



## Kronos Timekeeper Pay Codes

Pay Code	Description	Worked Hours	Definition/Reason for Use	Rules
AWD TRP	Award Trip		Apply hours to scheduled work day(s) missed due to trip awarded to employee by DTC.	
BRVMNT	Bereavement		Apply hours to scheduled work day(s) missed for FT employees due to funeral leave. Search for <i>Funeral Leave Policy</i> on the KC for more information.	Up to three days will be paid.
CO FUNC	Company Function	Yes	Apply hours to scheduled work day(s) away from store/dept to attend company event (e.g. Lake Tahoe, Pit Crew Challenge, Job Fairs, Car Shows)	
DBL OT	Double Time		Overtime hours accrued that exceeds 12 hours per day in <b>California</b> .	
EARLY OUT	Early Out		Apply hours to scheduled work day(s) for hours missed due to interruption in daily Operations (i.e. weather, power outage) or early releases approved by Corporate or Regional Office.	
EPL	Earned Paid Leave		Apply accrued hours for time missed according to policy usage in New Mexico and Nevada. Search <i>Earned Paid Leave</i> on the KC for more information.	
EXC MISC	Excused Miscellaneous		Hours away from work that do not fall into a clearly defined pay code.	Contact Payroll before applying to timecard.
HOL	Holiday		Hours away from work due to company designated holiday. Search for <i>Holiday Pay</i> on the KC for more information.	All holidays are awarded by Timekeeper system.
HOL FLT	Holiday Float		Awarded to FT employees at the discretion of the Company to account for Holidays that fall on days when the stores/offices are closed.	Should be used as soon as possible after being awarded in lieu of PTO since there is an expiration date for use.
JURY	Jury Duty		Apply hours to scheduled work day(s) for FT employees for time away from work due to a jury summons. Search <i>Jury Duty Policy</i> on the KC for more information.	
MIL RSV	Military Reserves		Apply hours to scheduled work days(s) missed due to orders from military reserve duty. These hours are not paid and are not intended for extended periods of time.	For absences that exceed 2 days, discontinue entering hours into Kronos, complete an Employee Data Change form for Military Leave and scan/fax to Regional Office.
MTG	Meeting	Yes	Apply hours to scheduled work day(s) for time away from work due to a meeting (e.g. Sr Assistant Manager meetings)	
NO SHOW	No Show		Apply 0.0 hours to schedule work day(s) missed for PT store employee absence only. Use 0.0 amount only.	
OT	Overtime		Overtime hours accrued based on state or federal work rules.	
PAT LV	Parental Leave		Apply hours to scheduled work day(s) missed for FT fathers/mothers due to birth of their child. Store, Maintenance, Warehouse employees only.	Awarded up to two days.
PSL	Paid Sick Leave		Apply accrued hours for time missed due to sick / safe time according to policy usage in various locations. Search <i>Paid Sick Leave</i> on the KC for more information.	Must be taken in 1 hour increments
PTO	PTO		Apply hours to scheduled work days(s) missed for an employee's personal time off.	Can be taken in 1 hour increments
REG	Regular	Yes	Hours worked at a store / department.	
SPSL	Special Paid Sick Leave		Apply accrued hours to situations directly related to COVID-19. Search <i>Special Paid Sick Leave</i> on the KC for more information.	
STD WAIT	STD Waiting Period		Hours away from work during waiting period for FT employee on Short Term Disability.	<b>Payroll Only</b> - Subject to HR approval.
TRNG	Training	Yes	Apply hours for time accrued during training which takes the employee away from normal work tasks (e.g. Seminars, Webcast, Videos)	
SAL CO FUNC	Company Function - Salaried	Yes	Apply hours to scheduled work day(s) away from store/dept to attend company event (e.g. Lake Tahoe, Pit Crew Challenge, Job Fairs, Car Shows). For use by Store, Maintenance, Warehouse, Regional Office and DTD Mgrs ONLY.	
SAL MTG	Meeting - Salaried	Yes	Apply hours to scheduled work day(s) for time away from work due to a meeting (e.g. Monthly Store Manager meetings). For use by Store, Maintenance, Warehouse, Regional Office and DTD Managers ONLY.	
SAL REG	Regular - Salaried	Yes	Hours worked at a store / department. For use by Store, Maintenance, Warehouse, Regional Office and DTD Managers ONLY.	
SAL TRNG	Training - Salaried	Yes	Apply hours for time accrued during training which takes the employee away from normal work tasks (e.g. Seminars, Webcast, Videos). For use by Store, Maintenance, Warehouse, Regional Office and DTD Managers ONLY.	

All pay codes may not apply to all employees