



DEFERRED RETIREMENT OPTION PLAN (DROP) “ACTIVE DUTY” STATUS PAYROLL CODES FOR DROP ENTRY DATE

You must be on active duty status on your DROP entry date. For purposes of this DROP provision, active duty status includes working on light-duty status, but excludes sick, vacation, injured-on-duty, administrative leave and all other types of non-working status. A list of Active and Not Active payroll variation codes for determining DROP entry date eligibility, as defined by the City Administrative Officer, is provided in the following tables:

ACTIVE

AR – Adjustment in Rate	LD – Light Duty	OS – Overtime	PF – Overtime
DS – Military Leave*	LP – Leavewith Pay	OT – Overtime	UB – Union Business
HW – Hours Worked	ML – Military Leave*	PA – Overtime	T9 – COVID 19 Work from Home Pay
HY – Smoothing for HW (System Generated)	MP – Military Leave*	PB – Overtime	T9 – COVID 19 Work from Home Pay
19 – Paid Admin Leave Related to COVID-19	9E – COVID 19 Absent without Pay	QQ – COVID 19 Exposure or Illness	QZ – COVID 19 Positive Illness
QD – COVID 19 Time Allowed for Vaccination	QE – COVID 19 Side Effects from Vaccination	QI – COVID 19 Vaccination	QL – COVID 19 Supplemental Paid Sick Leave

***The military leave codes may appear only as a lump sum for the week or payroll period, rather than on individual days. However, this is acceptable for DROP purposes.**

NON-ACTIVE

AW – Absent without Pay	FI – Family Illness	DO – Day Off	TO – Overtime Off
BL – Bereavement Leave	HO – Holiday	JD – Jury Duty	TS – Overtime Off
CU – Catastrophic Time Used	ID – Injury on Duty	SK – Sick Leave	VC – Vacation
PM – Preventive Medicine	FH – Floating Holiday	SP – Suspension	
RP – Relieved from Duty	LW – Leave without Pay	SS – Sick Leave	

You must have an active duty payroll code on your DROP entry date, as recorded by the City’s payroll system (PaySR). In the event your payroll status on your DROP entry date is defined as Not Active, your DROP entry date will automatically be advanced to the next qualifying entry date. You will be notified in writing of your approved DROP entry date.