

HN Payroll Codes

CODE	CODE NAME	CODE DESCRIPTION
012	PERMESSI	COE Art 18 #7 and #9 (Page 36-38) : Based on results of the annual wage survey the annual work hours may be reduced. Reductions are granted as rest days, permessi or pay, as agreed upon between the Joint Civilian Personnel Committee and the national union structures. Permessi hours will not exceed 47 hours maximum. Unused Permessi cannot be carried over. Unused balance is paid out following month upon closure of calendar year.
019	OFF POST MEAL	COE Art 48 (Page 96): This allowance is paid to employees when they are required to use off-post eating facilities while officially traveling or performing work away from the regular duty station (max 15 EUR per meal)
022	STUDENT LEAVE	COE Art 22 #12 and #13 (Page 48): Employees who attend regular courses of study in accredited primary or secondary schools, universities, and post-degree specialization courses are eligible for paid leave on workdays when examinations are taken. These employees are also eligible for two (2) hours paid leave a day for a maximum period of eight (8) work days prior to an examination. Leave can also be granted to attend designed courses leading to improve job-related skills (Up to 150 hours in any three year period). This requires CPAC authorization.
028	PARTIAL HOLIDAY WORKED	COE Art 42 #2 (Page 85): Time worked during an Official Holiday and NOT a Rest Day. Use this code for up to 7.5 hrs and code "FSG" for the remaining hours that were not worked.
029	OT ART.19 ONLY 60% COMPENSATION	COE Art 19 (Page 39): For employees on a 5 day work week with Saturday and Sunday as day off, if overtime is performed on both Saturday and Sunday, Sunday work is compensated at 60% and a full day off is granted. If more than 8 hours are worked on Sunday, the hours exceeding the 8 hours will be paid at the overtime rate of 160%. This applies also to people with designated days of rests different than Saturday and Sunday.
030	SUNDAY WORK 150%	Work on a Sunday which is a non-workday (for part time workers only, see COE Art 42 #5.b page 86) or on the weekly day of rest in lieu of Sunday (for firefighters only, see COA Art 54 #6 page 102): 150% of normal pay (normal pay rate for the hours worked, increased by a 50% differential).
031	MEETING (ASSEMBLIES)	COE Art 6 (Page 12-14): Code to annotate for an EMPLOYEE attending a union assembly.
032	LOCAL UNION LEAVE	COE Art 6 (Page 12-14): Code to annotate for a UNION REP attending a <i>local</i> union meeting between Representatives. This requires CPAC authorization.
033	NATIONAL UNION LEAVE	COE Art 6 (Page 12-14): Code to annotate for a UNION REP attending a <i>National</i> union meeting between Representatives. This requires CPAC authorization.

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040	REGIONAL UNION LEAVE	COE Art 6 (Page 12-14): Code to annotate for a UNION REP attending a <i>Regional</i> union meeting between Representatives. This requires CPAC authorization.
043	OVERTIME WORK 100%	COE Art 42 #3 (Page 85): if an employee was in a non-pay status during some or all of the regularly scheduled tour of duty, within a given administrative workweek, a number of overtime hours equivalent to the hours in a non-pay status will be considered as "regular hours" and compensated as such.
044	OVERTIME 130%	COE Art 42 #3.a (Page 85-86): any work performed on weekdays (Mo thru Sa) and in excess of 40 hours per week, provided the employee is in a pay status.
045	ANNUAL LEAVE	COE Art 21 (Page 41-44): Time Off/Hours or days employee is permitted to be away from their employment position.
046	SUNDAY OVERTIME 160%	COE Art 42 #3.c (Page 86): any work performed on Sundays (or designated day in lieu) and in excess of 40 hours per week, provided the employee is in a pay status. If Saturday was worked as well use code 029
047	ADMIN LEAVE DEATH/ASSISTANCE	COE Art 22 #3 (Page 45): Employees will be granted up to a maximum of three (3) work days per calendar year paid administrative leave in case of death. The three (3) days must be taken within seven (7) calendar days of the qualifying event. This requires CPAC authorization.
048	COMP TIME TDY	COE Art 17 #3 (Page 31): Employees required to travel for official duty on non-duty hours are entitled to compensatory time off for each hour of such travel. Compensatory time off will be scheduled in conjunction with the supervisor and will be used within 21 calendar days following completion of TDY. Does not apply to drivers, which will be paid overtime.
049	ADMINISTRATIVE LEAVE	COE Art 22 (page 45-46) Time off without loss in pay (granted for weather conditions, Presidential declaration of holiday, summoned as a witness on behalf of/or in the interest of the employer). This requires CPAC authorization.
050	TIME OFF AWARD	Code for a time off granted thru an award to be annotated on time and attendance.
051	MARRIAGE LEAVE	COE Art 22 #2 (Page 44): Time off without loss in pay, granted for marriage leave. This requires CPAC authorization.
053	PATERNITY LEAVE	As per Italian Law 92/2012 fathers must be granted 5 days of leave after the child's birth.
055	SICK LEAVE	COE Art 23 (Pages 50-55): Sick Leave Section. Use this code to account for sick leave without medical certificate.
059	ON THE JOB INJURY	COE Art 23 (Pages 50-55): On The Job Injury Section

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060	BLOOD DONATION	COE Art 22 #6 (Page 45): Employees are entitled to a period of rest of 24 hours following the time of departure for blood donation, without charge to leave or loss in pay, provided donation is to a bank accredited by the Ministry of Health and a certificate is produced.
061	TDY STATUS	COE Art 17 (Page 31): TDY Status
071	SUNDAY OVERTIME FOR SHIFT WORKERS 135%	COE Art 42 #3.b (Page 86): any overtime work performed on Sunday which is a regularly scheduled workday.
095	BREAST FEEDING LEAVE	COE Art 24 #5 (page 59): Breast Feeding Leave. During the child's first year of life working mothers on a 8 hrs per day schedule must be granted two (2) rest periods of one (1) hour each per day, with pay, which may be cumulated daily. If the mother working schedule is less than 40 hrs per week the entitlement is reduced to only 1 hr per day.
100	SUSPENSION DISCIPLINARY ACTION	COE Art 23 #1c (page 72): Suspension Disciplinary Action. Suspension from work without pay for a period of one to ten days.
101	LEAVE WITHOUT PAY	COE Art 22 #9 (pages 46-47): Leave without pay (LWOP). All instances of LWOP must be requested in writing.
102	ABSENCE WITHOUT PAY	COE Art 22 #1 (page 44): Absence without leave is unjustified absence without pay
103	STRIKE	Strike
153	OVERNIGHT ALLOWANCE IN OVERTIME STATUS	COE Art 54 #3 (Page 101): Firefighters Allowance
154	OVERNIGHT ALLOWANCE	COE Art 54 #1 (Page 101): Firefighters Allowance
155	SPECIAL FIREFIGHTERS TOUR SUPPLEMENT	COE Art 54 #2 (Page 101): Firefighters Allowance.
156	OVERTIME 145% FIREFIGHTERS	COE Art 54 #3 (Page 101): Firefighters Allowance
158	SUPPLEMENTAL HRS ELASTIC CLAUSES	COE Art 11 #3e (Page 21). Employees may agree in writing on elastic clauses aimed at changing the distribution of, and/or increasing the scheduled working hours. Each hour exceeding the scheduled worked hours in a day will be paid at 100% of the "normal" hourly rate plus a 20% of the "regular" hourly rate. These hours will be coded with "158" on the T&A. The "regular" pay is inclusive of the "normal" pay plus other entitlements such as lunch allowance, overnight allowance etc. See COE Art 36 pg 77-78 for more details.

CODE	CODE NAME	CODE DESCRIPTION
159	SUPPLEMENTAL HRS 115%	COE Art 11 # 3 b1-b2 (page 20) Supplemental work consists of work performed beyond the hours specified in the individual's contract and within the normal weekly work schedule of 40 hours. Supplement work may not exceed 25% of the weekly contractual hours of work and will be compensated at 100% of the "normal" hourly rate plus a 15% of the "regular" hourly rate for each supplemental hour worked up to 40 hours per week. The overtime rate will apply for work in excess of 40 hours per week, in accordance with article 42. The "regular" pay is inclusive of the "normal" pay plus other entitlements such as lunch allowance, overnight allowance etc. See COE Art 36 pg 77-78 for more details.
164	SPECIAL LEAVE 104/92 FAMILIY GRAVE ILLNESS	COE Art 22 #14 (page 49): Special Leave for family grave illness. Employees who continuously and exclusively assist a gravely handicapped family member up to a third degree relationship as certified by the Italian Health Authority, are entitled to 3 days per month paid absence. The entitlement ceases when the gravely handicapped close relative is hospitalized or lodged in a specialized facility. In all cases appropriate authorization from INPS or other Italian medical authority must be submitted to the civilian personnel office in order to make use of this leave. Furthermore, each month employees will communicate in writing to their supervisors on what days they need to be off for assistance of the gravely handicapped close relative. Supervisors will acknowledge receipt of this information.
190	DAILY MENSA REIMBURSEMENT	COE art 46 #2 (Page 92): Meal reimbursement for a worked day when the dining facility was closed (i.e. work on a rest day)
CS	SPECIAL LEAVE LAW 151/ 2001	COE Art 22 #9b(2) (page 46-47): Special Law 151/2001 is an absence granted by INPS to an employee to take care and assist a disabled family component. For the employer, the employee is in LWOP status (does not earn summer/Christmas bonuses, annual leave, permessi and TFR). The employee receives the indemnity by INPS paid in advance by the employer.
EC20	ELASTIC CLAUSES 20%	COE Art 11 #3e (Page 21). Employees may agree in writing on elastic clauses aimed at changing the distribution of, and/or increasing the scheduled working hours. A 20% increase of the hourly rate of the regular pay will be applied to the hours worked outside the regular work schedule based on the application of the elastic clauses. This hours will be coded with EC20 on the T&A. See COE Art 36 pg 77-78 for a detailed definition of "regular" pay.

CODE	CODE NAME	CODE DESCRIPTION
EP2	INDENNITA' AMBIENTE LIVELLO 2	COE Art 47 #3a (Page 94): Environmental Pay is an hourly differential pay applicable to employees performing work in one of the situations described below. The situations considered of payment are grouped under one (1) of two (2) levels of severity. Level 2 - Euro 0.16 per hour of exposure.
EPI	INDENNITA' AMBIENTE LIVELLO 1	COE Art 47 #3b (Page 94): Environmental Pay is an hourly differential pay applicable to employees performing work in one of the situations described below. The situations considered of payment are grouped under one (1) of two (2) levels of severity. Level 1 - Euro 0.09 per hour of exposure.
FSG	USED HOLIDAY (MO-FRI)	This code will default in the system for 8 hrs for a holiday. If some hours were worked record them with code 028 and reduce the FSG hours accordingly. If all 8 hours were worked zero out the FSG line and the system will automatically record 8 hrs of Holiday work 150% with pay code 0025 in the pay slip. For more information regarding this code see Appendix 3 - Guidance on Holiday codes.
FSN	UNUSED HOLIDAY (SUNDAY)	COE Art 20 #3a and #3b (page 41): holiday which falls on a Sunday (or in the day corresponding to Sunday according to the employee's schedule). Does require input in the system only if it falls on a day other than Sunday. For more information regarding this code see Appendix 3 - Guidance on Holiday codes.
FSNS	USED HOLIDAY (SATURDAY)	holiday which falls on a Saturday (or in the day corresponding to Saturday according to the employee's schedule). Does not require input in the system. For more information regarding this code see Appendix 3 - Guidance on Holiday codes.
MAL	SICK LEAVE WITH MEDICAL CERTIFICATE	COE Art 23 (Pages 50-55): Sick Leave Section. Use this code to account for sick leave with medical certificate.
MAT	MANDATORY MATERNITY LEAVE	COE Art 24 #2d (page 56): An employee is entitled to remain absent from work on a mandatory basis: during the two (2) months preceding the expected date of delivery and during the three (3) months following delivery. Pregnant employees may choose to take the 5 months compulsory maternity leave 1 month before the expected delivery date and 4 months after delivery.
MTA	PRE-MATERNITY LEAVE	COE Art 24 #2d (page 56): In case of grave complications, an employee is entitled to begin her mandatory absence at an earlier stage of pregnancy, on the basis of ad hoc authority issued by the labor inspectorate.

CODE	CODE NAME	CODE DESCRIPTION
MTF	PARENTAL LEAVE	COE Art 24 #3 (page 57). Upon request by the employee, up to six (6) months of parental leave will be granted, to either parent, not to exceed 6 months, during the first 6 years of the child's life. The total amount of parental leave granted to both parents cannot exceed 10 months except as indicated below. Use this code if parental leave is taken continuously, otherwise use code MTF1.
MTFO	PARENTAL LEAVE NOT PAID	Use this code when parental leave is taken from the 6th to the 12th year of the child's life.
MTF1	PARENTAL LEAVE (BY HOURS)	COE Art 24 #3 (page 57). Upon request by the employee, up to six (6) months of parental leave will be granted, to either parent, not to exceed 6 months, during the first 6 years of the child's life. The total amount of parental leave granted to both parents cannot exceed 10 months except as indicated below. Use this code if the parental leave is taken discontinuously (separated periods of 4 hours each).
OCA	ON CALL ALLOWANCE	COE Art 49 #1 (Page 97): Employees assigned to maintenance and repair or similar essential support functions may be scheduled for on-call duty and required to respond to call for emergency work outside the regularly established tour of duty.
R/RR	DAY OF REST R/RR	COE Art 18 #7-8 (page 36-37) (Ex code 035): Based on results of the annual wage survey the annual work hours may be reduced. Reductions are granted as rest days, permessi or pay, as agreed upon between the Joint Civilian Personnel Committee and the national union structures.
S/D	SUNDAY DIFFERENTIAL	For shift workers only and does not require input into the system. The system automatically adds a 10% increase to each hour worked on Sunday.
UDA	USER DRIVER ALLOWANCE	COE Art 51# 1 (Page 99): This allowance is paid when an employee is required to operate an employer owned or leased vehicle, within or outside of a U.S. Forces' base or compound. The allowance is paid on a daily basis without regard to the number of trips during the same day, provided at least one trip is made.

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