

DEFINITIONS FOR BENEFITS, DEDUCTIONS & LEAVE TIME TYPES FOR FULL-TIME EMPLOYEES

Following is a brief description of Standard Deductions, Benefits and Deductions, and Time & Attendance Leave Time Types that *may* appear on an individual's pay check stub. Only the deductions, benefits or leave types that specifically apply to each individual employee will appear of his/her respective check stub.

STANDARD DEDUCTIONS

WITHHOLD TAX Federal Withholding Tax

SOCSEC Social Security Tax

MEDICARE Medicare Tax

BENEFITS AND DEDUCTIONS

BACKGROUND New employee background check payment (limited only to those making less than \$10 per hour).

DBENCOR Final pay outs for employee separating from the College distributed through the **Bencor – Special Payout** program.

DCRA **Dependent Care Expense Account** for current plan year (Jan 1 through Dec 31). Offered through the Flexible Benefit Plan

DENTAL **Dependent Dental Coverage** through MDC Group Dental Insurance Program

DISABILI Enrolled in MDC **Disability Insurance Program**

HCRA **Health Care Expense Account** for current plan year (Jan 1 through Dec 31). Offered through Flexible Benefit Plan

HEALTH **Dependent Health Coverage** through MDC Group Health Insurance Program

TERMLIFE Enrolled in MDC **Term Life Insurance Program**

Note: If you have elected pre-tax benefits through the Flexible Benefit Plan, Withholding, Social Security and Medicare **will not** be deducted for the Benefit/Deduction Types listed above.

TSA Participating in a **Tax Shelter Annuity Plan** with one or more MDC approved companies. Contributions are subject to social security and Medicare taxes; withholding taxes are deferred subject to IRS regulations

CHILDSUP Required **Child Support** deduction

COLOBLIG Miscellaneous deduction for **College obligations**

CCE Deduction for UFMDC/CCE Committee Continuous Existence (Faculty Only)

CU Deduction requested by employee for **South Florida Educational Federal Credit Union**

AFC Membership dues for **Association of Florida Colleges**

FAMILY Deduction for "Opportunity Changes Everything" Family Campaign

FAMPROT	Enrolled in MDC Family Protector Insurance Program
GARNISHM	Deduction for Writ of Garnishment
GRLEGAL	Enrolled in MDC Group Legal Program
IRS/LEVY	Deduction for Internal Revenue Service Levy on wages, salary and other income
LTCARE	Enrolled in MDC Long-term Care Program
METRRAIL	Deduction for employees purchasing discounted Metro-Rail passes
RETPLAN	Deduction for part-time employees presently enrolled in Alternate to Social Security Plan
STUDLOAN	Voluntary and involuntary deductions for Student Loan(s) indebtedness
TRI-RAIL	Discount for employees purchasing discounted Tri-Rail passes
TRS	Deduction for Teachers' Retirement Plan
UNION	Membership Dues for the United Faculty of Miami Dade College , Local 4253, FEA-United, AFT, AFL-CIO, Miami, FL (Faculty Only)
UNTDWAY	Deduction for United Way contributions

TIME & ATTENDANCE LEAVE TIME TYPES

Payroll Calendar Codes: A1 = PEC; A2 = PENC; C2 or C2S2 = SNE; J1 = Faculty

<i>Time Type</i>	<i>Description</i>
ADMP	ADMIN.LEAVE-PAID-HR APPROVAL Administrative Leave Paid (A1, A2, C2/C2S2, J1): Employees on administrative leave with pay; submit Department Request and Authorization for Leave of Absence form; advanced HR approval required
ADSL	ADVANCED SICK LEAVE FOR FACULTY Advanced Sick Leave (J1): Classroom and non-classroom faculty; to be used when all sick leave balances (SIEC, SIFO, SIFN) equal zero; limited to 28 hours (4 days) per academic year; hours must be made up during current academic year or sick leave adjusted once accrued; submit Department Request and Authorization for Leave of Absence form
COME	COMPENSATORY TIME EARNED Compensatory Time-Earned (C2/C2S2): Comp time earned by non-exempt employees for overtime; to be used for leave time in lieu of overtime pay; complete Overtime/Compensatory Time Approval form and submit Online Leave Request; advanced supervisory approval required
COMU	COMPENSATORY TIME USED Compensatory Time-Used (C2/C2S2): Non-exempt employees using comp time earned; submit Online Leave Request form
CONA	CONSULTING LV.-ADMIN.-HR APPROVAL Consulting Leave - Administrative (A1): PEC on consulting engagement; up to 75 hours (10 days) per contract year; leave is without pay; submit Request for Leave of Absence and Reimbursement form; advanced Area Head approval required; submitted to the Board

- CONF CONSULTING LV-FACULTY-HR APPROVAL**
Consulting Leave - Faculty (J1): Faculty on consulting engagement; up to 70 hours (10 days) per academic year; leave is **without** pay; submit Request for Leave of Absence and Reimbursement form; advanced Area Head approval required; submitted to the Board
- DISA DISASTER LEAVE - PAID**
Disaster - Leave With Pay (A1, A2, C2/C2S2, J1): Employees on leave with pay used for emergency purposes (i.e., hurricane); no leave form required
- FACL FACULTY LEAVE WITH PAY**
Faculty Leave With Pay (J1): Faculty on banked point leave; no leave form required, 9.8 task is entered in ASTRA; advanced department approval required
- FMLI INTERMITTENT FAMILY MEDICAL LEAVE**
Family Leave – Intermittent (A1, A2, C2/C2S2, J1): Employees on family leave taken in intermittent time periods; submit Request for Military leave and Extended Leave of Absence form. Requires advanced HR approval.
- FMLV LWOP-30+ DAYS-HR APPROVAL-FMLA**
Family Leave – LWOP 30+ Days (A1, A2, C2/C2S2, J1): Employees on family leave without pay; submit Request for Military Leave and Extended Leave of Absence form. Requires advanced HR approval.
- INJA INJURY IN LINE OF DUTY-ADMIN**
Injury in Line of Duty - ADMIN (A1): PEC injured in the line of duty; maximum of 90 hours (12 days) per fiscal year; submit Online Leave Request form based on directive from Risk Management
- INJF INJURY IN LINE OF DUTY-FACULTY**
Injury in Line of Duty - Faculty (J1): Faculty injured in the line of duty; maximum of 84 hours (12 days) per academic year; submit Online Leave Request form based on directive from Risk Management
- INJU INJURY IN LINE OF DUTY-CLASS/S**
Injury in Line of Duty - Class/Staff (A2, C2/C2S2): PENC and SNE injured in the line of duty; maximum of 90 hours (12 days) per fiscal year; submit Online Leave Request form based on directive from Risk Management
- JURY JURY DUTY LEAVE**
Jury Duty Leave (A1, A2, C2/C2S2, J1): Paid leave for employees on jury duty; submit Online Leave Request form; copy of Jury Summons must be submitted to supervisor.
- LTLV LWOP-30+DAYS-HR APPROVAL**
Leave Without Pay – 30+ Day (A1, A2, C2/C2S2, J1): Employees on leave without pay for more than 30 work days; submit Request for Military Leave and Extended Leave of Absence form; submitted to the Board
- LWOP LWOP-LESS THAN 30 DAYS**
Leave Without Pay - Less Than 30 Days (A1, A2, C2/C2S2, J1): Employees on leave without pay for less than 30 work days; submit Online Leave Request form
- MILF LONG TERM MILITARY LV FOR FAC-**
Long Term Military Leave/ Faculty-Paid (J1): Faculty on military leave; submit Request for Military Leave and Extended Leave of Absence form; submitted to the Board
- MILN LONG TERM MILITARY LV-NOT PAID**
Long Term Military Leave-Not Paid (A1, A2, C2/C2S2, J1): Employees on unpaid military leave; submit Request for Military Leave and Extended Leave of Absence form; submitted to the Board
- MILP LONG TERM MILITARY LV-A2/CA/A1**
Long Term Military Leave (A1, A2, C2/C2S2): PEC, PENC and SNE on military leave; submit Request for Military Leave and Extended Leave of Absence form; submitted to the Board

- MISF** **SHORT TERM MILITARY LV/J1-PAID**
Short Term Military Leave-Faculty (J1): Faculty on military leave (reserves/national guard) up to a maximum of 240 working hours each academic year; submit Request for Military Leave and Extended Leave of Absence form; submitted to the Board
- MISO** **SHORT TERM MILITARY LV-A2/CA/A1**
Short Term Military Leave (A1, A2, C2/C2S2): PEC, PENC and SNE on military leave (reserves/national guard) up to a maximum of 240 working hours each fiscal year; submit Request for Military Leave and Extended Leave of Absence form; submitted to the Board
- NCNT** **NON CONTRACT DAY FACULTY**
Non-Contract Day Faculty (J1): Faculty on six-week, non-scheduled terms; up to a maximum of 210 hours (30 days) per academic year; no leave form required
- NDDF** **NON DUTY DAYS FOR FACULTY**
Non-duty Days Faculty (J1): Classroom faculty; limit of 35 hours (5 days) per academic year; hours must be made up during current academic year; submit Department Request and Authorization for Leave of Absence form; contingent upon approval of immediate supervisor
- OVEN** **OVERTIME AT NORMAL TIME**
Overtime at Normal Time (C2/C2S2): Non-exempt employees overtime worked > 37.5 hours and <= 40 hours per week; used for non-exempt employees; complete Overtime/Compensatory Time Approval form; advanced supervisory approval required
- OVER** **OVERTIME AND TIME AND A HALF**
Overtime at Time & Half (C2/C2S2): Non-exempt employees overtime > 40 hours per week for non-exempt employees; complete Overtime/Compensatory Time Approval Form; supervisory approval required in advance
- PDLF** **PROFESSIONAL DEVELOPMENT LEAVE**
Professional Development Leave - Faculty (J1): A maximum of ten (10) Professional Development Leaves granted to full-time faculty per academic year; requires application for Professional Development Leave form; advanced approval of College President required; no leave form required, a 4.8 task must be entered in ASTRA
- PERA** **PERSONAL LEAVE-ADMIN (A1)**
Personal Leave Admin_ (A1): PEC may use up to 30 hours (4 days) per fiscal year as personal leave (deducted from sick leave balance); submit Online Leave Request form
- PERF** **PERSONAL LEAVE FOR FACULTY**
Personal Leave Faculty (J1): Faculty may use up to 28 hours (4 days) per academic year as personal time (deducted from sick leave balance); submit Online Leave Request form
- PERS** **PERSONAL LEAVE-CLASS/STAFF(C2/**
Personal Leave Classified/Staff (A2, C2/C2S2): PENC and SNE may use up to 30 hours per fiscal year as personal time (deducted from sick leave balance); submit Online Leave Request form
- PSAL** **PROFESSIONAL STAFF ACCRUED LEAVE**
Professional Staff Accrued Leave (A1): PEC may use administrators professional staff accrued leave with pay; submit Online Request Leave form
- SIAC** **ADMIN SICK LEAVE CURRENT**
Sick Leave - Admin - Current (A1): PECs - represents the total balance of sick leave hours earned since 7/1/01 minus hours used; submit Online Leave Request form; alternate default to SIAO
- SIAO** **ADMIN SICK LEAVE (OLD BUCKET)**
Sick Leave-Admin (A1): PEC - represents the total balance of sick leave hours earned prior to 7/1/01 minus hours used (if SIAC is depleted); alternate default from SIAC
- SICK** **SICK LEAVE**
Sick Leave-Classified/ Staff (A2, C2/C2S2): PENC and SNE - represents the total balance of sick leave hours earned minus hours used; submit Online Leave Request form

- SICP** **SICK LEAVE POOL-HR APPROVAL**
Sick Leave Pool (A1, A2, C2/C2S2, J1): For all employees that are members of the sick leave pool; submit Request for Military Leave and Extended Leave of Absence form; advanced HR approval required
- SIEC** **FACULTY SICK LEAVE (CURRENT)**
Sick Leave - Faculty Current (J1): Faculty - represents the total balance of sick leave hours earned during the current academic year minus hours used; submit Online Leave Request form; alternate default to SIFO
- SIFN** **FACULTY SICK LEAVE (NEW BUCKET)**
Sick Leave-Faculty (J1): Faculty - represents the total balance of sick leave hours earned since academic year 8/28/91 (not including current academic year) minus hours used (if SIEC and SIFO are depleted); alternate default from SIFO
- SIFO** **FACULTY SICK LEAVE (OLD BUCKET)**
Sick Leave-Faculty (J1): Faculty - represents the total balance of sick leave hours prior to academic year 8/28/91 minus hours used (if SIEC is depleted); alternate default from SIEC
- TDYL** **TEMPORARY DUTY LV-HR APPROVAL**
Temporary Duty Leave (A1, A2, C2/C2S2, J1): Employee traveling on College business; submit Request for Leave of Absence and Reimbursement form; advanced Area Head approval required; submitted to the Board
- VACA** **VACATION LEAVE**
Vacation Leave (A1, A2, C2/C2S2): PEC in Grades 12-20, PENC and SNE vacation hours; submit Online Leave Request form
- VACM** **VACATION LEAVE LEVEL 21-25**
Vacation Leave (A1): PEC in Grades 21-25; submit Online Leave Request form

For more detailed information on leaves, refer to the following College documents:

- Policy II-25 (Leaves & Absences)
- Policy II-26 (Professional Leave)
- Policy II-27 (Vacation)
- Policy II-28, 28A (Sick Leave)
- Policy II-29 (Illness or Injury in Line of Duty)
- Procedure 2750 (Fiscal/Academic Year holiday/recess periods)
- Procedure 2500 (Professional Development)
- Procedure 2501 (Vacation)
- Procedure 2502 (Sick Leave)
- Procedure 2503 (Personal Leave)
- Procedure 2510 (Absence without Leave)
- Faculty Contract Article 12-Leaves (with or without pay)

Additional questions related to **Standard Deductions, Benefits and Deductions**, and **Time & Attendance Leave Time Types** that *may* appear on an employee's pay check stub should be directed to Payroll or Human Resources respectively.