# Pay Code Changes Reference Guide

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With the implementation of myPay, the entering/management of earnings and deductions will now be completed through myPay MSS or Kronos / ABI.  Please review all sections to ensure you are aware of the revised procedures moving forward.

**PLEASE NOTE:**
- All *recurring* scheduled earnings and deductions (which are to be paid or deducted each pay) have transitioned to myPay.
- All *one-time adjustments* are entered in Kronos/ABI as necessary by the manager.
- This guide includes a section for codes that will be managed in myPay, and separate section for codes that must be entered in Kronos / ABI.
- Earnings and deductions that are already in place will carry over into myPay in January (**managers will NOT have to set them up again**). It is still the responsibility of the manager to review and ensure all earnings and deductions are correctly setup and verified in myPay on the employee's master record.

**Recurring / Scheduled Earnings and Deduction Codes to be entered in myPay MSS (starting January 2, 2019):**

| Type | Pay Code Name (OLD) | Pay Code Name (NEW) | Comments for Enty in myPay MSS |
|---|---|---|---|
| Earning | 16 Automatic Vacation Percentage | Vacation Auto % | No Entry; "Pay each Pay" automated via myPay; based on profit centre rules |
| Earning | 18 Wages In Lieu of Benefits Percentage | W Lieu-All Earns<br>W Lieu-All Earns ex Vac<br>W Lieu-Basic Pay<br>W Lieu-Hrs Wrked<br>W Lieu- PROD<br>W Lieu-Flat Amount | If setting up as recurring, select applicable pay code name, which is dependent on basis of calculation |
| Earning | 13 Meal Allowance | Meal Allowance | If setting up as recurring, select Earning "Meal Allowance" |
| Earning | 69 Taxable Benefit Meals | TB Meals | If setting up as recurring, select Earning "TB Meals" |
| | | | |
| Deduction | C7 MPPP Percentage | RRSP | Deduction Benefit Type = Pension & Retirement |
| Deduction | E2 RRSP Percentage | RRSP | Deduction Benefit Type = Pension & Retirement |
| Deduction | 28 Meals Deducted Amount | Meals | Deduction Benefit Type = Other |
| Deduction | 42 Miscellaneous Amount | Miscellaneous | Deduction Benefit Type = Other |
| Deduction | 51 MPPP RRSP DPSP Percentage | DC Pension | Deduction Benefit Type = Pension & Retirement |
| Deduction | 52 RRSP DPSP Percentage | RRSP | Deduction Benefit Type = Pension & Retirement |
| Deduction | 62 Company Paid Pension Rate | Pension Plan | Deduction Benefit Type = Pension & Retirement |
| Deduction | 65 Non Contributory Pension Percent | Pension | Deduction Benefit Type = Pension & Retirement |
| Deduction | 73 MPPP RRSP Percentage Amount | RRSP | Deduction Benefit Type = Pension & Retirement |
| Deduction | 29 Union Dues Fixed Amount<br>38 Union Dues Percentage<br>84 Union Dues on Basic Pay | Union Dues | Recurring Union Dues deduction setup is based on collective bargaining agreement; if there is a probationary period, then setup in myPay using Deduction Benefit Type = Union Dues |
| Deduction | C4 HW EE Flat dollar amount<br>C6 Facilities Union Dues Percentage<br>E1 HW ER Flat dollar amount<br>E4 Facilities CAW Training Rate<br>E6 Health & Welfare Plan<br>56 Company Paid Benefits Rate | Training & Education or<br>Health & Welfare | Recurring deduction setup is based on collective bargaining agreement; if there is a probationary period, then setup in myPay using Deduction Benefit Type = Other |

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**One-Time Adjustment Earnings and Deduction Codes to be entered in Kronos or ABI (starting January 2, 2019):**

| TYPE | EMPLOYEE TYPE | PAY CODE NAME | PAY CODE TYPE (HOURS VS. MONEY) | COMMENTS FOR ENTRY |
|---|---|---|---|---|
| Earning | Both | Vac UnPaid – CAN | Hours | Record for vacation time taken for employees that are receiving Pay each Pay in myPay |
| Earning | Hourly | Vac | Hours | Record for vacation time taken for Hourly employees that are on accrual, not Pay Each Pay |
| Earning | Hourly | $Vac Adjustment - CAN | Money | Record for vacation reconciliation purposes for Hourly employees – only to be done at the direction of Canada Payroll (once or twice a year) |
| Earning | Hourly | $Vac Pay Out Termination – CAN | Money | Record vacation payout for terminated hourly employees |
| Earning | Salaried | Vac - CS | Hours | Record vacation time taken for salaried employees |
| Earning | Salaried | Vacation Pay out for a Terminated Salaried employee – see instructions at right | Hours | To pay out vacation for a terminated Salaried employee, contact Payment Services at paymentservices@aramark.com.  Once the myPay Pay Request form is ready for use, submit a myPay Pay request. |
| Earning | Both | Sick | Hours | Record sick time taken for both hourly and salaried employees |
| Earning | Both | $Meal Allowance | Money | Meal allowance where the amount varies based on the employees work schedule |
| Earning | Both | STD - 66 | Hours | Short Term Disability, where the # represents the percent of pay (ex., STD-66 is 66% of pay) |
|  |  |  |  |  |
| Deduction | Union Hourly | $DED - Union Initiation | Money | Union Dues Initiation  (All union due initiation fees are managed in Kronos/ABI) |
| Deduction | Union Hourly | $DED - Union Dues Adjust | Money | Union Dues Adjustment (All union due adjustments are managed in Kronos/ABI) |
| Deduction | Both | $DED – Meal | Money | Meal Deduction where the amount varies based on the employees work schedule |