



Ball State University  
**Kronos Pay Codes**

revised 10-25-2019

Kronos Pay code	Groups Eligible	Explanation of Pay code
Burriss Sub Pay - Daily Rate	Staff, Fac, Prof	Used to pay an employee who substitutes at Burriss. Enter amount 1 for full day rate of \$62.50 or enter amount .5 for half day rate of \$31.25.
Call Back Pay	FT SVC (also includes PT Service)	Used to pay hourly employees a minimum of three (3) hours pay when called in to work a non-scheduled shift.
Declared Closure Pay	All	Used when the university announces university closure under the Compensation Polciy for Declared and/or Special Close-downs.
Emergency Closure Pay	All	Used when the university announces university closure due to an emergency.
Emergency Leave – Unpaid	FT Svc, Staff, Fac, Prof	Service employees may opt to use either scheduled PTO or unpaid time under this leave. Staff and Prof may opt to use either 40 hours of Family Sick, Vacation or unpaid time. Fac may opt to use either 40 hours of Family Sick or unpaid time under this leave. Leave designed for Family Emergencies only and may run concurrently with FML.
Extended Sick Leave	FT Svc, Staff, Fac, Prof (also includes PT Service)	Used when FML is either exhausted or not applicable. Used for employee's health condition only. Service employees may opt to use IPB, PTO or unpaid time. Staff and Prof must use any sick time available until exhausted, and then may choose to use either vacation or unpaid time for the remainder of the leave. Faculty must use any sick time until exhausted and then transition into unpaid time for remainder of leave.
FML Self – IPB	Svc	Used in the event of an employee's illness (Optional).
FML Self – Non-Paid	Svc, Staff, Fac, Prof	Used to track FML in the event of illness for any service, staff, faculty, or professional employee who is not being paid for their time off of work. For service employees this is optional. For all other employees this may be used only after all available sick time has been exhausted.
FML Self – PTO	Svc	Used to track FML time for a service employee who is using PTO accruals to be paid while off of work and is optional.
FML Self – Sick	Staff, Fac, Prof	Used in the event of an employee's illness. Mandatory usage until exhausted or return to work.
FML Self – Vacation	Staff, Prof	Used in the event of a staff or professinal employee's illness. It is option to use and may only be used when all available sick time has been exhausted or by special permission of the UHRS (in the case of losing vacation time as the end of the year).
FML Family - IPB	Svc	Used in the event of a dependent's illness and is optional. Refer to the Bargaining Unit Employee Handbook for more information.



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FML Family – Non Paid	Svc, Staff, Fac, Prof	Used for service, staff, faculty, and professional employees in the event of a dependent's illness and has already used the allotted time they can take for a family member's illness. This is an unpaid earnings code.
FML Family – PTO	Svc	Used in the event of a dependent's illness and is optional. Refer to the Bargaining Unit Employee Handbook for more information.
FML Family – Sick	Staff, Fac, Prof	Used to pay exempt and non-exempt staff for time off taken under the sick pay policy for family member.
FML Family – Vacation	Staff, Prof	Used by staff and professional employees in the event of a dependent's illness. It is optional.
Funeral Pay	Svc, Staff, Fac, Prof	Used to pay employees departmental approved funeral leave time for full time employee. Department must accompany with the use of this code notification to the Payroll Department the relationship of the deceased and the location of the funeral when using this code.
Holiday Pay	Svc, Staff, Prof, Fac	Used to track earnings for University approved holidays for all full time and part time employees who receive this benefit.
Holiday Sched Day Off	Svc, Staff	Used to pay an employee holiday pay on a schedule day off. Holiday Scheduled day off hours are not subject to overtime calculations.
IA Sub Pay - Daily Rate	Staff, Fac, Prof	Used to pay an employee who substitutes at Indiana Academy. Enter amount 1 for full day rate of \$50.00 or enter amount .5 for half day rate of \$25.00.
Income Protection Bank Pay	Svc	Used to track any used time off by employees of the bargaining unit and part time employees. Refer to the Bargaining Unit Employee Handbook for more information.
Injured on the Job Pay	All	When any employee (including student employees) are injured on the job and taken off work by our Health Center, then they are paid out the balance of their work shift on the day of injury.
Jury Pay	Svc, Staff, Fac, Prof	Used to pay an employee for time off due to a court summons where they are not a party of the suit. Department must accompany with the use of this code notification from the court to the Payroll Department.
Military Extended Leave	Svc, Staff, Fac, Prof	Unpaid leave which may be utilized in the event of being called to active duty.
Military Short Leave	Svc, Staff, Fac, Prof	Short-term leave allows up to 10 paid days in a calendar year for those called to military training.
Overtime	Svc, Staff	Used to pay overtime based on the pay rule established for all hourly employees. See employee handbook for overtime rules.



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Parental Leave - Paid	Svc, Staff, Prof, Fac	Used to pay employees that are on an approved parental leave and will be paid for the time off of work. See handbook policy.
Parental Leave - Unpaid	Svc, Staff, Prof, Fac	Used to track any employees that are on an approved parental leave and are not being paid for their time off of work. See handbook policy.
Personal Day	Burriss/Indiana Academy	Used by faculty and counselors at Burriss and Indiana Academy when taking a day off from work. Only these two areas receive three (3) personal days (24 hours) per year.
Personal Leave – Unpaid	FT Svc, Staff, Fac, Prof	Unpaid leave available to employees with approval of supervisor, department head, Dean or VP of area, and UHRS. Maximum limit of six months for Service and Staff. Maximum limit of one year for Faculty and Professional. See HR Handbook.
PPACA Hours Tracking	All	This pay code is used to track hours associated with stipend and assistantship payments. Hours reported with this pay code are for reporting purposes only. Hours reported under this code will not increase or decrease the stipend amount of assistantship payment.
Provisional Pay - Temporary	Part Time and Temporary Staff and Service	Used for all non-exempt part time & temporary staff, casuals, substitutes and part time service employees who are paid hourly on a biweekly payroll.
PTO	Svc	Used to track any accrued time off earned by a part-time and/or full time service employee.
Regular BW Hourly	Svs, Staff	Used for all non-exempt staff and service employees and some part-time employees who are paid hourly on a biweekly payroll.
Regular Graduate Earnings	GA	Used for graduate students who have signed a contract to work for a department in an assistantship. This code is used in conjunction with the code PPACA to report actual hours worked on the assistantship.
Regular Student Pay	Student	Used to pay all students on a hourly position.
Sick - Family	Staff, Fac, Prof	Used to pay exempt and non-exempt staff for time off taken under the sick pay policy for family member
Sick - Self	Staff, Fac, Prof	Used to pay exempt and non-exempt staff for time off taken under the sick pay policy.
Study Leave - Unpaid	Svc, Staff, Prof, Fac	Unpaid leave available to employees with approval of supervisor, department head, Dean or VP of area, and UHRS. See HR Handbook for details.



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Suspension – Paid	All	Used when an employee has been suspended from work but will still continue to receive pay from the university during the suspension.
Suspension – Unpaid	All	Used when an employee has been suspended from work and will not receive pay from the university during the suspension.
Unpaid Time Off	All	Used to record time taken as unpaid by an employee that is not in pay status.
Used – Compensatory Time	Staff (FT)	Used to track any compensatory time used by any non-exempt staff. May be taken in quarter hour increments.
Vacation	Staff, Prof	Used for exempt and non-exempt staff when using vacation and to track current vacation accruals for hourly employees. See handbook for vacation policies.
Volunteer Pay	Svc, Staff, Prof, Fac	Used to track employee approved volunteer hours taken during normal scheduled shift.