Pay Code Moves vs. Pay Codes Edits

A **Pay Code Edit** is performed in the timecard -- i.e., changing the pay code, such as changing Annual Leave to a Personal Day. This is limited to personal days, parental leave and FMLA leave (and fixing leave balances that shifted to AWOL). Everything else should be a Pay Code Move.

- Personal Leave must be changed by the manager.
- Parental Leave will come over from Telestaff as **Sick Leave – Parental**. The employee may change this on his/her own to any other type of leave, provided that it ends with **– Parental** (such as Annual Leave – Parental or Comp Leave – Parental).
- FMLA works essentially the same as Parental Leave and performed by the employee, but numbers to be used must be defined ahead of time with the 12th floor.
- Managers attempting to fix AWOL-related timecard issues should use follow the proper leave cascade order as outlined in the **Cascade Leave Order** PDF on the Tech Training Website.

A **Pay Code Move** is performed in the Totals & Schedule section.

- OT to CL3 (Comp Time @ 1.5 – for CA and below): Use all four boxes (code, date, time and transfer codes).
- OT to CL2 (Comp Time @ 1.0 – for BC and above, as well as any person at CA and below on a standing union committee): Use all four boxes (code, date, time and transfer codes).
- HDP to CLH (Holiday Pay to Comp Leave Holiday): You should not input transfer information, but you should check all three other fields.
- One type of leave to another (excluding what's noted above in the Pay Code Edit section): You should not input transfer information, but you should check all three other fields.
- Never select a leave type including the word **Unscheduled**. Since leave comes in from Telestaff, it is scheduled.
- A move does not have to be for 100% of the time. Your employee may split hours (e.g., employee works 24 hours OT and wants 4 of it as CL3).
- If you see a negative number in the Totals & Schedule section for one of the items involved in the Pay Code Move, you probably have an error.
- Never correct a Pay Code Move with another Pay Code Move. If you made a mistake, switch to the **Moved Amounts** tab and right-click the item in question to delete it.
- If a manager is going to make a change of one type of parental leave to another type of parental leave for an employee (typically done as a Pay Code Edit by the employee), it should be done as a Pay Code Move. The same applies for FMLA leave.

Court

If you are trying to input court time in your timecard, use your home Cost Center and the Reason Code should be **FRS063TC**.

Overtime

Overtime does not import from Telestaff and must be added into the timecard. Every OT entry must include both Cost Center and Reason Codes, unless the OT is performed as part of a grant, in which case the employee will use Project Task, Expenditure and Reason Codes.

Reason Codes

If you are working on a project, the project manager/coordinator should tell you what code to use. If you are putting in OT in the field, the reason code to use comes from answering the question, "Why was I hired for this task?" The answer is found in Telestaff. (Note that this may be different from what you actually rode when you got to the station, but we still base the reason code on why you were hired.) Some examples are:

- If you were hired to be an officer, use **FRS060OF**.
- If you were hired to be a paramedic, use **FRS060PM**. This includes the AFRA position (unless you're not a paramedic).
- If you were hired to ride third on the engine or any typical FF backfill, use **FRS060FF**.

Contract Paramedic Codes

Contract paramedics receive differentials (i.e., extra pay) for time they spend on transport apparatus. Regular time is coded one way (ER1 for up through four years on the contract, ER2 for five or more years) and overtime another (EO1 and EO2 with the same time frames).

- Regular shift hours on transport apparatus: Add a row and use ER1 (or ER2) but **do not use any transfer codes**.
- Overtime hours on transport apparatus: Add a row and use EO1 (or EO2) and use both the Cost Center and Reason Codes. As noted in the Reason Codes section of this document, the medic should use the code for why (s)he was hired, regardless whether or not it reflects what (s)he did.