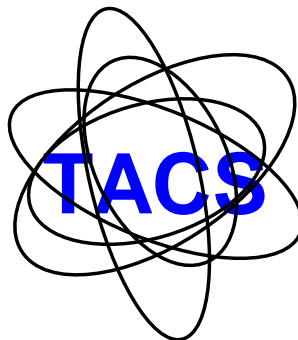


HOURS CODES (payroll code)

010 Begin Tour	070	Stewards Duty Time
011 Move	071	Continuation of Pay Leave
012 Out to Lunch	072	Sunday Premium
013 In from Lunch	073	Out of Schedule Premium
014 End Tour	074	Christmas Work
024	076	Non-scheduled cross-foot
028	077	Civil Defense Leave
035	078	Act of Nature Leave
043	080	Relocation Leave
044	081	Civil Disorder Leave
046	082	Travel Within Schedule
048	083	Travel Outside Schedule
052	084	Union Official Leave
053	085	Voting Leave
054	086	Other Paid Leave
055 Annual Leave	088	Non-bargain Reschedule Premium
056 Sick Leave	090 Higher Level Authorization	
057	091	Overtime Authorization
058	092	Disallow Guarantee Time
059 Part Day LWOP	093	No Lunch Punch
060 Full Day LWOP		
061		
062		
063		
065		
067		
068		
069		

**Rate Schedule Codes:**

P - Clerks
M - Mailhandlers
Q - Carriers
E - EAS Employees
S - PCES

REASON CODES (Hours / Payroll / Reason)

024	00	AWOL
024	09	AWOL - Late
028	00	Holiday Annual Leave Exchange - Regular
049	00	OWCP - Regular
055	00	Annual Leave - Regular
055	01	Annual Leave - In Lieu of Sick Leave
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	08	Part Day LWOP - Suspending Term
059	09	Part Day LWOP - Late
059	59	Part Day LWOP - 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	08	Full Day LWOP - Suspension Pending Term.
060	09	Full Day LWOP - Late
060	99	Full Day LWOP - Family Medical Leave



**UNITED STATES
POSTAL SERVICE**

D/A – Designation/Activity Codes

(See F-21, Exhibit 112.5.b)

	CLERK	MAILHANDLER	LETTER CARRIERS	
FTR (Traditional)	11-0	12-0	13-4	
FTR (NTFT)	21-0			
FTR (FLEX NT)	21-5			
PTR		32-0	33-4	
PTF	41-0	42-0	43-4	
PSE (Non-Window)	81-3			
PSE (Window)	81-4			
PSE (DCO)	81-2	[Being disputed by APWU]		
Casual		62-0		
TE			83-4	
PSE-4 (Level 4)	81-8	Level 15+16 offices only.		
MAINTENANCE				
	Building Services	Bldg & Plant Equipment	Post. Op. Equipment	Administrative
FTR	16-6	16-7	16-8	16-9
PTR	36-6	36-7	36-8	36-9
PTF				
PSE	86-6	86-7	86-8	86-9
Supervisor	06-6	06-7	[Being disputed by APWU] 06-8	06-9
MOTOR VEHICLE				
	VMF Mechanics & Analysts	VMF Garagemen & Jr. Mechanics	Vehicle Operators	VMF Administrative
FTR (Traditional)	15-1	15-2	13-5	15-3
FTR (NTFT)	25-1	25-2	23-5	85-3
PSE	85-1	85-2	83-5	25-3
Supervisor				05-3
RURAL CARRIERS				
		Regular Rural Carrier	71-0	
		Temp Relief Carrier	70-0 or 70-1	
		Sub RC	72-0 or 73-0	
		RCA	74-0, 76-0, or 79-0	
		Rural Carrier Relief	75-0	
		Rural PTF	76-0	
		Auxiliary Rural Carrier	77-0	
POSTMASTERS AND SUPERVISORS				
	Postmasters	Officers-In-Charge	Managers & Supervisors	
FTR	08-0	88-0	09-0	
PTR	38-0			
Temporary	58-9			
PMR	58-0			

Hours Codes/Reason Codes

Hours Codes

The hours code is 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:

01000 Begin Tour
01100 Operation Move
01200 Out to Lunch
01300 In from Lunch
01400 End of Tour
02400 AWOL
02409 AWOL – Late
02800 Holiday Annual Leave Exchange
03200 Teletime
03300 Guarantee Teletime
03400 Beeper Time
03500 Extra Straight Time
03600 Guarantee Tele Overtime
04300 Penalty Overtime
04400 Military LWOP
04500 Family Leave Share
04600 Donated Leave
04800 Holiday Scheduling Premium
04900 OWCP – Regular
04999 IOD/OWCP – Family Medical Leave
05200 Work Hours
05300 Overtime
05400 Night Work
05500 Annual Leave – Regular
05501 Annual Leave – In Lieu of Sick Leave
05509 Annual Leave – Late
05510 Annual Leave - Emergency
05512 Annual Leave – COP
05513 Annual Leave – IOD
05599 Annual Leave – Family Medical Leave
05600 Sick Leave – Regular
05609 Sick Leave – Late
05611 Sick Leave – Restricted
05612 Sick Leave – COP
05613 Sick Leave – IOD
05697 Sick Leave – Dependent Care
05698 Sick Leave – FMLA Dependent Care
05699 Sick Leave – Family Medical Leave
05700 Holiday Work
05800 Holiday Leave
05900 Part Day LWOP
05901 Part Day LWOP – in Lieu of Sick Leave

05902 Part Day LWOP – Proffered
05903 Part Day LWOP – Personal
05904 Part Day LWOP – Other
05905 Part Day LWOP – Maternity
05906 Part Day LWOP – Suspension
05907 Part Day LWOP – Union Official
05908 Part Day LWOP – Suspending Term
05909 Part Day LWOP – Late
05912 Part day LWOP – COP
05913 Part Day LWOP – IOD
05959 Part Day LWOP - Generated
05999 Part Day LWOP – Family Medial Leave
06000 Full Day LWOP
06001 Full Day LWOP – in Lieu of Sick Leave
06002 Full Day LWOP – Proffered
06003 Full Day LWOP – Personal
06004 Full Day LWOP – Other
06005 Full Day LWOP – Maternity
06006 Full Day LWOP – Suspension
06007 Full Day LWOP – Union Official
06008 Full Day LWOP – Suspending Term
06009 Full Day LWOP – Late
06012 Full Day LWOP – COP
06013 Full Day LWOP – IOD
06099 Full Day LWOP – Family Medial Leave
06100 Court Leave
06199 COP – Family Medical Leave
06200 Guarantee Time
06300 Transitional Employee-Negative Cros
06500 Meeting Time
06600 Convention Leave
06700 Military Leave
06800 Guarantee Overtime
06900 Blood Leave
07000 Steward Duty Time
07100 COP – Regular
07199 COP – Family Medical Leave Act
07200 Sunday Premium
07300 Out of Schedule Premium
07400 Christmas Work
07600 Non-Scheduled Time
07700 Civil Defense Leave
07800 Act of Nature Leave
07900 HQ Authorized Admin Leave
07901 Inspection Service/Home Leave
07902 National Day of Mourning

07967 HQ Authorized Admin Leave – Military
08000 Relocation Leave
08100 Civil Disorder Leave
08200 Travel Inside of Schedule
08300 Travel Outside of Schedule
08400 Union Official Leave
08500 Voting Leave
08600 Other Paid Leave
08670 Steward Duty
08674 Disciplinary Day of Reflection
08771 Relief Day Taken
08772 QWL/EI Relief Day Taken
08800 Non-Bargaining Reschedule PR
09000 Higher Level Authorization
09100 Overtime Authorization
09101 Overtime Authorization – Before Schedule Tour Overtime
09102 Overtime Authorization – After Scheduled Tour Overtime
09103 Overtime Authorization – Full Tour Overtime
09104 Overtime Authorization – Before Schedule Tour – Out of Schedule
09105 Overtime Authorization – After Schedule Tour – Out of Schedule
09106 Overtime Authorization – Full Tour – Out of Schedule
09200 Disallow Guarantee Time
09300 No Lunch Punch
99900 Rural Dummy Carrier Forced

K-4 Function 4

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MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	41	048	ISS - Return to Sender	LTR	AUTO
	41	049	OSS-Return to Sender	LTR	AUTO
	43	240	MANUAL DISTRIBUTION STATION/BRANCH	MIX	MANL
	41	252	CSBCS - Outgoing Primary	LTR	AUTO
	41	253	CSBCS - Incoming Primary	LTR	AUTO
40	48	353	STANDBY-CUSTOMER SERVICES		
	45	355	WINDOW SERVICE-STATION/BRANCH		
	41	360C	COMPOSITE - DBCS-OSS INCLUDES OPERATIONS 316-367		
	41	361	DBCS-OCR - OUTGOING PRIMARY	LTR	AUTO
	41	362	DBCS-OCR - OUTGOING SECONDARY	LTR	AUTO
	41	363	DBCS-OCR - RESERVED		
	41	364	DBCS-OCR - INCOMING SCF PRIMARY	LTR	AUTO
	41	365	DBCS-OCR - INCOMING PRIMARY	LTR	AUTO
	41	366	DBCS-OCR - INCOMING SECONDARY	LTR	AUTO
	41	367	DBCS-OCR - BOX SECTION	LTR	AUTO
	41	368	DBCS-OCR - RESERVED		
	41	369	DBCS-OCR - RESERVED		
	41	370C	COMPOSITE INCLUDES OPERATIONS 371-379, 942, 943		
	41	371	DBCS-OSS - OUTGOING PRIMARY	LTR	AUTO
	41	372	DBCS-OSS - OUTGOING SECONDARY	LTR	AUTO
	41	373	DBCS-OSS - RESERVED	LTR	AUTO
	41	374	DBCS-OSS - INCOMING SCF PRIMARY	LTR	AUTO
	41	375	DBCS-OSS - INCOMING PRIMARY	LTR	AUTO
	41	376	DBCS-OSS - INCOMING SECONDARY	LTR	AUTO
	41	377	DBCS-OSS - BOX SECTION	LTR	AUTO
	41	378	DBCS-OSS - SECTOR/SEGMENT, 1ST PASS	LTR	AUTO
	41	379	DBCS-OSS - SECTOR/SEGMENT, 2ND PASS	LTR	AUTO
	42	400C	Composite FSMOCR		
	42	401	FSMOCR - Outgoing Primary	FLT	MECH
	42	402	FSMOCR - Outgoing Secondary	FLT	MECH
	42	403	FSMOCR - Managed Mail	FLT	MECH
	42	404	FSMOCR - Incoming SCF	FLT	MECH
	42	405	FSMOCR - Incoming Primary	FLT	MECH
	42	406	FSMOCR - Incoming Secondary	FLT	MECH
	42	407	FSMOCR - Box Mail	FLT	MECH
	42	408	FSMOCR - Reserved	FLT	MECH
	42	409	FSMOCR - Reserved	FLT	MECH
	41	410C	Composite - DBCS-ISS/OSS MODE		
	41	411	DBCS-ISS/OSS MODE - Outgoing Primary	LTR	AUTO
	41	412	DBCS-ISS/OSS MODE - Outgoing Secondary	LTR	AUTO
	41	413	DBCS-ISS/OSS MODE - Managed Mail	LTR	AUTO
	41	414	DBCS-ISS/OSS MODE - Incoming SCF	LTR	AUTO
	41	415	DBCS-ISS/OSS MODE - Incoming Primary	LTR	AUTO
	41	416	DBCS-ISS/OSS MODE - Incoming Secondary	LTR	AUTO
	41	417	DBCS-ISS/OSS MODE - Box Section	LTR	AUTO
	41	418	DBCS-ISS/OSS MODE - Reserved	LTR	AUTO
	41	419	DBCS-ISS/OSS MODE - Reserved	LTR	AUTO
	49	539	ZIP+4 LOOKUP AT CMU/CFS		
	48	542	INSURED - COD - CUSTOMS		
	48	543	INSURED - COD - CUSTOMS		
	48	544	CAGES SERVING CARRIERS/SPECIAL DELIVERY MESSENGERS		
	48	558	OFFICE WORK & RECORDKEEPING-CUSTOMER SERVICES		
	48	559	OFFICE WORK & RECORDKEEPING-DELIVERY SERVICE		
	45	568	WINDOW SERVICE-MAIN OFFICE		
	48	583	EXPRESS MAIL-CUSTOMER SERVICE		
	41	605	Mailer Validation Credits FHP, TPH	LTR	AUTO
	41	606	Mailer Validation No Volume Credits		

F-4

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	48	608	STEWARDS - CLERKS - CUSTOMER SERVICES		
40	48	621	TRAVEL - CUSTOMER SERVICES		
40	48	631	MEETING TIME - CUSTOMER SERVICES		
	48	678	ADMIN & CLERICAL - AREA STATIONS		
40		706	MANAGER/SUPERVISOR - CUSTOMER SERVICES		
	48	741	MISC ACTIVITY-DELIVERY SERVICES		
	48	742	MISC ACTIVITY-CUSTOMER SERVICES		
	44	769	STATION/BRANCH BOX SECTION		
	49	791	Computerized Forwarding System - Delivery Unit Nixes		
	49	792	Computerized Forwarding System - Return to Sender		
	48	794	MISC MARKUP ACTIVITIES - STATION/BRANCH		
	49	795	ADDRESS LABEL PREPERATION		
	49	796	MAIL MARKUP/FORWARDING		
	49	797	COMPUTER MAIL FORWARDING		
	42	800C	Composite - FSM- Station and Branch		
	42	801	FSM - OUTGOING PRIMARY	FLT	MECH
	42	802	FSM - OUTGOING SECONDARY	FLT	MECH
	42	803	FSM - MANAGED MAIL	FLT	MECH
	42	804	FSM - INCOMING SCF	FLT	MECH
	42	805	FSM - INCOMING PRIMARY	FLT	MECH
	42	806	FSM - INCOMING SECONDARY	FLT	MECH
	42	807	FSM - BOX SECTION	FLT	MECH
	42	810C	Consolidated - LSM - Station and Branch		
	42	811	LSM - OUTGOING PRIMARY	LTR	MECH
	42	812	LSM - OUTGOING SECONDARY	LTR	MECH
	42	813	LSM - MANAGED MAIL	LTR	MECH
	42	814	LSM - INCOMING SCF	LTR	MECH
	42	815	LSM - INCOMING PRIMARY	LTR	MECH
	42	816	LSM - INCOMING SECONDARY	LTR	MECH
	42	817	LSM - BOX SECTION	LTR	MECH
	42	818	LSM - BAR CODE READ - OUTGOING	LTR	MECH
	42	819	LSM - BAR CODE READ - INCOMING	LTR	MECH
	42	820C	Consolidated - Auto Letters		
	41	821	AUTOMATED LETTERS - OUTGOING PRIMARY	LTR	AUTO
	41	822	AUTOMATED LETTERS - OUTGOING SECONDARY	LTR	AUTO
	41	823	AUTOMATED LETTERS - MANAGED MAIL	LTR	AUTO
	41	824	AUTOMATED LETTERS - INCOMING SCF	LTR	AUTO
	41	825	AUTOMATED LETTERS - INCOMING PRIMARY	LTR	AUTO
	41	826	AUTOMATED LETTERS - INCOMING SECONDARY	LTR	AUTO
	41	827	AUTOMATED LETTERS - BOX SECTION	LTR	AUTO
	41	828	AUTOMATED LETTERS - SECTOR/SEGMENT, 1ST PASS	LTR	AUTO
	41	829	AUTOMATED LETTERS - SECTOR/SEGMENT, 2ND PASS	LTR	AUTO
	41	905	DELIVERY CS BCS DISTRIBUTION		
	41	906	CARRIER ROUTE SORTATION		
	41	907	SERCIVING THE CSBCS BY SENIOR MAIL PROCESS		
	41	912	AUTOMATED LETTERS - DPS, 1ST PASS	LTR	AUTO
	41	913	AUTOMATED LETTERS - DPS, 2ND PASS	LTR	AUTO
40		929	MANAGER, CUSTOMER SERVICES OPERATIONS		
	41	942	DBCS-OSS - DELIVERY POINT SEQUENCE, 1ST PASS	LTR	AUTO
	41	943	DBCS-OSS - DELIVERY POINT SEQUENCE, 2ND PASS	LTR	AUTO
40	46	980	SSPC TECH STA/BR - MAINTENANCE		
40	46	981	SSPC TECH STA/BR - MAINTENANCE TRAVEL		
40	46	982	SSPC TECH STA/BR - SERVICE		
40	46	983	SSPC TECH STA/BR - SERVICE TRAVEL		
40	46	984	SSPC TECH MAIN OFC-MAINTENANCE		
40	46	985	SSPC TECH MAIN OFC-MAINTENANCE TRAVEL		
40	46	986	SSPC TECH MAIN OFC-SERVICE		