

**Please see additional  
Grids below**

<b>Employee Pay Codes on Timecards</b>	<b>Additional Information</b>
Bereavement	Should be used in accordance with the Troon policy on when Bereavement pay can be used. You can type a number such as 8 in the field for 8 hours instead of selecting from the list of option for length of day.
Caddie Pay EE	For those using Custom LINX System with <b>CADDIEMASTER</b> and 4C. Will come from LINX system after you close LINX pay period.
Camp Flat Amt	For Cliff Drysdale camp pay (tennis, soccer, pickleball, etc)
Certify Pay	For <b>CADDIEMASTER</b> . Can be keyed by Facilitator/Supervisor when person is working for The Caddie Standard. Need to also change Labor Category to The Caddie Standard Company
Clinic FlatAmt	For Cliff Drysdale clinic pay (tennis, soccer, pickleball, etc)
Comm Fitn	Commission Fitness
Comm Memb	Commission Membership
Comm Spa Salon	Commission Spa or Salon
Commission	Commission general payments
Commissions Prior Month	For Cliff Drysdale - Prior Month Commissions owed to employees
Cup Cutting	Cup Cutting for Indigo
Daily DT Prem	Automatically put on timecard when EE earns Daily Doubletime, it is the 1x premium
Daily DT	Automatically put on timecard when EE earns Daily Doubletime, it is the 1x hourly rate
Daily OT Prem	Automatically put on timecard when EE earns Daily Overtime, it is the 0.5x premium
Daily OT	Automatically put on timecard when EE earns Daily Overtime, it is the 1x hourly rate
Golf Grips	Golf Grips for Indigo
GS BQT	Service Charges: Group Service Charges for Banquets
GS FOH	Service Charges: Group Service Charges for FB Front of House
GS Golf	Service Charges: Group Service Charges for Golf
GS SB BVC	Service Charges: Group Service Charges for Snack Bar Bev Carts
Hol Daily DT Prem	Automatically put on timecard when EE earns Daily Doubletime on a holiday, it is the 1x premium (certain states)
Hol Daily DT	Automatically put on timecard when EE earns Daily Doubletime on a holiday, it is the 1x hourly rate (certain states)
Hol Daily OT Prem	Automatically put on timecard when EE earns Daily Overtime on a holiday, it is the 0.5x premium (certain states)
Hol Daily OT	Automatically put on timecard when EE earns Daily Overtime on a holiday, it is the 1x hourly rate (certain states)
Hol Wkly OT Prem	Automatically put on timecard when EE earns Weekly Overtime on a holiday, it is the 0.5x premium
Hol Wkly OT	Automatically put on timecard when EE earns Weekly Overtime on a holiday, it is the 1x hourly rate

Holiday Pay - Non worked	Supervisor can add to timecard - can be used when club follows non-Troon standard holiday policy and need to <b>MANUALLY add hours for Holiday</b> . It will pay at employees primary rate. If you want to pay someone at 1x for 4 hours put 4 hours. You can type a number 4 in the field instead of selecting from the list of option for length of day. If you want to pay someone 1.5x for 4 hours then enter 6 hours. If you want to pay someone 2x for 4 hours then enter 8 hours.
Holiday-Personal	Supervisor can add to timecard - can be used when club follows non-Troon standard holiday policy and need to <b>MANUALLY add hours for Holiday</b> . It will pay at employees primary rate. If you want to pay someone at 1x for 4 hours put 4 hours. You can type a number 4 in the field instead of selecting from the list of option for length of day. If you want to pay someone 1.5x for 4 hours then enter 6 hours. If you want to pay someone 2x for 4 hours then enter 8 hours.
Hol Wrkd Prem 0.5x	Not currently used
Hol Wrkd Prem 1x	Automatically put on timecard when EE works on holiday. Pays the premium 1x hourly rate to get to the doubletime standard for Troon Field Holiday policy
Holiday Wrkd	Automatically put on timecard when EE works on holiday. Pays the base hourly rate of the employee
Hours Tracking	To be used for people with 7i salaried jobs (primarily Cliff Drysdale and Indigo)
Incentive	For OB clubs
Jury Pay	Should be used when an employee has Jury Duty. You can type a number such as 8 in the field for 8 hours instead of selecting from the list of option for length of day.
Lesson	Lesson payments
Meal Ded Non Recurring	Amount for Meal Deduction. To be used by clubs that take a meal deduction for meals provided on site. This is a non-recurring deduction that the supervisor can enter on employee's timecards.
Miscellaneous Caddie Pay EE	For those using Custom LINX System with <b>CADDIEMASTER</b> and 4C. Can be keyed by Facilitator/Supervisor
Non Worked Time	When you need to pay someone when they are not working, was used during the beginning of the COVID pandemic. You can type a number such as 8 in the field for 8 hours instead of selecting from the list of option for length of day.
Penalty Meal CA	Automatically put on timecard when hourly person in California was not able to take their full meal break. We have attestation questions asked when this occurs to ensure the penalty is due to the employee
Penalty Spread NY 1x	Automatically put on timecard when a person in New York works two shifts in a day with a gap in shifts and the total hours worked + the gap is in excess of 10 hours
Penalty Split Shift CA	Automatically put on timecard when hourly person in California works 2 shifts in 1 day and the break between shifts is longer than a normal meal break such as working 10a-12:30pm and coming back to work 5-10pm. If the employee requested to have the split shift the penalty can be removed by the supervisor
PTO	Will automatically be put on timecard if EE makes Time Off request and selects "Time Off Request PTO" through Workforce Management and Supervisor approves it. Supervisor can also add it to a timecard. It will pay at the employee's primary hourly rate and reduce from the current years accrual balance. If the person is a tipped employee whose primary rate is below minimum wage you should build a minimum wage secondary job on the employee in UKG and update the timecard to transfer to the minimum wage job to pay the PTO at minimum wage.

PTO Prior Balance	Will automatically be put on timecard if EE makes Time Off request and selects "Time Off Request PTO Prior Balance" through Workforce Management and Supervisor approves it. Supervisor can also add it to a timecard. It will pay at the employee's primary hourly rate and reduce from the prior years carryover accrual balance. If the person is a tipped employee whose primary rate is below minimum wage you should build a minimum wage secondary job on the employee in UKG and update the timecard to transfer to the minimum wage job to pay the PTO at minimum wage.
Regular Hours	Added to timecard with every punch in, meal out, meal in and punch out
Sick Time Hours CA	Supervisor can add this to timecard for Employee in California. It is calculated the that FLSA blended rate owed to the employee for that week
Sick Time	Will automatically be put on timecard if EE makes Time Off request and selects "Time Off Request Sick" through Workforce Management and Supervisor approves it. Supervisor can add this to the timecard. It will pay at the employee's primary hourly rate. If the person is a tipped employee whose primary rate is below minimum wage you should build a minimum wage secondary job on the employee in UKG and update the timecard to transfer to the minimum wage job to pay the sick at minimum wage.
Sign Golf School	Used by some clubs for their golf schools or special events
Special Event FlatAmt	For Cliff Drysdale special events
Specialist Pay	For <b>CADDIEMASTER</b> . Can be keyed by Facilitator/Supervisor when person is working for The Caddie Standard. Need to also change Labor Category to The Caddie Standard Company
Tips Cash	Tips taken home by the employee NOT to be paid on the paycheck. Can be entered by the employee when they punch or keyed by the supervisor
Tips Charged	Tips to be paid to employee that had been charged to a credit card or member charge should be keyed by the supervisor. This is NOT group service charges
Uniform	Amount for Uniform <b>deduction</b> . For <b>CADDIEMASTER</b> and 4C using LINX system this will come from LINX system after you close LINX pay period.
Vacation	For certain unions and Premier clubs in Washington State
Weekly OT Prem	Automatically put on timecard when EE earns Weekly Overtime, it is the 0.5x premium
Weekly OT	Automatically put on timecard when EE earns Weekly Overtime, it is the 1x hourly rate

<b>Additional Codes on Hawaii timecards to be used for Unions in Hawaii</b>	<b>Additional Information</b>
Birthday	Only for certain Unions in Hawaii
Hokuala Union Holiday	Only for certain Unions in Hawaii
Hokuala Union Hospital	Only for certain Unions in Hawaii
Reporting Pay	Only for certain Unions in Hawaii
Vacation	For certain unions in Hawaii and Premier clubs in Washington State

<b>Independent Contractor Caddie Pay Codea for CADDIEMASTER</b>	<b>Additional Information</b>
Caddie Fees IC	For <b>CADDIEMASTER</b> Independent Contractors only. Will come from LINX system after you close LINX pay period.
Golf Club Wear IC	For <b>CADDIEMASTER</b> Independent Contractors only. Will come from LINX system after you close LINX pay period. Is a <b>deduction</b> .
Miscellaneous Caddie Fee IC	For <b>CADDIEMASTER</b> Independent Contractors only. Can be keyed by Facilitator
Tips Charged IC	For <b>CADDIEMASTER</b> Independent Contractors only. Tips owed that were paid via credit card or member charge. Will come from LINX system after you close LINX pay period.

<b>Additional Chicago, Oregon, Seattle Scheduling Penalty codes</b>	<b>Additional Information - only applies to employees that fall under the legislation for the City or State At Go-Live these penalties need to be manually added to timecards. It will be automated in the future.</b>
Penalty Shift Chicago 1x	Use this pay code for Adding a shift penalty for Chicago
Penalty Shift Chicago 1x	Use this pay code for Extending a shift penalty for Chicago
Penalty Shift Chicago 1x	Use this pay code for Moving a shift penalty for Chicago
Penalty Shift Chicago 1x	Use this pay code for Removing a shift penalty for Chicago
Penalty Shift Chicago 5	Use this pay code for Removing a shift within 24hrs penalty for Chicago
Penalty Shift Chicago 1x	Use this pay code for Shortening a shift penalty for Chicago
Penalty Shift Chicago 5	Use this pay code for Adding a Shortening a shift within 24hrs penalty for Chicago
Penalty Shift OR 1x	Use this pay code for Adding a shift penalty for Oregon
Penalty Shift OR 1x	Use this pay code for Extending a shift penalty for Oregon
Penalty Shift OR 1x	Use this pay code for Moving a shift penalty for Oregon
Penalty Shift OR 1 5	Use this pay code for Removing a shift penalty for Oregon
Penalty Shift OR 1 5	Use this pay code for Shortening a shift penalty for Oregon
Penalty Shift Seattle 1x	Use this pay code for Extending a shift penalty for Seattle
Penalty Shift Seattle 1x	Use this pay code for Moving a shift penalty for Seattle
Penalty Shift Seattle 1x	Use this pay code for Removing a shift penalty for Seattle
Penalty Shift Seattle 5	Use this pay code for Shortening a shift penalty for Seattle