

HOURS CODES (sometimes referred to as the payroll code)

- 010 - Begin Tour
- 011 - Move
- 012 - Out to Lunch
- 013 - In from Lunch
- 014 - End Tour
- 024 - AWOL
- *030 - Full LWOP Hours (Generated at mainframe)
- *031 - Partial LWOP Hours (Generated at mainframe)
- 032 - Telephone time
- *033 - Guarantee Telephone time
- 034 - Beeper Time
- *035 - Extra straight time
- *036 - Guarantee telephone overtime
- *043 - Penalty Overtime Payment (POP)
- 044 - Military LWOP
- 046 - Donated Leave - Personal
- *047 - Rural Free Saturday
- 048 - Holiday Schedule Premium
- 049 - OWCP LWOP Hours
- *050 - Rural Carrier Trips
- *051 - Rural carrier actual hours
- *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)
- 065 - Meeting time
- 066 - Convention leave
- 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
- 077 - Civil defense leave
- 078 - Act of nature leave
- 079 - Veterans funeral leave
- 080 - Relocation leave
- 081 - Civil disorder leave
- 082 - Travel within schedule
- 083 - Travel outside schedule

- 084 - Union official leave
- 085 - Voting leave
- 086 - Other paid leave
- 088 - Non-bargain reschedule premium
- 089 - Postmaster Org. leave
- 090 - Higher level authorization
- 091 - Overtime authorization
- 092 - Disallow guarantee time
- 093 - No lunch punch

REASON CODES

The following are payroll codes with corresponding reason codes:

- 024 00 AWOL
- 024 09 AWOL - Late
- 049 00 OWCP - Regular
- 049 99 IOD/OWCP - Family Medical Leave
- 055 00 Annual leave - Regular
- 055 01 Annual leave - In lieu of sick
- 055 09 Annual leave - Late
- 055 10 Annual leave - Emergency
- 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 59 Part Day LWOP - System-generated
- 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
- 060 08 Full day LWOP - Suspending term
- 060 09 Full day LWOP - Late
- 060 99 Full day LWOP - Family Medical Leave
- 071 00 COP - Regular
- 071 99 COP - Family Medical Leave

091 00 Overtime Authorization

091 01 OT Auth - Before Scheduled Tour

091 02 OT Auth - After Scheduled Tour

091 03 OT Auth - Full Tour

091 04 OT Auth - Before Scheduled Tour – Out of Schedule

091 05 OT Auth - After Scheduled Tour – Out of Schedule

091 06 OT Auth - Full Tour – Out of Schedule