



SERVICE CENTER
Employee Address Maintenance (ADDR)
Instructions



The Employee Address Maintenance (ADDR) form is used to record an employee's address and telephone number. This form will also be used to record any changes to the employee's address or telephone number.

ENTRIES ARE REQUIRED FOR ALL FIELDS

- 1 Name: Enter the employee's name (first, middle, last).
- 2 Employee ID: Enter the employee's social security number.
- 3 Effective Date: Enter the date the employee's address information is effective.
- 4 Expiration Date: Enter the last date the employee's address information is valid.
- 5 Agency/Org Enter Agency and Organization code.

6 Mailing Address
Checkbox: **Mailing Address Same as Home Address**

The address which appears on the employee's check is determined by:

- * **Home Address** - If the **Mailing Address Same as Home Address** check box is selected the **Home Address** information will be printed on the employee's paycheck.
- * **Mailing Address** - If the **Home Address** information and the **Mailing Address** information fields are both filled in on ADDR, the **Mailing Address** information will be printed *instead* of the **Home Address** on the employee's paycheck.
- * **No Address is Listed** - If the employee does not have an ADDR record, the address on the employee's paycheck will print with the message "ADDRESS NOT FOUND".

Check this box if the employee's mailing address is the same as the home address.

- 7 Home Address: Enter the employee's home address (street number, street, and apartment number). Use the second line to continue the home address if additional space is needed. Enter City, State, Zip Code in the corresponding fields.
- 8 County: Enter county code of employee's home address. Valid values are located on County (CNTY) window. Codes may be found by going to the SAM II HR website; Policy & Procedures; Glossary of Valid Codes.
- 9 Phone: Enter employee's home phone number starting with area code.
- 10 Country: Enter the country code of the employee's home address. Common code used: USA. Valid values are located on the Country (CTRY) window. Codes may be found on the SAM II website; Policy & Procedures; Glossary of Valid Codes.
- 11 Mailing Address: Required if the "Mailing Address Same as Home Address" checkbox is clear. Enter employee's mailing address (street number, street, and apartment number). Use the second line to continue the mailing address if additional space is needed. Enter City, State, Zip Code and Country in corresponding fields.
- 12 Auth. Signature: **Required. Authorized Signature and date of signature.**

Form Preparation: **Required. Signature (printed) name, phone number and date of person preparing form.**



**Service Center
Agency Specific and Accounting Data Form (AGYS)
Instructions**



Name: Enter employee's name (first, middle, last).

Employee ID: Enter employee's social security number.

Appointment ID: Enter the Appointment ID if the employee holds more than one appointment. Enter an asterisk (*) if this affects all the employee's appointments.

AGENCY INFORMATION

Agency Action: Enter AGY* in the Agency Action field.

Reason: Enter the reason code for the "Agency Action".
Valid values are:
A17 - Add New Employee.
C17 - Accounting Change.
C50 - Change Work Schedule.
C51 - Change Labor Distribution.
C52 - Change Work and/or Pay Location.
C53 - Change General Information.
C54 - Change New Employee Information.

Effective Date: Enter the date the agency-specific information is effective.

Expiration Date: Enter the last date the agency-specific information is in effect.

Agency/Org: Enter the Agency and Organization Code.

Pay Location: Enter the code identifying the location to which an employee's paycheck will be routed. Valid values are located on the Location (LOC) window.*

Work Location: Enter the employee's work location code. Valid values are located on the Location (LOC) window.*

Work Cycle: Enter the employee's work cycle code. Valid values are located on the Work Cycle (WKCY) window.*

Labor Distribution Override Option: This field specifies the option used to manage labor cost accounting attributes. Select one of the labor distribution override options:
"Use Entered Accounting Values" - Requires that the accounting attributes such as fund, agency, organization, object code and appropriation etc., be entered into the Override Accounting Distribution fields as listed below. Selecting this option will charge labor cost to one accounting distribution attribute.
"Use Entered Profile" - Requires an entry in the Labor Distribution Profile field and signifies that a Predetermined Profile has been established.

Labor Distribution Profile: Required if "Labor Distribution Override Option" is "Use Entered Profile"; otherwise leave blank. Valid values are located on the Labor Distribution Profile (LDPR) window.*

VERRIDE ACCOUNTING DISTRIBUTION

Fund/Agency/Org/Sub-Org/Approp/Activity/Function/Object/Sub-Object/Job/Rptg Catg. Required if "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter information as applicable to your agency. Valid values are located on the FUND, FAGY, ORGN, SORG, APPR, ACTV, FUNC, OBJT, SOBJ, JOBT, and RPTG windows.*

Authorized Signature: Required. Authorized signature and date of signature.

Form Prepared By: Required. Signature (printed) name, phone number and date of person preparing form.

* Valid values for all windows are located on the SAM II/HR website under Policies and Procedures/Glossary of Valid Codes.



Service Center
Employee Attribute
Maintenance (ATTR)
Instructions



The Employee Attribute Maintenance (ATTR) form is used to record basic employee personal attributes.

- 1 Employee ID: Enter the employee's social security number.
- 2 Agency/Org: Enter Agency and Organization code.
- 3 Name: Enter the employee's name (first, middle, last).
- 4 Birthdate: Enter the employee's birth date (mm/dd/ccyy).
- 5 Ethnicity: Enter the employee's ethnicity code. Valid values are as follows:
A Asian/Pacific Islander
B Black
H Hispanic
I American Indian
U Unknown-App Tracking Use Only
W White
- 6 Disability: Enter the employee's self-declared disability code. Valid values are as follows:
ACCMD Employer made required accommodation.
ACCNM Employer cannot make required accommodation.
ACCRQ Accommodation required by employee.
NOACC No accommodation required by employee.
NOEE No disability indicated by employee.
YESEE Disability indicated by employee.
YESER Disability recognized by employer.
ACCMD Employer made required accommodation.
ACCNM Employer cannot make required accommodation.
- 7 Gender: Check box as applicable: **Male** or **Female**.
- 8 Citizenship Status: Check box as applicable: **Natural Citizen**, **Naturalized Citizen** or **Alien**.
- 9 Auth. Signature: **Required. Authorized Signature and date of signature.**
- 10 Form Preparation: **Required. Signature (printed) name, phone number and date of person preparing form.**



Service Center
Employment Status Maintenance Form
(ESMT)



Instructions

Name: Enter the employee's name (first, middle, last).

Employee ID: Enter the employee's social security number.

Appointment ID: Enter the Appointment ID if the employee holds more than one appointment. Enter an asterisk (*) if this affects all the employee's appointments.

Orig Appt Date: Enter the date of the employee's original appointment.

Effective Date: Enter the date the employee information is effective. Note: When terminating an employee, this date will be the day after the employee's last day physically worked.

Expiration Date: Enter the last date the employee information is in effect.

JOB ASSIGNMENT SECTION

Personnel Action: Enter the personnel action code. Valid values are located on the Personnel Action (PACT) window.* Note: When a change is made to the personnel action, make sure the "Reason" corresponds with the new personnel action.

Personnel Reason: Enter the reason code for the "Personnel Action". Valid values are located on the Personnel Action Reason (PART) window.* Note: When a change is made to the "Personnel Action", make sure the reason corresponds with the new "Personnel Action".

Job Status: Enter the job status code to indicate the status of the employee's appointment (e.g., temporary, probationary, etc.). Valid values are located on the Job Status (JOBS) window.*

Agency: Enter the code for the agency to which the employee reports.

Organization: Enter the code for the organization to which the employee reports.

Position Number: Required if establishing a new employee in the system or making changes to an existing employee's information. If inactivating an employee in the system, leave blank. Enter the employee's position number.

% Full Time: Enter the percent of full-time that the employee works in this position. For example, enter 1.0 if the employee works full-time or 0.5 if the employee works 50% time.
"

Employ Status: Enter the employee's employment status code. Valid values are "D" Deceased; "1" Active; "2" Inactive; "3" Leave without Pay; and "7" Patient and/or Inmate Workers.

Table Driven Pay: Select "Use Table" or "Do Not Use Table". "Use Table" indicates that the employee's base pay is table-driven (tied to a pay grid). "Do Not Use Table" requires the completion of pay information in the **Pay Parameters** section.

Step: Required if "Use Table" was selected under "Table Driven Pay". Valid codes are listed on the STEP table.*

EEO Full-time: Select Yes if the employee is considered full-time for EEO classification purposes. Select No if the employee is not considered full-time for EEO classification purposes. Select N/A if there is a secondary appointment ID in the "Appointment ID" field.



**Service Center
Employment Status Maintenance Form
(ESMT)**



Instructions

DATES SECTION

Probation Start: Enter the start date of the employee's probation period, if applicable.
Probation End: Enter the end date of the employee's probation period, if applicable.
Benefits Progression Start: Enter the date an employee is eligible for a benefit (e.g., state deferred compensation employer contribution to start one year from the date of employment).
Leave Progression Start: Enter the date that begins the counting period for an employee's leave tenure. If an employee has a break in service, a manually calculated date needs to be entered in this field.

ASSIGNMENT ATTRIBUTES

Payroll Number: Enter the employee's payroll number code. Valid values are located on the Payroll Number (PYNO) window.*
Title: Enter the employee's title code (e.g., class code/index number). Valid values are located on the Title (TITL) window.* Note: All UCP title codes begin with the letter "U". Title codes for non-UCP agencies begin with a character that corresponds with the agency's name.
Subtitle: *W1* Enter the employee's sub-title code. The sub-title establishes different pay, leave and deduction policies associated with a particular title. Valid values are located on the Sub-Title (STTL) window.*
Pay Class: *PUS* Enter the employee's pay class code (e.g., hourly/positive pay, salaried/exception pay, etc.). Valid values are located on the Pay Class (PYCL) window.*
Civil Service Status: Enter the employee's civil service status code. Valid values are: NUCP (non-merit, non-UCP); UCPE (UCP non-merit exempt); UCPP (UCP non-merit covered); UCPU (UCP merit system, unclassified); and UCPY (UCP merit system classified).
Assignment Type: Select a value (Permanent, Temporary, None) to indicate the employee's assignment type.

PAY PARAMETERS

Pay Type: Enter a valid pay type. Valid values are located on the EVNT window.*
A/P Indicator: Enter (A) for Amount **OR** (P) for Percentage.
Amount/Percent: Enter either a dollar amount, or a percentage amount. The percentage must be entered using a decimal point (e.g., 9% would be entered .09).
Effective Date: Enter the last date the pay type information is in effective.
Expiration Date: Enter the date the pay type information

CERTIFICATE/REMARKS

Certificate Number: Merit Agencies enter the Certificate Number from which the employee was selected. Non-Merit agencies, leave blank.
Certificate Date: Merit Agencies enter the effective date of the certificate. Non-Merit agencies, leave blank.
Remarks: Optional. Enter remarks to record additional information pertaining to a personnel action.



Service Center
Employment Status Maintenance Form
(ESMT)
Instructions



Authorized Signature: Required. Authorized signature and date of signature.

Form Prepared By: Required. signature (printed) name, phone number and date of person preparing form.

* Valid values for all windows are located on the SAM II/HR website under Policies and Procedures/Glossary of valid codes.



Service Center
Position Status Maintenance Form
(PSMT)



Instructions

- Agency:** Enter the Agency code.
- Organization:** Enter the Organization code.
- Position Number:** Enter a new position number to establish a new position. To change existing position information, enter the number of the position to be updated. Note: This may be an alpha and/or numeric entry. (Up to 7 characters, alpha numeric).
- Effective Date:** Enter the date the position information is effective.
- Expiration Date:** Enter the last date the position information is in effect. If this is a permanent position, enter 99/99/99
- Short Description:** Enter a brief description of the position being created or updated. For UCP agencies, this description should match the short description on the Title (TITL) window*, or reflect an alternative description as agreed upon by the agency and the Division of Personnel.
- Long Description:** Enter the long description of the position being created or updated. For UCP agencies this should match the long description on the Title (TITL) window*, or reflect an alternative description as agreed upon by the agency and the Division of Personnel.

POSITION ATTRIBUTES

- Location:** Enter the location code for the position. Valid values are located on the Location (LOC) window.*
- Position Status:** Enter the position status code. Valid values are located on the Position Status (PSTS) window.*
- Assignment Type:** Select a value to indicate whether the position is Permanent or Temporary.
- Table Driven Pay:** Select a value to indicate how the base pay for the position is determined.
- Civil Serv Status:** Enter the employee's civil service status code. Valid values are: NUCP (non-merit, non-UCP); UCPE (UCP non-merit exempt); UCPP (UCP non-merit covered); UCPU (UCP merit system, unclassified); and UCPY (UCP merit system classified).
- Pay Class:** Enter the employee's pay class code (e.g., hourly/positive pay, salaried/exception pay, etc.) for the position. Valid values are located on the Pay Class (PYCL) window.*
- Payroll Number:** Enter the employee's payroll number. Valid values are located on the Payroll Number (PYNO) window."
- Title:** Enter the employee's title code (i.e., class code/index number) for the position. Valid values are located on the Title (TITL) window.* Note: All UCP title codes begin with the number "U". Title codes for non-UCP agencies begin with a character that has been assigned to the agency.
- Sub-title:** Enter the employee's sub-title code for the position. Valid values are located on the Sub-Title (STTL) window.*
- Title Category:** Required only if multiple titles are associated with a position; otherwise, leave blank. Enter the title category code for the position. Valid values are located on the Title Category (TCAT)



**Service Center
Position Status Maintenance Form
(PSMT)
Instructions**



OVERRIDE PROFILE AND PAY

- FLSA Profile:** Leave blank, or enter the code to override the way FLSA is calculated for a position. This profile overrides the "FLSA Profile" entered on the Sub-Title (STTL) window. Valid values are located on the FLSA Profile (FLPR) window.*
- Pay Policy:** Leave blank, or enter the code to override the pay policy governing the pay for the position. This policy overrides the "Pay Policy" entered on the Sub-Title (STTL) window. Valid values are located on the Pay Policy (PPOL) window.*
- Grade:** Leave blank, or enter the code to override the grade for the position. This grade overrides the "Grade" entered on the Title (TITL) window. Valid values are located on the Grade (GRDE) window.*
- Deduction Policy:** Leave blank, or enter the code to override the deduction policy governing deductions for the position. This policy overrides the "Deduction Policy" entered on the Sub-Title (STTL) window. Valid values are located on the Deduction Policy (DPOL) window.*
- Leave Policy:** Leave blank, or enter the code to override the leave policy governing leave accrual and usage for the position. This policy overrides the "Leave Policy" entered on the Sub-Title (STTL) window. Valid values are located on the Leave Policy (LPOL) window.*
- FLSA Status:** Select a value to override or verify the normal FLSA status on the Title (TITL) window. Valid values are Exempt, Non-exempt and Not Required.
- Salary Maximum:** Leave blank, or enter the override maximum annual salary for the position. This maximum overrides the "Salary Maximum" entered on the Title (TITL) window.
- Salary Minimum:** Leave blank, or enter the override minimum annual salary for the position. This minimum overrides the "Salary Minimum" entered on the Title (TITL) window.

ORGANIZATION INFORMATION

- Labor Distribution Override Option:** This field specifies the option used to manage labor cost accounting attributes. Select one of the labor distribution override options:
- "Use Entered Accounting Values"** - requires that the accounting attributes such as fund, agency, org, object code, appropriation, etc., be entered into the Override Accounting Distribution fields as listed below. Selecting this option will charge to one accounting distribution attribute.
- "Use Entered Profile"** - requires an entry in the Labor Distribution Profile field and signifies that a pre-determined profile has been established.
- Distribution Profile:** Required if "Labor Distribution Override Option" is "Use Entered Profile"; otherwise, leave blank. Valid values are located on the Labor Distribution Profile (LDPR) window.*



Service Center
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(PSMT)
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ACCOUNTING ATTRIBUTES

Fund/Agency/Org/ Required if "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise,
SubOrg/Appr/Actvy/ leave blank. Enter information as applicable to your agency. Valid values are located on the:
Function/Object/ FUND, FAGY, ORGN, SORG, APPR, ACTV, FUNC, OBJT, SOBJ, JOBT, AND RPTG
SubObjt/Job/Rptg windows.*
Catg:

Authorized Signature: Required. Authorized signature and date of signature.

Form Prepared By: Required. Signature (printed) name, phone number and date of person preparing form.

* Valid values for all windows are located on the SAM II/HR website under Policies and Procedures/Glossary of valid codes.



Service Center Employee Tax Parameters (TAX) Instructions



The Employee Tax Parameters (TAX) form is used to record information drawn from the employee's W-4 form for federal withholdings, MO W-4 form for MO state withholdings and, if applicable, local tax (St. Louis/Kansas City).

- 1 Name: Enter the employee's name (first, middle, last).
- 2 Employee ID: Enter the employee's social security number.
- 3 Appointment ID: Enter an asterisk [*] to indicate that **all** of the employee's **appointments** are to be subject to the same tax information.
- 4 Effective Date: Enter the date the tax information becomes effective.
- 5 Expiration Date: Enter the last date the tax information is in effect.
- 6 Agency/Org Enter Agency and Organization code.
- 7 Tax Class: Enter the code to indicate the employee's tax class. Tax class determines the type of taxes (federal, state, and/or local) that must be withheld and by eligibility to claim tax exemptions.
Valid codes:

- | | |
|----------------------------------|------------------------------|
| 1 Fed & State Std W/H Income Tax | 6 State and EIC |
| 2 Fed W/H Income Tax Only | 7 EIC Only |
| 3 State W/H Income Tax Only | E Fed & State W/H Tax Exempt |
| 4 Federal, State, and EIC | * Fed/State |
| 5 Federal and EIC | |

- 8 FICA Class: Enter the employee's FICA (OASDI) class. FICA class dictates which FICA and Medicare deductions are to be taken. Valid codes:

- | | |
|----------------------------|---------------------------|
| 1 OASDI & Medicare Tax W/H | E OASDI & Medicare Exempt |
| 2 OASDI Tax w/h Only | * OASI/FED |
| 3 Medicare Tax w/h Only | |

- 9 Marital Status: **Federal:** Enter the employee's tax marital status (as declared on the W-4).
Federal Valid codes:

- | | |
|----------------------------------|-----------|
| B Married-both Spouses Working | M Married |
| C EIC Married but at Single Rate | S Single |
| H Head of Household | |

- 10 Marital Status: **State:** Enter the employee's state tax marital status (as declared on the MO W-4).
State Valid codes:

- | | |
|----------------------------------|-----------|
| B Married-both Spouses Working | M Married |
| C EIC Married but at Single Rate | S Single |
| H Head of Household | |

**Service Center
Employee Tax Parameters (TAX)
Instructions**

- 11 Tax Allowance: **Federal:** Enter the number of allowances claimed on the W-4.
Federal
- 12 Tax Allowance: **State:** Enter the number of allowances claimed on the MO W-4.
State
B = 0 or 1
M = 0, 1, or 2
H = 1, 2, 3, or 4
S = 0 or 1
Add'l allowances - record in Line 13
- 13 Tax Allowance: **Additional State:** Enter Additional State Allowances as reported on MO W-4.
Add'l State
- 14 Deduction Type: Enter the code for the appropriate deduction type of the additional withholding. Refer to the Deduction Type (DEDT) window for valid values. NOTE: This field is required if an employee requests an additional amount be withheld for state, federal or subject to any local tax such as City Earnings Tax. Most common codes used:

KCTAX Kansas City Tax Withholding
STLTX St. Louis City Tax Withholding
ADFTX Additional Federal Tax Withholding
ADSTX Additional State Tax Withholding
- 15 Deduction Plan: Required if **Deduction Type** is completed. Enter the code for the appropriate deduction plan of the additional withholding(s). Refer to the Deduction Plan (DPLN) window for valid values. The Deduction Plan code is normally the same as the Deduction Type code. Most common codes us

KCTAX Kansas City Tax Withholding
STLTX St. Louis City Tax Withholding
ADFTX Additional Federal Tax Withholding
ADSTX Additional State Tax Withholding
- 16 Effective Date: Required if **Deduction Type** is completed. Enter the date the additional withholding or local tax becomes effective.
- 17 Expiration Date: Enter the last date the deduction information is in effect.
- 18 Deduction Amt: If an employee requests additional Federal or Missouri State tax withholding, enter the appropriate semi-monthly amount (i.e., \$25.00).
OR
- 19 Deduction Rate: Required if Deduction Amount has been left blank. Enter the semi-monthly percentage of the add'l Federal/State tax withholding deduction, if any. Enter Percentage as decimal (enter 15% as .15).
- 20 Auth. Signature: **Required. Authorized Signature and date of signature.**
- 21 Form Preparation: **Required. Signature (printed) name, phone number and date of person preparing form.**



**Service Center
Official Time and Leave Report
Instructions**



The Official Time and Leave Report is used to record employee leave and pay events.

Pay Period End Date: Enter the pay period end date for which time and pay events are being submitted.

Agency/Org: Enter the Agency and Organization code.

Name: Enter employee's name (first, middle, last).

Employee ID: Enter employee's social security number.

Pay Period Dates: Enter the date of time worked or the date of the leave or pay event.

Event Type: Enter the appropriate Event Type. (Commonly used leave and pay codes are listed on the attachment).

Hours/Minutes: Enter the number of hours and minute of the leave or pay event. This is entered as hours and minutes (example: 4.25 equals 4 hours and 25 minutes NOT 4 hours and 15 minutes).

Total Hours Worked: Enter the total number of hours and minutes worked for leave/pay events for the entire pay period as designated.

Total Hours Leave Taken: Enter the total number of hours and minutes for leave event(s) usage for the entire pay period as designated.

Total Hours Paid: Enter the total number of hours and minutes to be paid for the entire pay period as designated.

NOTE: Total Leave Taken and Total Hours Worked should equal Total Hours Paid. (Excluding Leave without Pay).

Total State Comp Hours: Enter the total number of hours and minutes to be paid/accrued for the entire pay period as designated.

Total Federal Comp Paid: Enter the total number of hours and minutes to be paid/accrued for the entire pay period as designated.

Authorized Signature: Required. Authorized Signature and Date of Signature.

Form Preparation: Required. Signature (printed) name, phone number and date of person preparing form.

SERVICE CENTER
OFFICIAL TIME AND LEAVE REPORT

COMMONLY USED LEAVE AND PAY EVENT CODES

Leave Event Type	Leave Usage Description
AL	Annual Leave Usage - Other
ALFFM	Annual Leave Usage - Family/FMLA
ALSFM	Annual Leave Usage - Self/FMLA
ALSHD	Annual Leave Usage - Share Donation Given
ALWC	Annual Leave Usage - Workers Comp
ALXFR	Transfer of Annual Leave
FC	Federal Comp Usage - Other
FCWC	Federal Comp Usage - Workers Comp
HC	Holiday Comp Usage - Other
HCFM	Holiday Comp Usage - Family/FMLA
HCSFM	Holiday Comp Usage - Self/FMLA
HCWC	Holiday Comp Usage - Workers Comp
LNP	Leave w/o Pay - Approved
LNPFF	Leave w/o Pay - Family/FMLA
LNPMD	Leave w/o Pay - Medical Disability
LNPML	Leave w/o Pay - Military
LNPSE	Leave w/o Pay - Self/FMLA
LNPWC	Leave w/o Pay - Workers Comp
LWPBV	Paid Leave - Bereavement
LWPEI	Paid Leave - Job Exam/Interview
LWPJC	Paid Leave - Jury/Court Appearance
LWPME	Paid Leave - Military Called Emergency
LWPMI	Paid Leave - 15 Day Military Training
LWPVT	Paid Leave - Voting
LWPWC	Paid Leave - Workers Comp
SC	State Comp Usage - Other
SCFFM	State Comp Usage - Family/FMLA
SCMR	State Comp Usage - Mandatory Reduction
SCSFM	State Comp Usage - Self/FMLA
SCWC	State Comp Usage - Workers Comp
SHF	Shared Leave Usage - Family
SHFFM	Shared Leave Usage - Family/FMLA
SHS	Shared Leave Usage - Self
SHSFM	Shared Leave Usage - Self/FMLA
SHWC	Shared Leave Usage - Workers Comp
SIF	Sick Leave Usage - Family
SIFFM	Sick Leave Usage - Family/FMLA
SIS	Sick Leave Usage - Self
SISFM	Sick Leave Usage - Self/FMLA
SLSFM	Sick Leave Usage - Workers Comp

Pay Event Type	Pay Description
ADDDR	Additional Hours
ALPO	Annual Leave - Termination Payoff
EMPSG	Employee Suggestion Award
FCPO	Federal Comp Time - Payoff
HQPO	Holiday Comp time - Payoff
OHW	Holiday Worked
ONCLL	On - Call Pay
REGHL	Regular Pay on Holiday
REGLR	Regular Pay
REGT	Regular Pay Non-FLSA
SCPO	State Comp Time - Payoff

Special	Special Pay Description
DMEDS	Dispensing Medication
ESQUD	Emergency Squad Duty Pay
PDIEM	Per Diem Pay
SDIFF	Shift Differential Pay
SEC01	Security Differential Pay 8%
SEC02	Security Differential Pay 12%