



**CITY OF PRINEVILLE**  
**Karee Miller, Human Resources Manager**

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MEMO

TO: All City of Prineville Employees

FROM: Karee Miller, Human Resources Manager

DATE: January 2026

RE: Oregon Senate Bill 906

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Effective January 1, 2026 SB 906 (2025) requires that all employers notify all employees and new hires of information about earnings and deductions to help them understand what is contained in the itemized statement (your pay stub) provided to you on pay day. Employers are required to review and update this information by January 1<sup>st</sup> of each year.

The required information is contained in this memo or attached to it. It is also available on our website [www.cityofprineville.com](http://www.cityofprineville.com).

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1. Our monthly pay period is detailed as follows:
    - a. Any overtime, leave pay, and all hourly employee's wage is calculated based on the period of the 21st of the previous month through the 20th of the current month.
    - b. Salary is paid with your monthly paycheck for the 1st of the current month through the last day of the current month which you are being paid in.
    - c. Pay day is the final business day of the month. If the final business day of the month falls on a city recognized holiday then the pay day will be the business day prior to the city recognized holiday.
  2. Your work week is Sunday at 12:01 AM through Saturday at 12:00 AM.
    - a. This applies for the purpose of FLSA overtime.
  3. Please see your applicable collective bargaining agreement for your pay schedule, incentive, and certification pay amounts.
  4. Types of pay, possible benefit contributions, possible deductions, and taxes are all listed on the tables attached to this memo.

If you have any questions regarding the information contained in this memo or the attachments following this memo, please contact me, or your Payroll Specialist, Corina Ego. You can email us at [payroll@cityofprineville.com](mailto:payroll@cityofprineville.com) or reach us by phone at City Hall by calling 541-447-5627.



PAY CODES	
CODE	DESCRIPTION
ADM LEAVE	ADMINISTRATION LEAVE
ADV	PAY ADVANCE
AL/ASL	ADDITIONAL LANGUAGE/ASL INCENTIVE
BONUS	BONUS - DESCRETIONARY
BL	BEREAVEMENT LEAVE
CLOTHING	CLOTHING/BOOT ALLOWANCE
VEH ALLOW	VEHICLE ALLOWANCE
CELL PHONE	CELL PHONE ALLOWANCE PERS T1/T2
CELL OPSRP	CELL PHONE ALLOWANCE PERS OPSRP
CERT PAY	CERTIFICATION INCENTIVE PAY
COMP EARNE	COMPENSATORY TIME EARNED
COMP TAKEN	COMPENSATORY TIME TAKEN
CORR	PAY CHECK CORRECTION NET DIFFERENCE
COURT TIME	COURT OVERTIME
DBL COMP	DOUBLE COMPENSATORY TIME EARNED
DBL OT	DOUBLE OVERTIME
DET INCTV	DETECTIVE INCENTIVE
DOCTOR APT	DOCTOR APPOINTMENT TIME USED
EVIDC TECH	EVIDENCE TECHNICIAN INCENTIVE
FLOAT HOL	FLOATING HOLIDAY TIME USED
FSA RETURN	UNUSED FSA FUNDS RETURNED TO GROUP
GRANT OT	GRANT OVERTIME
HOLIDAY	HOLIDAY PAY
INCENTIVE	INCENTIVE PAY PER CBA
LONGEVITY	LONGEVITY PAY
LESSONS	GOLF LESSON PAY EARNED
LONG STEPS	LONGEVITY PAY
MEAL TAX	TAXES DUE FROM MEAL PURCHASE
TAXBENEFIT	TAXES DUE FROM TAXABLE BENEFIT
MILITARY	MILITARY PAY
OVERTIME	OVERTIME PAY
PERF BONUS	PERFORMANCE BONUS - DESCRETIONARY
PDODC	PD OFFICE PERSONNEL WITH DISPATCH CERTIFICATE
PAGER PAY	PAGER PAY PER CBA
PTO	PAID TIME OFF - SALARY EXEMPT ONLY
REG HOURS	HOURS WORKED AT REGULAR HOURLY RATE
SB	SIGNING BONUS
SHIFT DIFF	SHIFT DIFFERENATIAL PAY
SGT AVAIL	SERGEANT AVALABILITY PAY
SICK PAY	PAID SICK LEAVE
SEVERANCE	SEVERANCE PAY
TRAIN PAY	TRAINING OFFICER PAY
VACATION P	PAID VACATION TIME OFF
WAGES	REGULAR WAGES EARNED IN THE PAY PERIOD: HOURLY OR SALARY



DEDUCTION CODES	
CODE	DESCRIPTION
AFA	AMERICAN FIDELITY
AFLAC	AFLAC
CIS	EMPLOYEE PAID OPTIONAL CIS COVERAGE
COLONIAL	COLONIAL
CORR	NET PAYROLL CORRECTION
DC	OSGP DEFERRED COMPENSATION 457(b) CONTRIBUTION
DLI	DEPENDENT LIFE INSURANCE
DNTL	DENTAL INSURANCE COVERAGE
FSA	FSA CONTRIBUTION
GARN	GARNISHMENT
GRN	GARNISHMENT
HART	DEFERRED COMPENSATION (PREVIOUSLY HARTFORD)
ID PRO	IDENTITY PROTECTION COVERAGE FROM CIS
INSURANCE	OREGON LABORER'S TRUST MEDICAL/DENTAL/VISION INSURANCE
ER LIFE	EMPLOYER PAID LIFE INSURANCE
LTD	EMPLOYER PAID LONG-TERM DISABILITY INSURANCE
MASA	MEDICAL AIR SERVICES ASSOCIATION OPTIONAL COVERAGE
CIS INS	EMPLOYER PROVIDED CIS MEDICAL/DENTAL/VISION INSURANCE
PERS	EMPLOYER PAID PERS CONTRIBUTIONS (COMBINED)
PLO	PAID LEAVE OREGON
POL C	POLICE CHAPLAINCY CONTRIBUTION
PORAC	PORAC LEGAL DEFENSE FUND CONTRIBUTION
PW	PUBLIC WORKS UNION DUES
RR MED T1	RAILWAY EMPLOYEE & EMPLOYER MEDICARE
RR RET T2	RAILWAY EMPLOYEE & EMPLOYER TIER II RETIREMENT
RR FICA	RAILWAY EMPLOYEE & EMPLOYER TIER II FICA
RRN	RAILWAY UNION DUES
TEXAS	TEXAS LIFE
U DUE	UNION DUES
UNCLM PROP	UNCLAIMED PROPERTY
UD	UNION DUES
UNE	UNEMPLOYMENT (RUI) (RAILWAY)
VALIC	457(b) CONTRIBUTIONS
VI	VOLUNTARY INSURANCE
WC	WORKER'S COMPENSATION



TAX CODES	
CODE	DESCRIPTION
FEDWH	FEDERAL INCOME TAX WITHHOLDING
FICA	FEDERAL INSURANCE CONTRIBUTIONS ACT (SOCIAL SECURITY TAX)
MC WH	MEDICARE WITHHOLDING TAX
OR-TRANSIT	OREGON STATEWIDE TRANSIT TAX
OR-WBF	OREGON WORKERS BENEFIT FUND TAX
PLO	PAID LEAVE OREGON TAX
ST WH	OREGON STATE INCOME TAX
UNEMP	UNEMPLOYMENT TAX