



### PAY PERIOD BEGIN (PPB) and PAY PERIOD END (PPE) CODES

Pay Period Begin (PPB) Codes (position 73 in the file layout)	Intended use	Accepted after a PPE code of:
<b>E</b> - Re-employed retiree	Employee is an OPERS retiree and is returning to work	P
<b>N</b> - New employee	Employee is new to the employer	Q, S, blank
<b>R</b> - Returned from non-military leave	Employee was laid-off, on an approved, unpaid leave of absence, or on workers compensation and is now returning to work	F, L, W
<b>S</b> - New or returning to seasonal employment	Employee was seasonal and is returning to work under the same employer code	S
<b>T</b> - Returned from military leave	Employee left work for a military leave and is returning under the same employer code	M

Pay Period End (PPE) Codes (position 74 in the file layout)	Intended use	Must be followed by a PPB code of:
<b>D</b> - Employee is deceased	Employee is deceased	n/a
<b>F</b> - Laid off	Employee has been laid off but is expected to be called back to work	R
<b>L</b> - Leave of absence	Employee is on an approved, unpaid leave of absence	R
<b>M</b> - Going on military leave	Employee is on military leave	T
<b>P</b> - Employee has retired	Employee has retired	E
<b>Q</b> - Employee has quit	Employee has terminated	N
<b>S</b> - Leaving seasonal employment	Employee was seasonal and is expected to return to the same employer next season	S, N
<b>W</b> - Left on workers compensation	Employee is on workers compensation	R

**Pay Period Begin (PPB) and Pay Period End (PPE) Code  
Valid Combinations**

<b>If PPE code is:</b>	<b>Then PPB code must be:</b>
<b>D</b>	<b>n/a</b>
<b>F</b>	<b>R</b>
<b>L</b>	<b>R</b>
<b>M</b>	<b>T</b>
<b>P</b>	<b>E</b>
<b>Q</b>	<b>N</b>
<b>S</b>	<b>S, N</b>
<b>W</b>	<b>R</b>

**Additional Earnings Codes (A)**  
**(position 76 in the file layout)**

<b>Additional Earnings Code (A)</b>	<b>Intended use:</b>
<b>O</b>	Additional hours / overtime / part-time to full-time hours change
<b>B</b>	Bonus payment (calculated as a percentage of salary) (1)
<b>L</b>	Longevity payment
<b>S*</b>	Stipend subject to federal taxation
<b>C*</b>	Payment of accrued sick/vacation leave per approved conversion plan

\* not applicable to State of Ohio agency employers

(1) Bonus payments calculated by other methods may not be considered earnable salary and may not be eligible for retirement deductions. Please contact Employer Outreach (1-888-400-0965) with questions.