PAYLOCITY - AVAILABLE EARNINGS CODES

Purpose/ Locations Using	Earning Code	Earning Type Code	Earning Code Description	401k/CFML Eligible?
All	REG/REG2/REG3	Standard Tax Withholding	Regular / Regular 2 / Regular 3	Yes
All	OT	Standard Tax Withholing	1.5x Regular wage rate	Yes
All	DT	Standard Tax Withholding	2x Regular wage rate	Yes
Benefits	401A	Memo (no tax implications)	401A	No
Benefits	401M	Memo (no tax implications)	401(k) Match - Lay Employees	No
Benefits	CL4M	Memo (no tax implications)	401(k) Match - Clergy/Priest	No
Benefits	CFMLF	Memo (no tax implications)	CFML - Base Family Employer Contribution (Not Taxed)	No
Benefits	CFMLR	Memo (no tax implications)	CFML - Base Medical Employer Contribution (Not Taxed)	No
Benefits	CFMLT	Imputed (Non-Cash, Standard Taxation)	CFML - Base Medical Employer Contribution (Taxed)	No
School	ADVR	Standard Tax Withholding	Advisor	Yes
School	AFSCH/ASP1/ASP2/ASP3/ASP4	Standard Tax Withholding	After School / After School 1/2/3/4	Yes
School	FEB/APRIL / CAMP	Standard Tax Withholding	Feb/April breaks/ Summer Camp	Yes
School	BSP1/BSP2	Standard Tax Withholding	Before School 1 and 2	Yes
School	CLUB	Standard Tax Withholding	Club Stipends	Yes
School	COAC	Standard Tax Withholding	Coaching Stipend	Yes
School	CURR	Standard Tax Withholding	Curriculum Stipend	Yes
School	GRNT	Standard Tax Withholding	Educational Grant	Yes
School	PROF	Standard Tax Withholding	Professional Development	Yes
School	RECES	Standard Tax Withholding	Recess Monitor	Yes
School	SCHL	Standard Tax Withholding	School Closed	Yes
School	SUBC	Standard Tax Withholding	Sub Coverage	Yes
School	SUMM / SUM2 / SUM3	Standard Tax Withholding	Summer Pay / Summer Pay 2 / Summer Pay 3	Yes
School	TUTR	Standard Tax Withholding	Tutoring	Yes
Clergy	PRST	Standard Tax Withholding	Priest Stipend	Yes
Clergy	AUCR	Standard Tax Withholding	Auto Insurance - Cash Reimbursement	No
Clergy	AUNC	Imputed (Non-Cash, Standard Taxation)	Auto Insurance - Non-Cash	No
Clergy	AUTO	Imputed (Non-Cash, Standard Taxation)	Auto - Personal Use - Imputed	No
Clergy	RMBD	Imputed (Non-Cash, Standard Taxation)	Clergy Room & Board	No
PTO/LOA	BRVMT	Standard Tax Withholding	Bereavement	Yes

Purpose/ Locations Using	Earning Code	Earning Type Code	Earning Code Description	401k/CFML Eligible?
PTO/LOA	FMLA	Standard Tax Withholding	Family Medical Leave	Yes
PTO/LOA	HLOT	Standard Tax Withholding	Holiday Overtime - 1.5x Regular rate	Yes
PTO/LOA	HOL	Standard Tax Withholding	Holiday	Yes
PTO/LOA	INWC	Standard Tax Withholding	Inclement Weather	Yes
PTO/LOA	JURY	Standard Tax Withholding	Jury Duty	Yes
PTO/LOA	MATE	Standard Tax Withholding	Maternity Leave	Yes
PTO/LOA	MILI	Standard Tax Withholding	Military Leave	Yes
PTO/LOA	PERS	Standard Tax Withholding	Personal	Yes
PTO/LOA	PLOA	Standard Tax Withholding	Paid Leave	Yes
PTO/LOA	SICK	Standard Tax Withholding	Sick	Yes
PTO/LOA	ESICK	Memo (no tax implications)	Sick Hours Earned	No
PTO/LOA	STD	Standard Tax Withholding	Short Term Disability	Yes
PTO/LOA	VAC	Standard Tax Withholding	Vacation	Yes
Imputed	GTL	Imputed (Non-Cash, Standard Taxation)	Group Term Life Insurance Calculated	No
Imputed	IMPU	Imputed (Non-Cash, Standard Taxation)	Imputed Income - Misc.	No
Parish	BAPT	Standard Tax Withholding	Baptism Stipend	Yes
Parish	EXTRA	Standard Tax Withholding	Extra Duties	Yes
Parish	FUNR	Standard Tax Withholding	Funeral Stipend	Yes
Parish	INST	Standard Tax Withholding	Instruction	Yes
Parish	MAIN	Standard Tax Withholding	Maintenance Stipend	Yes
Parish	MUDI / MUCH / MUMA / MUSC	Standard Tax Withholding	Dir-Music / Choir-Music / Mass-Music / Musician Stipend	Yes
Parish	OFCT	Standard Tax Withholding	Offertory Count	Yes
Parish	SPND	Standard Tax Withholding	Stipend	Yes
Parish	STIP	Standard Tax Withholding	Mass Stipend	Yes
Parish	WEDD	Standard Tax Withholding	Wedding	Yes
Parish	WMRL	Standard Tax Withholding	Women Religious Stipend	Yes
All	BONUS	22% Tax Withholding	Bonus	Yes
All	CMAS	Standard Tax Withholding	Christmas Honorarium	Yes
All	COMM	Standard Tax Withholding	Commission	Yes
All	DECSD	Special Tax Withholding	Deceased Earnings	Yes
All	EAST	Standard Tax Withholding	Easter Honorarium	Yes
All	GIFT	Imputed (Non-Cash, Standard Taxation)	Gifts Cards And/Or Cash Gifts	Yes
All	RETRO	Standard Tax Withholding	Retro	Yes
All	RPHRS	Memo (no tax implications)	Retro Hours Memo	No
All	SALA	Standard Tax Withholding	Salary Adjustment	Yes
All	SEVER	22% Tax Withholding	Severance	No
All	VACS	Standard Tax Withholding	Vacation - Sell	Yes

PAYLOCITY - AVAILABLE DEDUCTION CODES

Purpose/ Locations Using	Deduction Code	Deduction Type Code	Deduction Code Description
Benefits	4QNC	Memo	401(k) Correction (Employer Paid)
Benefits	401L	Standard Taxation	401(k) Loan Payment (Employee Paid)
Benefits	ROTH	Standard Taxation	401(k) Roth (Employee Contributions)
Benefits	401P	401k (only FICA/MHI taxes apply)	401K Pre Tax (Employee Contributions)
Benefits	ENFA	Standard Taxation	Enhanced Health - After Tax - Family
Benefits	ENIA	Standard Taxation	Enhanced Health - After Tax - Individual
Benefits	EI1A	Standard Taxation	Enhanced Health - After Tax - Individual Plus 1
Benefits	ENFP	Section 125	Enhanced Health - Pre Tax - Family
Benefits	ENIP	Section 125	Enhanced Health - Pre Tax - Individual
Benefits	EI1P	Section 125	Enhanced Health - Pre Tax - Individual Plus 1
Benefits	BAFA	Standard Taxation	Basic Health - After Tax - Family
Benefits	BAIA	Standard Taxation	Basic Health - After Tax - Individual
Benefits	BI1A	Standard Taxation	Basic Health - After Tax - Individual Plus 1
Benefits	BAFP	Section 125	Basic Health - Pre Tax - Family
Benefits	BAIP	Section 125	Basic Health - Pre Tax - Individual
Benefits	BI1P	Section 125	Basic Health - Pre Tax - Individual Plus 1
Benefits	HDFA	Standard Taxation	HDHP Health - After Tax - Family
Benefits	HDIA	Standard Taxation	HDHP Health - After Tax - Individual
Benefits	HD1A	Standard Taxation	HDHP Health - After Tax - Individual Plus 1
Benefits	HDFP	Section 125	HDHP Health - Pre Tax - Family
Benefits	HDIP	Section 125	HDHP Health - Pre Tax - Individual
Benefits	HD1P	Section 125	HDHP Health - Pre Tax - Individual Plus 1
Benefits	DNFA	Standard Taxation	Dental - Family - After Tax
Benefits	DNFP	Section 125	Dental - Family - Pre Tax
Benefits	DNIA	Standard Taxation	Dental - Individual - After Tax
Benefits	DNIP	Section 125	Dental - Individual - Pre Tax
Benefits	HSAI / HSAF / HSAC	Section 125	HSA Employee / HSA Family / HSA Catch Up
Benefits	PRTB	Not Taxed	Medicare Primary Payer - Reimbursement
Benefits	CFMLE	Standard Taxation	CFML - Full - Employee Contribution - (Taxed)
All	CATH	Standard Taxation	Catholic Appeal
All	DONAT	Standard Taxation	Donation
All	HNTR	Not Taxed	Health Prem Reimbursement - Not Taxed
All	MISC	Standard Taxation	Miscellaneous
All	OFFT	Standard Taxation	Offertory
All	QMOVE	Standard Taxation	Qualified Moving Expense
All	QMOVN	Standard Taxation	Qualified Moving Expense - Non Cash
All	REIM	Not Taxed	Reimbursement
All	TUIT	Standard Taxation	Tuition Plan

PAYLOCITY - LOA CODES		
LOA code	**Example**	**Payroll Admin Action**
LOA - seasonal worker	summer hire, cemetery worker; usually NBE	also change to NBE if not already
LOA - occasional worker	musician, sub teacher, after-school aide, etc.	also change to NBE if not already
LOA - school employee - summer	teacher aide, not paid over summer; often BE	keep BE status as is
LOA - medical	employee on unpaid sick leave (not work-related)	keep BE status as is (for 6 months)
LOA - workers compensation	work-related injury	keep BE status as is (for 6 months)
LOA - personal	leave to help family business	contact Benefits Department
LOA - military	service in armed forces	contact Benefits Department
LOA - temporary layoff	lack of work, subject to recall	contact Benefits Department
LOA - other		contact Benefits Department
LOA – Benefits Only	Priest/Religious record needed in Paylocity to enroll in Benefits, but payment not issued to the individual in Paylocity	Once the person is hired in Paylocity, update the record in Paylocity to LOA with an effective date of the day after the hire date

PAYLOCITY - SICK CODES	
Sick Code	**Description**
C1	Calendar Year - 40 Hours of Sick Time are auto populated January 1st of each year.
C2	Calendar Year - The system will calculate and accrue 1 hour of sick time for every 30 hours an employee works. The accrual will cap at 40 hours and carryover into the next calendar year.
C3	Calendar Year - The sick balance is to be manually populated by the Business Manager, Fin Ops, Payroll Admin etc… as of January 1st each year
F1	Fiscal Year- 40 Hours of Sick Time are auto populated July 1st of each year.
F2	Fiscal Year - The system will calculate and accrue 1 hour of sick time for every 30 hours an employee works. The accrual will cap at 40 hours and carryover into the next fiscal year.
F3	Fiscal Year - The sick balance is to be manually populated by the Business Manager, Fin Ops, Payroll Admin etc… as of July 1st each year.
A1	Academic Year - 40 Hours of Sick Time are auto populated September 1st of each year.
A2	Academic Year - The system will calculate and accrue 1 hour of sick time for every 30 hours an employee works. The accrual will cap at 40 hours and carryover into the next academic year.
A3	Academic Year - The sick balance is to be manually populated by the Business Manager, Fin Ops, Payroll Admin etc… as of September 1st each year.

Benefit Class Codes		
Class Code	**Class Code Description**	**Note**
Layperson Benefit Eligible - ###	Enhanced Med (25% Ind/ 40% Fam) Basic Med (15% Ind/ 35% Fam) Den (100% Ind/ 100% Fam)	Lay - Benefit Eligible (scheduled to work 20/24+ hours per week) - codes vary by location based on cost share
Not Benefit Eligible - 149	Benefits Ineligible	Lay/Clergy - Not Benefit Eligible (scheduled to work less than 20/24 hours per week)
Non-Incard Priest or Religious-Med-Den Only	Religious/Clergy - Medical & Dental Only	Religious Priests/Non-Incardinated Priests/Religious Sisters/Seminarians - Benefit Eligible
Clergy Medical – Incardinated Priest	Clergy Medical	Incardinated Priests - Benefit Eligible
Do Not Use – MLE 90	MLE Non-Primary Location	Used by Benefits Dpeartment to designate employee working for multiple locations