



## Quick Reference Guide *Hours/Reason Codes*

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January 2012, Accounting Services

### **HOURS CODES**

010 - Begin Tour  
011 - Move  
012 - Out to Lunch  
013 - In from Lunch  
014 - End Tour  
024 - AWOL  
028 - HOL/AL  
030\* - Full LWOP Hours  
031\* - Partial LWOP  
032 - Telephone Time  
033\* - Guarantee Telephone Time  
034 - Beeper Time  
035\* - Extra straight time  
036\* - Guarantee telephone overtime  
038 - Extra 50% Premium (Adjustment Only)  
039 - Extra Straight Time (Adjustment Only)  
043\* - Penalty Overtime Payment (POP)  
044 - Military LWOP  
045 - Donated Leave (Leave Share-Family)  
046 - Donated Leave (Leave Share-Personal)  
047\* - Rural Free Saturday Time  
048 - Holiday Schedule Premium  
049 - OWCP LWOP Hours  
050\* - Rural Carrier Trips

### **HOURS CODES WITH REASON CODES**

024 00 AWOL  
024 09 AWOL - Late  
049 00 OWCP - Regular  
049 99 IOD/OWCP - Family Medical Leave  
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 14 Annual leave - Bereavement  
055 95 Annual leave - Family Medical Leave Qual Exigency  
055 96 Annual leave - Family Medical Leave – Service Member  
055 99 Annual leave - Family Medical Leave  
056 00 Sick leave - Regular  
056 09 Sick leave - Late  
056 11 Sick Leave - Restricted  
056 14 Sick Leave - Bereavement  
056 96 Sick Leave - FMLA Service Member Dependent Care  
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

051* - Rural Carrier Actual Hours	059 04 Part Day LWOP - Other
052* - Work Hours	059 05 Part Day LWOP - Maternity
053*- Overtime Hours	059 06 Part Day LWOP - Suspension
054 - Night Work Premium hours	059 08 Part Day LWOP - Suspension Pending Termination
055 - Annual Leave	059 09 Part Day LWOP - Late
056 - Sick Leave	059 14 Part Day LWOP - Bereavement
*057 - Holiday work	059 59 Part Day LWOP - Generated
058 - Holiday Leave	059 95 Part Day LWOP - Family Medical Leave Qual Exigency
059 - Part Day LWOP	059 96 Part Day LWOP - Family Medical Leave Service Member
060 - Full Day LWOP	059 99 Part Day LWOP - Family Medical Leave
061 - Court Leave	060 00 Full day LWOP
062* - Guarantee Time	060 01 Full day LWOP - In Lieu of Sick Leave
063* - Negative cross-foot (also for code 035)	060 02 Full day LWOP - Proffered
064 - Rural Relief Day Earned	060 03 Full day LWOP - Personal
065 - Meeting Time	060 04 Full day LWOP - Other
066 - Convention Leave	060 05 Full day LWOP - Maternity
067 - Military Leave	060 06 Full day LWOP - Suspension
068* - Guarantee Overtime	060 07 Full day LWOP - Union Official
069 - Blood Donor Leave	060 08 Full day LWOP - Suspension Pending Termination
070 - Stewards Duty Time	060 09 Full day LWOP - Late
071 - Continuation of Pay Leave	060 14 Full day LWOP - Bereavement
072 - Sunday Premium	060 95 Full day LWOP - Family Medical Leave Qual Exigence
073 - Out of Schedule Premium	060 96 Full day LWOP - Family Medical Leave Service Member
074 - Christmas Work	060 99 Full day LWOP - Family Medical Leave
075 - Loaned to Hours	071 00 COP - Regular
076* - Non-scheduled Cross-foot	071 99 COP - Family Medical Leave
077 - Civil Defense Leave	091 00 Overtime Authorization
078 - Act of Nature Leave	091 01 OT Auth - Before Scheduled Tour
079 - National/HQ Authorized Admin Leave	091 02 OT Auth - After Scheduled Tour
080 - Relocation Leave	091 03 OT Auth - Full Tour

For accounting assistance, contact the Accounting Help desk at 1-866-974-2733, send an email to [Help Desk, Accounting - St. Louis, MO](mailto:Help_Desk_Accounting - St. Louis, MO) or visit us at <http://blue.usps.gov/wps/portal/accounting>

- 081 - Civil Disorder Leave
- 082 - Travel Within Schedule Hours
- 083 - Travel Outside Schedule Hours
- 084 - Union Official Leave
- 085 - Voting Leave
- 086 - Other Paid Leave
- 087 - Rural Relief Day Used
- 088 - Non-bargain Reschedule Premium
- 090 - Higher Level Authorization
- 091 - Overtime Authorization
- 092 - Disallow Guarantee Time
- 093 - No Lunch Punch
- 091 04 OT Auth - Before Scheduled Tour – Out of Schedule
- 091 05 OT Auth - After Scheduled Tour – Out of Schedule
- 091 06 OT Auth - Full Tour – Out of Schedule

\* Indicates system-generated rings, not input in the Clock Ring Editor or EBR.