



Kentucky Christian University

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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 that 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 payroll@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.

CP – Any Colonial Insurance Product chosen
DHLT – Any KCU Health Plan Insurance chosen
DING – VOYA Retirement (ING)
DLTD – Long-Term Disability (KCU 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 Kkard deduction
MR – Medical Reimbursement – Aspirant
MRFEE – Aspirant 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:

Full-Time Employees

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

PER – Personal time

SKTM – Sick Time

VAC80 – 2 weeks vacation time

VAC120 – 3 weeks vacation time

VAC160 – 4 weeks vacation time

Part-time employees

SKTM-PT – Sick Time

VAC-PT – 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-Grayson – Local Grayson Tax

LWT-CRTCTY – Carter County Tax