



## CODE explanation for KCU Checks & Vouchers

Below is an explanation of earnings, benefits (what KCU pays for), deductions (what you pay for), and Workers' Comp (items which could be listed on your payroll voucher). Your earnings, benefits, deductions, and Workers' Comp appear on the center left of your emailed voucher. Leave Codes and Tax Codes appear on the right of the voucher (explanation on page 2).

For further information, please call the HR office at 474-3222. You may also send an email to [tly@kcu.edu](mailto:tly@kcu.edu) with your question listed.

### **KCU Earning Codes:**

Earning Codes for Staff and Faculty are such things as hourly, salary, overtime, house allowance, LTD (KCU covers LTD by adding to the pay), stipends, bus driving, callouts, & part-time salary. Students are either FWS (Federal work study) or IWS (Institutional work study – KCU pays).

### **KCU Benefit (what KCU pays) Codes:**

Benefit Codes for Staff and Faculty are such things as AD&D (Accidental death & dismemberment), LF (KCU group life), HLT (KCU Health part), ING (matching retirement), & PUV (Personal use of KCU auto).

### **KCU Deduction (what employee pays) Codes: Possible Deduction Codes for Staff and Faculty- these are what you choose during open enrollment each December.**

CCR – Child Care Reimbursement – FEBCO  
CP – Any Colonial Insurance Product chosen  
DC – Dependent Care Reimbursement – FEBCO  
DHLT – Any KCU Health Plan Insurance chosen  
DING – ING Retirement  
DLTD – Long-Term Disability (KCU actually covers this under earnings)  
DTVS – Dental/Vision Plan chosen  
DVLF – Voluntary Life Insurance chosen  
GT – Gift  
ID-LTD – LTD Wrap chosen (Extra Long-Term Disability Wrap)  
KK – KCU Kard deduction  
MR – Medical Reimbursement – FEBCO  
MRFEE – FEBCO Fee (either Card or No Card)  
MS – Any miscellaneous charge such as Rent or KCU account

The last item(s) listed is the **Workers' Comp** (starts with a 9, 8, or 7). This is a benefit KCU pays for all employees.

**KCU Leave Codes:**

Leave Codes for Staff are personal, sick, and vacation time.

PER – Personal time

SKTM – Sick Time

VAC80 – 2 week vacation time

VAC120 – 3 week vacation time

VAC160 – 4 week vacation time

**KCU Tax Codes:**

Tax Codes for Staff and Faculty are Federal, FICA (Social security & Medicare), State, & Local.

FIT – Federal Tax

SS – Social Security Tax

MC – Medicare Tax

SWT-KY – KY State Tax

LWT-Grays – Local Grayson Tax