

TRANSACTION CODES

Transaction Codes (TC), Prefix Codes (PC) and Shift Suffix Codes (SSC) control the rate and kind of pay an employee will receive. They are used to record all time and attendance data, including hours worked, absences, allowances, differentials, and other entitlements. An employee's take-home pay and leave balances are calculated at the National Finance Center (NFC) based on the accurate reporting of these codes in webTA.

In some cases, a PC or SSC must be recorded with the appropriate TC. PCs are used to record the percentage rate for environmental differential pay and danger pay. They are also used to expand the definition for certain TCs or to create a new TC. SSCs are used to record differential, union representation, and to supplement certain TCs to vary their meanings.

Descriptor Codes (DCs) are used in conjunction with TCs in the NFC database to allow agencies to track the varying uses of certain TCs. The DCs do not appear on the webTA.

The following Transaction Descriptions are listed in the order they appear in webTA, and where annotated by an "*", are system generated by webTA. The payable rate, if applicable, is indicated next to the transaction description. Where a PC is annotated with an "XX" the user must enter the appropriate PC.

PC	TC	SSC	DC	Transaction Description/Payable Rate
				Work Time Activity Codes
	01			Regular Base Pay – basic rate of pay
	01		01	Base Pay Detail – basic rate of pay
	01		04	Base Pay Training – basic rate of pay
	11			Base w/Night Diff – basic rate of pay plus 10% of base rate
	05			Base w/Sun + Night Diff – basic rate of pay plus 25% of base rate
	04			Base w/Sunday Diff – basic rate of pay plus 25% of base rate
	38			Base/Grievances/Appeals – basic rate of pay
	37			Base/Labor - Management – basic rate of pay
	36			Base/Midterm Negotiations – basic rate of pay
	35			Base/Negotiations/Reopen – basic rate of pay
77*	32			Comp Earned/Religious - time off from work on an hour for hour basis, or payment at the basic rate of pay
	32			Comp Time Earned - time off from work on an hour for hour basis, or payment at the overtime rate
78*	32			Comp Time/Travel Earned – never paid out
	29			Credit Hours Earned – basic rate of pay
XX	49	9*		Danger Pay – basic rate of pay plus 15%, 20%, 25%,30%, or 35% of base rate
	16	9*		Dirty Work/Unlicensed - penalty rate in pay schedule or at overtime rate (if higher)
	16	8*		Dirty Work/Unlicensed/Reg – penalty rate in pay schedule
	14			Hazard Pay Differential – rate of basic pay plus 25% of base rate
	31			Holiday Worked – basic rate of pay
	40			Home Leave Earned – basic rate of pay

	49	3*		Living Qtrs/tax Exempt – daily rate varies
	12			Night Diff w/Comp – basic rate of pay plus 10% of base rate
	25			Over 40 OT w/Night Diff – hourly overtime rate plus 10% of base rate
	21			Over 40 Overtime – rate based on FLSA status
	26			Over 8 OT w/Night Diff - hourly overtime rate plus 10% of base rate
	19			Over 8 Overtime – rate based on FLSA status
	23			Overtime Travel/FLSA – FLSA overtime rate
	24			Overtime Travel/Title V – 1 ½ times base rate
	27			Overtime/Engineer – hourly rate for overtime plus 10 % of base rate
	16	1*		Penalty Pay – applicable penalty rate
	16	2*		Penalty Pay/Above Reg – 1 ½ times base rate
	91			Quarters Deduction – rate established by personnel action
	16	3*		SCUBA Diving Pay - 1 ½ times base rate
	51	2*		Separate Main/Tax Exempt – rate established by personnel action
	39			Shore Leave Earned – not applicable
	41			Standby/AUO/FLSA/NonExp – rate based on FLSA status
	16	5*		Tank Cleaning/Unlicensed – based on classes of positions; rates established in pay tables
	01		11	Telework Alt. Site – basic rate of pay
	01		12	Telework Alt. Site <= 2 days – basic rate of pay
	01		13	Telework Alt. Site > 2 days - basic rate of pay
	01		14	Telework Home - basic rate of pay
	01		15	Telework Home <= 2 days - basic rate of pay
	01		16	Telework Home > 2 days - basic rate of pay
	17			Trips in Gov Car – not applicable
				Leave and Other Time Activity Codes
	66			Admin/Excused Absence - basic rate of pay
	61			Annual Leave - basic rate of pay
	61		03	Annual Leave w/OWCP (Illness) – basic rate of pay
	61		02	Annual Leave w/OWCP (Injury) – basic rate of pay
	72			AWOL – non pay
	45			Begin COLA/Post Diff – rate established by personnel action
	46			Begin Foreign Post Diff – rate established by personnel action
	66		01	Blood Donation - basic rate of pay
	66		04	Bone Marrow Donor - basic rate of pay
	64			Comp Time Used – basic rate of pay
78*	64			Comp Time/Travel Used – basic rate of pay
	60			Comp Used/Religious – basic rate of pay
	66			Court Leave - basic rate of pay
	50			Credit Hours Used - basic rate of pay
	47			End COLA/Post Diff – not applicable
	48			End Foreign Post Diff – not applicable
62*	62			Family Friendly Sick Lv - basic rate of pay
	66		21	Federal Holiday - basic rate of pay
	70			Forfeiture of Pay (Logging – NOAA Wage Marines only) – non pay
	74			Furlough – non pay
	66		34	Hazardous Weather - basic rate of pay
	69			Home Leave Used – basic rate of pay
	66		23	Local Holiday - basic rate of pay
	71			LWOP – non pay
	71		03	LWOP w/(OWCP) (Illness) – non pay
	71		02	LWOP w/(OWCP) (Injury) – non pay
	68			Military Emergency Lv – basic rate of pay
	65			Military Regular Leave – basic rate of pay

	66		05	Organ Donor - basic rate of pay
	67			OWCP Injury Leave – basic rate of pay
	63			Restored Annual Leave - basic rate of pay
	59			Shore Leave Used – basic rate of pay
	62			Sick Leave - basic rate of pay
	62		03	Sick Leave w/(OWCP) (Illness) – basic rate of pay
	62		02	Sick Leave w/(OWCP) (Injury) – basic rate pf pay
	66		22	State Holiday - basic rate of pay
	73			Suspension – non pay
61*	66			Time Off/Incentive Award - basic rate of pay
	66		38	Voting - basic rate of pay
				Dollar Transactions
	17	7*		Commutated Subsistence – not applicable
	89			Emergency Pay/Imprest – not applicable
	17	4*		Incentive Pay (Census Only) – not applicable
10*	17			Mass Transit Subsidy – not applicable
	92			Meals Deduction – not applicable
	17	9*		Parking Subsidy – not applicable
50*	17	3*		Reimbursement Comm. (Census only) – not applicable
50*	17	1*		Reimbursement Miles (Census only) – not applicable
50*	17	4*		Reimbursement Other (Census only) – not applicable
50*	17	2*		Reimbursement Per Diem (Census only) – not applicable
	49			Remote Worksite – not applicable
	51	8*		Uniforms/Tax Exempt – not applicable
	51	18		Uniforms/Taxable – not applicable