

CIS (Corporate Information System)

PAYROLL EARNING CODES

EARNING CODES		
PAY TYPE	Cheque Description	Description
2	Reg.-Hourly-A	Reg.Hours-Hourly Staff
5	Stat.Holiday	Generated by Payroll
6	4% Standby - Weedsays	Transit Only
7	7.5% Standby-Weekdays	Enter # of hours
8	8% Standby - Weekends	Transit Only
9	Reg.-Hourly-B	Reg. Hours-Hourly Staff
12	12% Stand By-Weekends	Enter # of hours
18	L1329Standby	Enter # of hours
21	Acting Pay	Differential-Fire Only
22	Top Up Pay	Transit Only
30	L136 Shift	Reg. Shift @ \$.1.00/hr
31	Lic. Shift	Licensed Shift @ \$1.00/hr
32	L1329 Shift	@ \$1.00/hour
33	NonU Shift	@\$1.00/hour
34	Trans-Shift	@\$.65 per hour- Transit Only
35	Lead Hand	@ 3%per hour Premium
36	Aquatic Shift	@ \$3.00 per hour
37	Platform Traning Effective 1/01/09	Training- Transit Only@\$.65/hr
	Effective Jan. 1/10	@\$.70 per hour
	Effective Jan. 1/11	@\$.75 per hour
38	Season Shift	@ \$1.00/hour AquaticShift
39	Designated Arbourist Shift	@ \$1.00/hour
310	O.T. @ 1.0	Overtime @ straight time
315	O.T. @ 1.5	Overtime @ 1.5X
320	O.T. @ 2.0	Overtime @ 2X
325	O.T. @ 2.5	Overtime @ 2.5X
333	O.T. @ 1/3x	Overtime @ 1 for 3

ALLOWANCES		
PAY TYPE	Cheque Description	Description
969	NonU Meal	\$10.00 After 4 hours
970	L1329 Meal	\$10.00 After 4 hours
971	L136 Meal	\$10.00 After 2 hours

ATTENDANCE CODES		
PAY TYPE	Cheque Description	Description
50	Lieu Earned	1329/NON-U
51	Lieu Earned	Mgmt.
55	Lieu Taken	1329/NON-U
56	Lieu Taken	Mgmt.
60	WSIB	
61	WSIBModified	
62	Mod. Non Occ	
120	Sick Pay	
121	Medical Case	Mgmt.
127	70% - STD	Transit Only
130	Other Pd. Lv	Include Reason
150	Union Leave	
155	Bereavement	
160	Conference	
165	Medical Appt	Doc/Den.Appt
170	Floater Day	Floater Day
175	Train/Semina	Train/Semina
180	Jury Duty	Jury Duty
185	Suspension	Paid Susp.
230	Vacation -Reg	L1329 & Non-Union
232	Vacation-Reg	L136 & L1256
412	Sick Day Payout	Transit Only
935	A.W.W.	Adj. Work Week

UNPAID LEAVE CODES		
PAY TYPE	Cheque Description	Description
900	Unpaid Leave	UNPAID-COS Required
910	Emergency Lv	UNPAID-COS Required
916	Vacation NO PAY	UNPAID
920	Susp.NO PAY	UNPAID-COS Required
921	WSIB NO PAY	Part-time/Temp. Only
922	Sick - No Pay	
925	Late/No Pay	UNPAID
930	Fam.Med.Leav	UNPAID-COS Required

Revised Mar. 19/09