

Kronos Pay Codes

Kronos Pay Code Name	Description & How to Use
ADM- Administrative Time	Staff meetings and anything not captured elsewhere can be classified as Administrative Time.
ADM-Admin Lv	Administrative Leave that must be approved by HR Employee Relations.
BRV-Bereavement	Used for paid time off in the event of a death of an immediate family member.
FSC-Family Sick Lv Cat	Only applies to employees with Catastrophic balance. Up to 48 hours per year maybe used for absences to care for family member.
IUV-Interview	For tracking purposes to allow employee to interview for UVA positions. Max of 3 outside of the MC but unlimited if interviewing within the MC unless it creates undo hardship.
JUR-Jury	Used when employee is out due to Jury Duty.
LAS-Public Service	8 hours per year for volunteer service
Leave without Pay	Used for for approved absences when employee does not have PTO balance. DCK for hourly, DK1 for exempt. To be used for wage employees.
LV-BMOD	Bone marrow, Organ Donor, paid at 1.0 hourly rate for up to 30 days' pay for being a donor. In addition to 30 days unpaid leave for Organ donation. This code is only for the paid portion of the leave.
LV-Catastrophic	Allowable leave case amount of Catastrophic is paid to the employee and deducted from his or her Catastrophic balance. Used when leave case is greater than 14 days and approved through STD carrier.
LV-Family Catastrophic	When on an approved FMLA event for a family member, allows up to 48 hours of CAT time to be used.
LV-FMLA Unpaid	Identifies unpaid leave time which is designated as FMLA and deducted from his or her FMLA balance. To be entered when FMLA approval is received from UNUM.
LV-Mil Duty Unpaid	Identifies unpaid leave time during a Military Duty leave. When out at over 15 days.
LV-Military Paid	Military leave, up to 168 hours from 10/1 to 9/30 of each year or 21 days.
LV- Non FMLA unpaid	Entered when UNUM approves Medical Leave.
LV-Personal	Identifies unpaid leave time during an approved Personal leave.
LV-PTO	Allowable leave case amount of PTO is paid to the employee and deducted from his or her PTO balance. Employees have the option to use PTO for the Short Term Disability Elimination period, to supplement their Short Term Disability benefits, or when on Military Leave Without Pay. They are required to use PTO when they are out for their own illness, to care for a family member who is ill when no Short Term Disability is approved, or for any other unpaid leave until their balance has exhausted.
LV-Workers Comp	Allowable workers compensation amount is paid to the employee for an occupational injury. Used when out more than 14 days.
MPY-Military Lv Physical	Military leave used for physical exams (used for up to 8 hrs), paid at 1.0 hourly rate.
PTO	Paid Time Off.
PTO Future Req - No Balance	Used by employee to request PTO for a future period when they don't currently have PTO balance to cover. Manager must change to either PTO or Leave without Pay during current pay period prior to approving timecard.
PTO Unexcused	Used to pay an employee from their PTO balance for an unplanned absence that should result in an attendance occurrence.
SUS-Suspension	Used when an employee has been suspended without pay by HR Employee Relations.
Unexcused Absence Unpaid	Used for unexcused absence when employee does not have PTO balance to be paid for time off. 'Unexcused Absence Unpaid' triggers an attendance occurrence. Translated to 2 different pay codes for import into PS to ensure that Exempt employee are not paid for this time (DCK for hourly DK1 fpr exempt)
WCP-Workers Comp	Allowable workers compensation amount is paid to the employee for an occupational injury. Used when out less than 14 days.