

Assigning a Paid Time Off (PTO) Plan to an Employee

Overview: When an Employee Administrator is assigning a Paid Time Off plan to a New Hire, use the list below to locate the appropriate PTO code.

PTO Code	PTO Description	Comments
VACAT	TSAVacaSalaryFT	Full Time employees who follow TSA Accrual Vacation Policy
VACPPC	VacPTCon6%to12%	Part Time Contract employees who progress based on service date from 6% to 12% vacation pay
SICKFT	TSA Sick FT	Full Time employees who follow the TSA Sick plan
SICKPT	TSA Sick PT	Part Time employees who follow the TSA Sick plan
MEDFT	Med/Per FT	Full Time employees who follow the TSA Medical/Personal plan
MEDPT	Med/Per PT	Part Time employees who follow the TSA Medical/Personal plan
VACCAS	Vacat Casual 6%	Casual employees who receive 6% fixed vacation pay
VACQC	Vacation QC 6%	Quebec Employees who receive 6% vacation pay
VACCO6	Vaca Cntrct 6%	Contract employees who receive 6% fixed vacation pay
VACPT	TSA Vaca PT Acr	Part Time employees who follow TSA Accrual Vacation Policy
VACO10	Vaca Cntrct 10%	Contract employees who receive 10% fixed vacation pay
VACC08	Vaca Cntrct 8%	Contract employees who receive 8% fixed vacation pay
VACADD	Vaca Additnl %	Anyone who is attached to a accrual vacation plan (non vacation payout plan) must also be attached to this plan
VACF01	Vac MNU86 FT	Vacation plan for Full Time employees belonging to Union MNU Local 86
VACP01	Vacat MNU86 PT	Vacation plan for Part Time employees belonging to Union MNU Local 86
VACF02	Vaca CUPE3242FT	Vacation plan for Full Time employees belonging to Union CUPE Local 3242
VACP02	Vaca CUPE3242PT	Vacation plan for Part Time employees belonging to Union CUPE Local 3242
VACF03	Vaca MNU91 FT	Vacation plan for Full Time employees belonging to Union MNU Local 91
VACP03	Vaca MNU91 PT	Vacation plan for Part Time employees belonging to Union MNU Local 91
VACF04	Vaca CUPE3050FT	Vacation plan for Full Time employees belonging to Union CUPE Local 3050
VACP04	Vaca CUPE3050PT	Vacation plan for Part Time employees belonging to Union CUPE Local 3050
VACF05	Vaca NAPE FT	Vacation plan for Full Time employees belonging to Union NAPE
VACF06	Vaca CUPE2348FT	Vacation plan for Full Time employees belonging to Union CUPE Local 2348
SICK01	SickCUPE3050FNC	Sick plan for Full Time employees belonging to Union CUPE Local 3050
SICK02	SickCUPE3242FNC	Sick plan for Full Time employees belonging to Union CUPE Local 3242

SICK03	Sick MNU91 FT	Sick plan for Full Time employees belonging to Union MNU Local 91
SICK04	Sick UFCW1400FT	Sick plan for Full Time employees belonging to Union UFCW Local 1400
SICK05	Sick CUPE2348FT	Sick plan for Full Time employees belonging to Union CUPE Local 2348
SICK06	Sick NAPE FT	Sick plan for Full Time employees belonging to Union NAPE
SICK07	Sick NAPE PT	Sick plan for Part Time employees belonging to Union NAPE
SICK08	Sick UFCW1400PT	Sick plan for Part Time employees belonging to Union UFCW Local 1400
SICK10	Sick CUPE3050PT	Sick plan for Part Time employees belonging to Union CUPE Local 3050
SICK11	Sick CUPE3242PT	Sick plan for Part Time employees belonging to Union CUPE Local 3242
SICK12	Sick MNU91 PT	Sick plan for Part Time employees belonging to Union MNU Local 91
VATEMP	VacTempPayout6%	Temporary employees who receive 6% fixed vacation pay
VACSEA	Vacat Seasnl 4%	Seasonal employees who receive 6% fixed vacation pay
STATPY	StatCas PT 4.62	Specifically for Dinsdale and Goldenwest casual employees in addition to their vacation plan
CUPEDG	VacCUPE DINGW6%	Vacation plan for employees at Dinsdale and Goldenwest belonging to Union CUPE who receive 6% fixed vacation pay
VACP05	Vaca CUPE2348PT	Vacation plan for Part Time employees belonging to Union CUPE Local 2348
FAMILY	Family Leave	Family Leave Plan (This is a bucket to hold and display a balance in Core Ultipro)
MNUDGW	VacMNU DINGW6%	Vacation plan for employees at Dinsdale and Goldenwest belonging to Union MNU who receive 6% fixed vacation pay
OTLIEU	OT LIEU	OT LIEU (This is a bucket to hold and display a balance in Core Ultipro)
MENTAL	Mental Health	Mental Health (only applicable to some unions, this is a bucket to hold and display a balance in Core Ultipro)