

# Payroll Information

## Wage, Benefit, and Deduction Codes

This document is provided to all employees at the time of hire and posted online to ensure employees are aware of important information related to their pay and pay documents. Oregon Senate Bill 906 (SB 906), enacted by the 2025 Oregon Legislative Assembly requires employers to provide employees with clear, itemized wage statements and plain-language explanations of all earnings, pay rates, deductions, and related payroll codes at the time of hire and on an ongoing basis. This document ensures compliance with the requirements of SB 906 to ensure that employees receive information about the pay periods and a comprehensive list of important pay related codes.

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### CITY OF MCMINNVILLE SEMI-MONTHLY PAY SCHEDULE

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Pay Period: 23 – 8 | Pay Date: 15<sup>th</sup>  
 Pay Period: 9 – 22 | Pay Date: Last Day of the Month

Pay stubs and W-2 Forms are available through the New World portal at:  
[www.mcminnvilleoregon.gov/hrportal](http://www.mcminnvilleoregon.gov/hrportal)

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### PAYROLL HOURS CODES

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These codes are used on your pay related documents to explain the type of work you are receiving pay for.

ADMIN LEAVE FT	Administrative Leave Full-Time
ADMIN LEAVE PT	Administrative Leave Part-Time
ADMIN LEAVE TEMP	Administrative Leave Temporary
AUTO ALLOW	Automobile Allowance
BEREAVE FT	Bereavement Leave Full-Time
BEREAVE PT	Bereavement Leave Part-Time
CALL BACK - COMP	Compensatory Time Earned - Call Back
CALL BACK - OT	Overtime - Call Back
CLASS	Parks and Recreation Class
CLASS HRS	Parks and Recreation Class Hours
COMP EARN	Compensatory Time Earned
COMP EARN PD HOL	Compensatory Time Earned Police Holiday
COMP EARN ST	Compensatory Time Earned Straight Time
COMP PAYOUT	Compensatory Time Payout
COMP TAKEN	Compensatory Time Taken
COURT CB - COMP	Compensatory Time Earned - Court Call Back
COURT CB - OT	Overtime - Court Call Back
DC MATCH %	Deferred Comp Match %
DECEASED	Deceased Compensation
DH EX DUTY	Department Head Extra Duty Pay
FH EARN	Floating Holiday Earned

**Our Mission:** Providing excellent customer service, public engagement, and proactive planning programs to promote McMinnville as the most livable and prosperous city in the state of Oregon now and into the future.

FH LOST	Floating Holiday Lost
FH TKN	Floating Holiday Taken
FLEX EARN	Flex Time Earned
FLEX TKN	Flex Time Taken
FLSA	Overtime
FMLA COMP TAKEN	Compensatory Time Taken-Protected Leave
FMLA FH	Floating Holiday Taken-Protected Leave
FMLA LWOP	Leave Without Pay-Protected Leave
FMLA ML	Management Leave Taken-Protected Leave
FMLA REG	Regular-Protected Leave
FMLA REG PT	Regular Part-Time-Protected Leave
FMLA REG TEMP	Regular Temporary-Protected Leave
FMLA SL	Sick Leave Taken-Protected Leave
FMLA SL PT	Sick Leave Taken Part-Time-Protected Leave
FMLA SL PT+	Sick Leave Taken Part-Time Plus-Protected Leave
FMLA SL TEMP	Sick Leave Taken Temporary-Protected Leave
FMLA VAC	Vacation Taken-Protected Leave
FURLOUGH FT	Furlough Leave Without Pay
GAME AL BBALL/S	Recreation Sports Adult Baseball/Softball Official
GAME AL BSKTBLL	Recreation Sports Adult Basketball Official
GAME AL VBALL	Recreation Sports Adult Volleyball Official
GAME HRS	Recreation Sports Game Official Hours
GAME YTH BBALL	Recreation Sports Youth Baseball Official
GAME YTH BSKTBLL	Recreation Sports Youth Basketball Official
GAME YTH SOCCER	Recreation Sports Youth Soccer Official
GS BILINGUAL	Bilingual Pay
GS BILINGUAL - 2	Bilingual Pay - Level 2
GS BILINGUAL - 3	Bilingual Pay - Level 3
GS BILINGUAL - 4	Bilingual Pay - Level 4
GS EX DUTY	General Service Extra Duty Pay
HOLIDAY	Holiday
INTERP - COURT	Interpreter - Court
INTERP - DESK	Interpreter - Desk
JTO EARN	Judge Time Off Earned
JTO LOST	Judge Time Off Lost
JTO TKN	Judge Time Off Taken
JUDGE	Hours Worked Judge
JURY DUTY FT	Jury Duty Full-Time
JURY DUTY PT	Jury Duty Part-Time
LONGEVITY	Longevity Bonus
LONGEVITY - VAC	Vacation Earned – 20 Year Longevity
LWOP	Leave Without Pay
MARKET RATE PREM	Market Rate Premium Pay
MED OPT OUT	Medical Insurance Opt Out Incentive
ML EARN	Management Leave Earned
ML LOST	Management Leave Lost

ML TAKEN	Management Leave Taken
ML TAKEN TEMP	Management Leave Taken Temporary
MLTRY LEAVE FT	Military Leave Full-Time
MLTRY LEAVE PT	Military Leave Part-Time
MOVING ALLOW	Moving Allowance
OPS AWARD	Outstanding Public Service Award
OT GRANT	Grant Overtime
OT HOURS FT	Overtime
OT PD HOL	Police Holiday Overtime
PAGER	Pager Pay
PAGER HOL	Pager Pay Holiday
PD AA/AS	Police Department - AA/AS Degree
PD ADV	Police Department - Advanced Certificate
PD ASL	Police Department - ASL Certified
PD BA/BS	Police Department - BA/BS Degree
PD BILINGUAL	Police Department - Bilingual Pay
PD BILINGUAL -CC	Police Department - Bilingual Pay - Court Certified
PD CLOTH ALLOW	Police Department - Clothing Allowance
PD CYCLE	Police Department - Motorcycle Duty Pay
PD CYCLE - HRLY	Police Department - Motorcycle Duty Pay - Hourly
PD DETECTIVE	Police Department - Detective Pay
PD FITNESS 12MTH	Police Department - Fitness Incentive - 12 months
PD FITNESS 6 MTH	Police Department - Fitness Incentive - 6 months
PD FTO	Police Department - Field Training Officer
PD FTO NON-SWORN	Police Department - Field Training Officer
PD INT	Police Department - Intermediate Certificate
PD K9	Police Department - K9 Pay
PD OIC - HRLY	Police Department - Officer in Charge - Hourly
PD PTO - HRLY	Police Department - Police Training Officer - Hourly
PD PTO NS - HRLY	Police Department - PTO Non-Sworn - Hourly
PD SIGN BONUS	Police Department - Signing Bonus
PD SRO	Police Department - School Resource Officer
PD SRO - HRLY	Police Department - School Resource Officer - Hourly
PD TFO	Police Department - Forced Time Off
PLUMB	Plumbing Certificate
REG FT	Regular Hours Worked – Full-Time
REG PT	Regular Hours Worked – Part Time
REG PT FITNESS	Regular Hours Worked – Part Time Aquatics Fitness
REG PT LESSONS	Regular Hours Worked – Part Time Aquatics Lessons
REG PT LIFEGUARD	Regular Hours Worked – Part Time Aquatics Lifeguard
REG PT OFFICE	Regular Hours Worked – Part Time Aquatics Office
REG TEMP	Regular Hours Worked – Temporary
REG TEMP ADLT SP	Regular Hours Worked – Temporary Recreation Sports Adult
REG TEMP BBALL/S	Regular Hours Worked – Temporary Recreation Sports Baseball/Softball
REG TEMP BSKTBLL	Regular Hours Worked – Temporary Recreation Sports Basketball

REG TEMP FITNESS	Regular Hours Worked – Temporary Aquatics Fitness
REG TEMP LESSONS	Regular Hours Worked – Temporary Aquatics Lessons
REG TEMP LIFEGRD	Regular Hours Worked – Temporary Aquatics Lifeguard
REG TEMP OFFICE	Regular Hours Worked – Temporary Aquatics Office
REG TEMP RS CAMP	Regular Hours Worked – Temporary Recreation Sports Camp
REG TEMP SOCCER	Regular Hours Worked – Temporary Recreation Sports Soccer
RETRO	Retroactive Pay
SALARY	Salary
SALARY PT	Salary Part-Time
SEVERENCE	Severance Pay
SL BONUS GS	Sick Leave Bonus – General Service
SL BONUS PD	Sick Leave Bonus – Police Department
SL EARN	Sick Leave Earned
SL LOST	Sick Leave Lost – Part-Time/Temporary
SL TKN FT	Sick Leave Taken Full-Time
SL TKN INTERP	Sick Leave Taken Interpreter
SL TKN JUDGE	Sick Leave Taken Judge
SL TKN PT	Sick Leave Taken Part-Time
SL TKN PT+	Sick Leave Taken Part-Time Plus
SL TKN TEMP	Sick Leave Taken Temporary
TXBL BN DEF COMP	Taxable Benefit Deferred Comp
TXBL BN OS	Taxable Benefit
TXBL BN SS	Taxable Benefit Not State Taxable
VAC EARN	Vacation Earned
VAC PAYOUT	Vacation Time Payout
VAC TKN	Vacation Taken Full-Time
VAC TKN PT+	Vacation Taken Part-Time Plus
VEH ALLOW	Vehicle Allowance
WC COMP TKN	Compensatory Time Taken Workers Compensation
WC REG	Regular Workers Compensation
WC REG PT	Regular Part-Time Workers Compensation
WC REG TEMP	Regular Temporary Workers Compensation
WC SL	Sick Leave Taken Workers Compensation
WC SL PT	Sick Leave Taken Workers Compensation Part-Time
WC VAC	Vacation Taken Workers Compensation

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### PAYROLL DEDUCTION CODES

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These codes are used on your pay related documents to explain any deductions from your wages.

AFLAC 1	AFLAC Insurance - First Pay Period of the Month
AFLAC 2	AFLAC Insurance - Second Pay Period of the Month
BACKUP WITHHOLD	Backup Withholding
CH SUPP - CA	Child Support - California
CH SUPP - SC	Child Support - South Carolina
CH SUPPORT	Child Support
DC ICMA	Mission Square Deferred Compensation Flat Amount

DC ICMA %	Mission Square Deferred Compensation Percentage
DC NATION	Nationwide Deferred Compensation Flat Amount
DC NATION %	Nationwide Deferred Compensation Percentage
DELTA 125 GS CH	Delta Dental Insurance General Service – Employee and Child
DELTA 125 GS CHN	Delta Dental Insurance General Service – Employee and Children
DELTA 125 GS FAM	Delta Dental Insurance General Service – Employee and Family
DELTA 125 GS SGL	Delta Dental Insurance General Service – Employee Only
DELTA 125 GS SP	Delta Dental Insurance General Service – Employee and Spouse
DEP CARE 125 1	Dependent Care Flex Spending Account (FSA)
GARNISH %	Garnishment - Percentage
GARNISH FLAT \$	Garnishment - Flat amount
GARNISH TREASURY	Garnishment Percentage - US Treasury
GRP ACCDT 1	Group Accident Insurance - First Pay Period of the Month
GRP ACCDT 2	Group Accident Insurance – Second Pay Period of the Month
IRS LEVY	Internal Revenue Service Wage Levy
KAISR 125 GS CH	Kaiser Dental Insurance General Service – Employee and Child
KAISR 125 GS CHN	Kaiser Dental Insurance General Service – Employee and Children
KAISR 125 GS FAM	Kaiser Dental Insurance General Service – Employee and Family
KAISR 125 GS SGL	Kaiser Dental Insurance General Service – Employee Only
KAISR 125 GS SP	Kaiser Dental Insurance General Service – Employee and Spouse
LIFE DEP 1	Dependent Life Insurance
LIFE SUPP 1	Supplemental Life Insurance – First Pay Period of the Month
LIFE SUPP 2	Supplemental Life Insurance – Second Pay Period of the Month
MED 125 GS CH	Medical Insurance General Service – Employee and Child
MED 125 GS CHLDN	Medical Insurance General Service – Employee and Children
MED 125 GS FAM	Medical Insurance General Service – Employee and Family
MED 125 GS SGL	Medical Insurance General Service – Employee Only
MED 125 GS SP	Medical Insurance General Service – Employee and Spouse
MED 125 GS-K CH	Kaiser Medical Insurance General Service – Employee and Child
MED 125 GS-K CHN	Kaiser Medical Insurance General Service – Employee and Children
MED 125 GS-K FAM	Kaiser Medical Insurance General Service – Employee and Family
MED 125 GS-K SGL	Kaiser Medical Insurance General Service – Employee Only
MED 125 GS-K SP	Kaiser Medical Insurance General Service – Employee and Spouse
MED 125 PD	Police Medical Insurance
MED REIMB 125 1	Medical Flex Spending Account (FSA)
METLIFE 1	MetLife Insurance – First Pay Period of the Month
METLIFE 2	MetLife Insurance – Second Pay Period of the Month
OPSRP VOL IAP	Oregon PERS - OPSRP Voluntary IAP Contribution
PD BEN ORG	Police Employee Benefits Organization Contribution
PD UNION	Police Union Dues
PERS EX UNITS 1	Oregon PERS Extra Units – First Pay Period of the Month
PERS EX UNITS 2	Oregon PERS Extra Units – Second Pay Period of the Month
PERS VOL IAP	Oregon PERS – Tier I/Tier II Voluntary IAP Contribution
PLO	Paid Leave Oregon
ROTH ICMA	Mission Square Roth Flat Amount

ROTH ICMA %	Mission Square Roth Percentage
ROTH NATION	Nationwide Roth Flat Amount
ROTH NATION %	Nationwide Roth Percentage
TRAUMA	Trauma Insurance
WILLA 125 GS CH	Willamette Dental Insurance General Service – Employee and Child
WILLA 125 GS CHN	Willamette Dental Insurance General Service – Employee and Children
WILLA 125 GS FAM	Willamette Dental Insurance General Service – Employee and Family
WILLA 125 GS SGL	Willamette Dental Insurance General Service – Employee Only
WILLA 125 GS SP	Willamette Dental Insurance General Service – Employee and Spouse

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### PAYROLL BENEFIT CODES

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These codes are used on your pay related documents to explain benefits the City pays for.

DC ICMA ER CONT	Mission Square Deferred Compensation Employer Contribution
DC ICMA MATCH %	ICMA Deferred Compensation Match Percentage
DC NATION ER CON	Nationwide Deferred Compensation Employer Contribution
DELTA GS CH 1	Delta Dental Insurance General Service – Employee and Child – First Pay Period of the Month
DELTA GS CH 2	Delta Dental Insurance General Service – Employee and Child – Second Pay Period of the Month
DELTA GS CHLDN 1	Delta Dental Insurance General Service – Employee and Children – First Pay Period of the Month
DELTA GS CHLDN 2	Delta Dental Insurance General Service – Employee and Children – Second Pay Period of the Month
DELTA GS FAM 1	Delta Dental Insurance General Service – Employee and Family – First Pay Period of the Month
DELTA GS FAM 2	Delta Dental Insurance General Service – Employee and Family – Second Pay Period of the Month
DELTA GS SGL 1	Delta Dental Insurance General Service – Employee Only – First Pay Period of the Month
DELTA GS SGL 2	Delta Dental Insurance General Service – Employee Only – Second Pay Period of the Month
DELTA GS SP 1	Delta Dental Insurance General Service – Employee and Spouse – First Pay Period of the Month
DELTA GS SP 2	Delta Dental Insurance General Service – Employee and Spouse – Second Pay Period of the Month
KAISR GS CH 1	Kaiser Dental Insurance General Service – Employee and Child – First Pay Period of the Month
KAISR GS CH 2	Kaiser Dental Insurance General Service – Employee and Child – Second Pay Period of the Month
KAISR GS CHLDN 1	Kaiser Dental Insurance General Service – Employee and Children – First Pay Period of the Month
KAISR GS CHLDN 2	Kaiser Dental Insurance General Service – Employee and Children – Second Pay Period of the Month
KAISR GS FAM 1	Kaiser Dental Insurance General Service – Employee and Family – First Pay Period of the Month
KAISR GS FAM 2	Kaiser Dental Insurance General Service – Employee and Family – Second Pay Period of the Month

KAISR GS SGL 1	Kaiser Dental Insurance General Service – Employee Only – First Pay Period of the Month
KAISR GS SGL 2	Kaiser Dental Insurance General Service – Employee Only – Second Pay Period of the Month
KAISR GS SP 1	Kaiser Dental Insurance General Service – Employee and Spouse – First Pay Period of the Month
KAISR GS SP 2	Kaiser Dental Insurance General Service – Employee and Spouse – Second Pay Period of the Month
LIFE 1	Life Insurance
LIFE PD	Statutory Life Insurance - Police
LTD GS 1	Long Term Disability Insurance General Service–First Pay Period of the Month
LTD GS 2	Long Term Disability Insurance General Service–Second Pay Period of Month
LTD GS PT+ 1	Long Term Disability Insurance General Service – First Pay Period of the Month – Part-Time Plus
LTD GS PT+ 2	Long Term Disability Insurance General Service – Second Pay Period of the Month – Part-Time Plus
LTD P&F 1	Long Term Disability Insurance – Police – First Pay Period of the Month
LTD P&F 2	Long Term Disability Insurance –Police – Second Pay Period of the Month
MED GS CH 1	Regence Medical Insurance General Service – Employee and Child – First Pay Period of the Month
MED GS CH 2	Regence Medical Insurance General Service – Employee and Child – Second Pay Period of the Month
MED GS CHLDN 1	Regence Medical Insurance General Service – Employee and Children – First Pay Period of the Month
MED GS CHLDN 2	Regence Medical Insurance General Service – Employee and Children – Second Pay Period of the Month
MED GS FAM 1	Regence Medical Insurance General Service – Employee and Family – First Pay Period of the Month
MED GS FAM 2	Regence Medical Insurance General Service – Employee and Family – Second Pay Period of the Month
MED GS SGL 1	Regence Medical Insurance General Service – Employee Only – First Pay Period of the Month
MED GS SGL 2	Regence Medical Insurance General Service – Employee Only – Second Pay Period of the Month
MED GS SP 1	Regence Medical Insurance General Service – Employee and Spouse – First Pay Period of the Month
MED GS SP 2	Regence Medical Insurance General Service – Employee and Spouse – Second Pay Period of the Month
MED GS-K CH 1	Kaiser Medical Insurance General Service – Employee and Child – First Pay Period of the Month
MED GS-K CH 2	Kaiser Medical Insurance General Service – Employee and Child – Second Pay Period of the Month
MED GS-K CHLDN 1	Kaiser Medical Insurance General Service – Employee and Children – First Pay Period of the Month
MED GS-K CHLDN 2	Kaiser Medical Insurance General Service – Employee and Children – Second Pay Period of the Month
MED GS-K FAM 1	Kaiser Medical Insurance General Service – Employee and Family – First Pay Period of the Month

MED GS-K FAM 2	Kaiser Medical Insurance General Service – Employee and Family – Second Pay Period of the Month
MED GS-K SGL 1	Kaiser Medical Insurance General Service – Employee Only – First Pay Period of the Month
MED GS-K SGL 2	Kaiser Medical Insurance General Service – Employee Only – Second Pay Period of the Month
MED GS-K SP 1	Kaiser Medical Insurance General Service – Employee and Spouse – First Pay Period of the Month
MED GS-K SP 2	Kaiser Medical Insurance General Service – Employee and Spouse – Second Pay Period of the Month
MED PD 1	Police - Medical Insurance – First Pay Period of the Month
MED PD 2	Police - Medical Insurance – Second Pay Period of the Month
OPSRP GS	Oregon PERS - OPSRP General Service
OPSRP IAP	Oregon PERS - OPSRP Individual Account Program
OPSRP P&F	Oregon PERS - OPSRP Police & Fire
PERS	Oregon PERS - PERS Tier 1 & 2
PERS IAP	Oregon PERS - PERS Individual Account Program
PERS TL	Oregon PERS - PERS Transition Liability
PLO	Paid Leave Oregon Contributions
VEBA GS CH	VEBA Contribution General Service – Employee and Child
VEBA GS CHLDN	VEBA Contribution General Service – Employee and Children
VEBA GS FAM	VEBA Contribution General Service – Employee and Family
VEBA GS SGL	VEBA Contribution General Service – Employee Only
VEBA GS SP	VEBA Contribution General Service – Employee and Spouse
VEBA GS-K CH	VEBA Contribution General Service Kaiser – Employee and Child
VEBA GS-K CHLDN	VEBA Contribution General Service Kaiser – Employee and Children
VEBA GS-K FAM	VEBA Contribution General Service Kaiser – Employee and Family
VEBA GS-K SGL	VEBA Contribution General Service Kaiser – Employee Only
VEBA GS-K SP	VEBA Contribution General Service Kaiser – Employee and Spouse
WILLA GS CH 1	Willamette Dental Insurance General Service – Employee and Child – First Pay Period of the Month
WILLA GS CH 2	Willamette Dental Insurance General Service – Employee and Child – Second Pay Period of the Month
WILLA GS CHLDN 1	Willamette Dental Insurance General Service – Employee and Children – First Pay Period of the Month
WILLA GS CHLDN 2	Willamette Dental Insurance General Service – Employee and Children – Second Pay Period of the Month
WILLA GS FAM 1	Willamette Dental Insurance General Service – Employee and Family – First Pay Period of the Month
WILLA GS FAM 2	Willamette Dental Insurance General Service – Employee and Family – Second Pay Period of the Month
WILLA GS SGL 1	Willamette Dental Insurance General Service – Employee Only– First Pay Period of the Month
WILLA GS SGL 2	Willamette Dental Insurance General Service – Employee Only – Second Pay Period of the Month
WILLA GS SP 1	Willamette Dental Insurance General Service – Employee and Spouse – First Pay Period of the Month
WILLA GS SP 2	Willamette Dental Insurance General Service – Employee and Spouse – Second Pay Period of the Month