any) + any non-paid hours other than WC or SD}}{-} \frac{\text{Workers' Comp or SDI hours (from Step 3)}}{=} \boxed{\text{Total supplemental hours}}$$

* DP hours would occur only for employees in eligible classifications who are on Workers' Comp during the waiting period, and whose DP waiting period ended during this pay period.

** Use an adjusted hourly rate if the employee earns shift premium, longevity pay, had a rate increase during this pay period, or earns a special pay while on paid leave. (Attach your calculations to this Worksheet.)

