

Hours Type -- Crosswalk for Additional Information

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
GENERAL SERVICES	B G CUSTODIAL OVERTIME	B&G - scheduled services @ 1.0	B&G - scheduled services @ 1.0
	B G MAINT OVERTIME	B&G - scheduled services @ 1.5	B&G - scheduled services @ 1.5
	B G SECURITY OVERTIME	B&G Contractor Assist. @ 1.5	B&G Contractor Assist. @ 1.5
	REGULAR HOUR WORKED GS	BG - Annual Leave coverage	BG - Annual Leave coverage
	OVERTIME EXCEPTION GS	BG - Carpet replacement	BG - Carpet replacement
	OVERTIME TIME AND HALF GS	BG - Clean 911 on Weekend	BG - Clean 911 on Weekend
		BG - Command Staff request	BG - Command Staff request
		BG - Contractor coverage	BG - Contractor coverage
		BG - Contractor supervision	BG - Contractor supervision
		BG - Electrical	BG - Electrical
		BG - Elevator	BG - Elevator
		BG - Exterior door not locking	BG - Exterior door not locking
		BG - Fire alarm	BG - Fire alarm
		BG - Fire protection system	BG - Fire protection system
		BG - Generator	BG - Generator
		BG - HVAC controls	BG - HVAC controls
		BG - HVAC equipment cleaning	BG - HVAC equipment cleaning
		BG - HVAC equipment operation	BG - HVAC equipment operation
		BG - HVAC equipment repair	BG - HVAC equipment repair
		BG - Incident response	BG - Incident response
		BG - In-service training	BG - In-service training
		BG - Jail kitchen equipment	BG - Jail kitchen equipment
		BG - Jail lock	BG - Jail lock
		BG - Jail shower/toilet	BG - Jail shower/toilet
		BG - Kitchen equipment	BG - Kitchen equipment
		BG - Late function	BG - Late function
		BG - Late post relief	BG - Late post relief
		BG - Meeting	BG - Meeting
		BG - No post relief	BG - No post relief
		BG - Other Shift coverage	BG - Other Shift coverage
		BG - Other	BG - Other
		BG - Parking lot lights	BG - Parking lot lights
		BG - Piping water leak	BG - Piping water leak
		BG - Plumbing repair	BG - Plumbing repair
		BG - Power outage/surge	BG - Power outage/surge
		BG - Report/Investigation	BG - Report/Investigation
		BG - Roof leak	BG - Roof leak
		BG - Roofing	BG - Roofing
		BG - School board meeting	BG - School board meeting
		BG - Security emergency	BG - Security emergency
		BG - Sewer backup	BG - Sewer backup
	BG - Sick Leave coverage	BG - Sick Leave coverage	

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
		BG - Special Event	BG - Special Event
		BG - Sprinkler repair	BG - Sprinkler repair
		BG - Storm - Severe/tropical	BG - Storm - Severe/tropical
		BG - Storm - Winter	BG - Storm - Winter
		BG - Strip/Wax time floors	BG - Strip/Wax time floors
		BG - Supervisor response	BG - Supervisor response
		BG - Town hall meeting	BG - Town hall meeting
		BG - Training Ctr room setup	BG - Training Ctr room setup
		BG - UPS	BG - UPS
		Cafeteria Catered Events @ 1.0	Cafeteria Catered Events @ 1.0
		Cafeteria Catered Events @ 1.5	Cafeteria Catered Events @ 1.5
		CAM - Admin Work @ 1.0	CAM - Admin Work @ 1.0
		CAM - Maint Support @ 1.0	CAM - Maint Support @ 1.0
		CAM - Maint Support @ 1.5	CAM - Maint Support @ 1.5
		CAM - Staff Shortage @ 1.0	CAM - Staff Shortage @ 1.0
		CAM Admin Work @ 1.5	CAM Admin Work @ 1.5
		CAM Staff Shortage @ 1.5	CAM Staff Shortage @ 1.5
		Comm - Admin Work @ 1.0	Comm - Admin Work @ 1.0
		Comm - Admin Work @ 1.5	Comm - Admin Work @ 1.5
		Comm - Radio System @ 1.0	Comm - Radio System @ 1.0
		Comm - Radio System @ 1.5	Comm - Radio System @ 1.5
		Copy Ctr - Late Requests @ 1.0	Copy Ctr - Late Requests @ 1.0
		Copy Ctr - Late Requests @ 1.5	Copy Ctr - Late Requests @ 1.5
		Mail Rm - Admin Work @ 1.0	Mail Rm - Admin Work @ 1.0
		Mail Rm - Admin Work @ 1.5	Mail Rm - Admin Work @ 1.5
		Sec - @ 1.0	Sec - @ 1.0
		Sec - Special Event @ 1.5	Sec - Special Event @ 1.5
		Sec - Staff shortage sched	Sec - Staff shortage sched
		SS - Adult Education	SS - Adult Education
		SS - General Services	SS - General Services
		SS - Instructional Dept	SS - Instructional Dept
		SS - Library	SS - Library
		SS - Public Utilities	SS - Public Utilities
		SS - Public Works - Roads	SS - Public Works - Roads
		SS - Public Works - Traffic	SS - Public Works - Traffic
		SS - Recreation & Parks-seasonal events	SS - Recreation & Parks-seasonal events
		SS - Recreation & Parks-special events	SS - Recreation & Parks-special events
		SS - Registrar	SS - Registrar
		SS - School Lunches	SS - School Lunches
		SS - Social Services	SS - Social Services
		SS - Staff Development	SS - Staff Development
		X - All Sections - Adverse Weather	X - All Sections - Adverse Weather
		X - CAM - Admin Work	X - CAM - Admin Work
		X - CAM - Staff Shortage	X - CAM - Staff Shortage

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
		X - Commo - Radio System	X - Commo - Radio System
		X - Copy Center - Late Requests	X - Copy Center - Late Requests
		X - Mail Room -Admin Work	X - Mail Room -Admin Work
		X - Security - Staff Shortage	X - Security - Staff Shortage
		X- Commo - Admin Work	X- Commo - Admin Work

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
CATC -- GRANTS	CATC REG GRANT WIA ADMIN	Administrative	Administrative
	CATC REG GRANT WIA ADULT	Core	Core
	CATC REG GRANT WIA DIS WORKER	Core Staff Assisted	Core Staff Assisted
	CATC REG GRANT WIA YOUTH IN SCH	Design: Development Service St	Design: Development Service Strategies
	CATC REG GRANT WIA YOUTH OUT SCH	Design: Objective Assessment	Design: Objective Assessment
	CATC REG GRANT NON FEDERAL	Design: Post Secondary	Design: Post Secondary
		Element: Adult Mentoring	Element: Adult Mentoring
		Element: Alternative Secondary	Element: Alternative Secondary School Services
		Element: Comprehensive Guidance	Element: Comprehensive Guidance, Counseling
		Element: Follow Up	Element: Follow Up
		Element: Leadership Developmen	Element: Leadership Development
		Element: Occupational Skill Tr	Element: Occupational Skill Training
		Element: Summer Employment Lin	Element: Summer Employment Linking Academic & Occupational
		Element: Support Services	Element: Support Services
		Element: Tutor, Study Skills	Element: Tutor, Study Skills, Complete 2nd School, Drop Prevention
		Element: Work Experience, Inte	Element: Work Experience, Internship, Job Shadowing
		Intensive	Intensive
		Intensive Case Management	Intensive Case Management
		Intensive Comp Assessment	Intensive Comp Assessment
		Intensive Follow-up	Intensive Follow-up
		Intensive On-The-Job Training	Intensive On-The-Job Training
		Intensive Other	Intensive Other
		Intensive Support Services	Intensive Support Services
		Intensive Training	Intensive Training
		Intensive: Job Placement	Intensive: Job Placement
		Intensive-Apprenticeship	Intensive-Apprenticeship
		Program Operations	Program Operations
	WIB Support	WIB Support	

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
FIRE	FIRE EVENT -- EXEMPT	Indy Races for Exempt EE	Indy Races for Exempt EE
	FIRE EVENT -- OT NONEXEMPT	4th of July	4th of July
		CERT	CERT
		EOC ACTIVATION	EOC ACTIVATION
		Event 1	Event 1
		Event 10	Event 10
		Event 2	Event 2
		Event 3	Event 3
		Event 4	Event 4
		Event 5	Event 5
		Event 6	Event 6
		Event 7	Event 7
		Event 8	Event 8
		Event 9	Event 9
		Fireworks	Fireworks
		Glen Allen Day	Glen Allen Day
		Indy Races - Inside	Indy Races - Inside
		Indy Races - Outside	Indy Races - Outside
		Innsbrook	Innsbrook
		Nascar - Inside	Nascar - Inside
		Nascar - Outside	Nascar - Outside
	On Call	On Call	
	State Fair - Inside	State Fair - Inside	
	State Fair - Outside	State Fair - Outside	
	TIER TWO	TIER TWO	
	Grant 1	Grant 1	
	Grant 2	Grant 2	
	FIRE -- PROGRAM TIME NONEXEMPT	Committee Meetings - Off Duty	Committee Meetings - Off Duty
		Community Relations	Community Relations
		CPAT	CPAT
		EMS Instruction	EMS Instruction
		Fire Instruction	Fire Instruction
		Fourth Grade Education	Fourth Grade Education
Inspections		Inspections	
Projects		Projects	
Public Education		Public Education	
Special Team Training	Special Team Training		

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
	FIRE -- EXCEPTION OT	Bike Team	Bike Team
		Biohazard Response	Biohazard Response
		Call Back - Manpower	Call Back - Manpower
		EMS - Standby or Holdover	EMS - Standby or Holdover
		Holdover	Holdover
		Investigative Activities	Investigative Activities
		Marine Patrol	Marine Patrol
		Search and Rescue	Search and Rescue
		Technical Rescue	Technical Rescue
		Hazmat	Hazmat
		Homeland Security	Homeland Security

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
PUBLIC UTILITIES	DPU -- REGULAR HOURS WORKED	00408 - Landfill Expansion and Closing	00408 - Landfill Expansion and Closing
		00724 - BROADWATER AREA SEWER	00724 - BROADWATER AREA SEWER REHABILITATION
		00725 - PLAN, REVIEW, AND INSP	00725 - PLAN, REVIEW, AND INSPECTION
		00726 - STRAWBERRY HILL SPS	00726 - STRAWBERRY HILL SPS
		00727 - EAST ELKO TRUNK SEWER	00727 - EAST ELKO TRUNK SEWER
		00728 - GILLIES CREEK S.P.S.	00728 - GILLIES CREEK S.P.S. 24'FORCE
		00732 - SEWER LINE REHABILITAT	00732 - SEWER LINE REHABILITATIONS
		00735 - WATER RECLAMATION FAC	00735 - WATER RECLAMATION FAC EXPANSION
		00736 - FOUR MILE CREEK DRAINA	00736 - FOUR MILE CREEK DRAINAGE
		00737 - CROSSINGS & RELOCATIONS	00737 - CROSSINGS & RELOCATIONS - SEWE
		00740 - UTILITIES OPERATION CE	00740 - UTILITIES OPERATION CENTER
		00742 - WILLOW LAWN & MAYFIELD	00742 - WILLOW LAWN & MAYFIELD SPS
		00743 - SEWER PUMP STATIONS IM	00743 - SEWER PUMP STATIONS IMPROVM'T
		00744 - MAPLE AVE SEWER FORCE	00744 - MAPLE AVE SEWER FORCE MAIN
		00745 - BROADWATER CREEK STORA	00745 - BROADWATER CREEK STORAGE BC2
		00746 - PATTERSON AVE SEWAGE P	00746 - PATTERSON AVE SEWAGE PUMP STAT
		00747 - LKSIDE/STRABRY EQUILIZ	00747 - LKSIDE/STRABRY EQUILIZ PIPE
		00749 - BRDWTR CRK SWR REHAB	00749 - BRDWTR CRK SWR REHAB
		00750 - GILLIES CREEK AREA SEW	00750 - GILLIES CREEK AREA SEWER REHAB
		00756 - MEREDITH BRANCH SPS AD	00756 - MEREDITH BRANCH SPS ADL PUMP
		00761 - GOOCHLAND WATER MAINS	00761 - GOOCHLAND WATER MAINS
		00764 - WATER TRANSMISSION MAI	00764 - WATER TRANSMISSION MAINS-WTP
		00766 - MISC WATER SYSTEM IMPR	00766 - MISC WATER SYSTEM IMPROVEMENTS
		00767 - CROSSING & RELOCATIONS	00767 - CROSSING & RELOCATIONS WATER
		00768 - WATER LINE REHABILITAT	00768 - WATER LINE REHABILITATION
		00769 - WATER PUMP STATION IMP	00769 - WATER PUMP STATION IMPRVMTS
		00770 - MISC WATER EXTENSIONS	00770 - MISC WATER EXTENSIONS
		00771 - NEW WATER CONNECTIONS	00771 - NEW WATER CONNECTIONS BY CTY
		00772 - MISC SEWER EXTENSIONS	00772 - MISC SEWER EXTENSIONS
		00774 - BEVERLY HILLS WATER RE	00774 - BEVERLY HILLS WATER REHAB
		00776 - WATER TREATMENT PLANT	00776 - WATER TREATMENT PLANT
		00777 - LABURNUM AVE 16" WATER	00777 - LABURNUM AVE 16" WATER MAIN
		00780 - NEW WATER METERS INSTA	00780 - NEW WATER METERS INSTALLED
		00782 - NEW SEWER CONNECTIONS	00782 - NEW SEWER CONNECTIONS BY CTY
		00783 - LAWRENCE ROAD PUMP STA	00783 - LAWRENCE ROAD PUMP STATION
		00784 - BROAD 16IN WM DOMINION	00784 - BROAD 16IN WM DOMINION TO COX
		00785 - BROAD ST 16 IN WM STIL	00785 - BROAD ST 16 IN WM STILLMAN/PC
		00808 - WILKERSON & CAROLINA A	00808 - WILKERSON & CAROLINA AV MN
		00810 - METER REPLACEMENT PROG	00810 - METER REPLACEMENT PROGRAM
		00811 - INFORMATION TECHNOLOGY	00811 - INFORMATION TECHNOLOGY PROJECT
		00812 - FIRE FLOW ENHANCEMENT	00812 - FIRE FLOW ENHANCEMENT PROJECT
00813 - EMERGENCY POWER PROJECT	00813 - EMERGENCY POWER PROJECT - SEWER		
00814 - E GOOCHLAND SEWAGE PUM	00814 - E GOOCHLAND SEWAGE PUMP STATION		
01076 - Strawberry Hill Basin	01076 - Strawberry Hill Basin Sewer Rehabilitation		

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
		01077 - University Boulevard O	01077 - University Boulevard Outfall Sewer
		01084 - Wilkinson Road Water	01084 - Wilkinson Road Water Main
		01088 - Brook Road Water	01088 - Brook Road Water Main
		01150 - Springfield Public Use	01150 - Springfield Public Use Area
		01180 - EMERGENCY POWER - WATE	01180 - EMERGENCY POWER - WATER
		01181 - FOUR MILE CREEK SEWER	01181 - FOUR MILE CREEK SEWER REHAB
		01879 - SECURITY IMPROVEMENTS	01879 - SECURITY IMPROVEMENTS W&S
		06114 - POUNCEY TRACT AREA 24"	06114 - POUNCEY TRACT AREA 24" WATER LINE
		06117 - THREE CHOPT @ BROAD WA	06117 - THREE CHOPT @ BROAD WATER EXT.
		06156 - Charles City Road Sewe	06156 - Charles City Road Sewer Pump Station Replacement
		06286 - East End Middle School	06286 - East End Middle School
		06331 - Williamsburg Rd Water	06331 - Williamsburg Rd Water Distribution Main
		06379 - Hungary Spring Road Wa	06379 - Hungary Spring Road Water Line (DPW Project)
		06380 - John Rolfe Pkwy Water	06380 - John Rolfe Pkwy Water Line (DPW Project)
		06392 - Transfer Station	06392 - Transfer Station
		06407 - Interconnections to Aq	06407 - Interconnections to Aqua Va Water System
		06443 - Gambles Mill FM Vent F	06443 - Gambles Mill FM Vent Facility
		06444 - Hungary Road Vent Faci	06444 - Hungary Road Vent Facility
		06445 - Strawberry Hill SPS Ca	06445 - Strawberry Hill SPS Capacity Improvements
		06446 - Strawberry Hill FM Cre	06446 - Strawberry Hill FM Creighton Road Vent Facility
		06447 - Route 33 to Lakeside S	06447 - Route 33 to Lakeside Sewer Main
		06448 - Broadwater Creek II SP	06448 - Broadwater Creek II SPS Improvements
		06449 - White Oak SPS Improvem	06449 - White Oak SPS Improvements
		06450 - White Oak SPS Force Ma	06450 - White Oak SPS Force Main
		06451 - Three Chopt A Water Pr	06451 - Three Chopt A Water Pressure Zone
		06452 - Lee Avenue 24" Water M	06452 - Lee Avenue 24" Water Main
		06453 - Washington Street 24"	06453 - Washington Street 24" Water Main
		06454 - Cedar Fork Rd 12" Wate	06454 - Cedar Fork Rd 12" Water Main
		06455 - Brook Road 12" Water M	06455 - Brook Road 12" Water Main Crossing I-95
		06456 - New Market Water Press	06456 - New Market Water Pressure Zone
		06457 - Patterson Avenue 16" W	06457 - Patterson Avenue 16" Water Main
		06458 - Pemberton Road 16" Wat	06458 - Pemberton Road 16" Water Main
		06459 - Broadwater Creek I SPS	06459 - Broadwater Creek I SPS & FEB

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
PUBLIC UTILITIES	DPU -- OT TIME AND A HALF	Admin-Misc OT	Administrative-Miscellaneous OT
		Constr-Inspect. CIP Proj. OT	Construction-Inspection of CIP Projects OT
		Constr-Inspect. Private Devel	Construction-Inspection of Private Development Jobs OT
		Oper.-Sewer Pump Station Maint	Operations-Sewer Pump Station Maintenance
		Oper.-Sewer Pump Station Opera	Operations-Sewer Pump Station Operation OT
		Oper.-Sewer Repairs to Main &	Operations-Sewer Repairs to Mains & Services
		Operations-Turn Ons/Turn Offs	Operations-Turn Ons/Turn Offs
		Operations-Water Investigation	Operations-Water Investigation/Repairs to Mains/Services
		Oper.-Water Pump Station Maint	Operations-Water Pump Station Maintenance
		Oper.-Water Pump Station Opera	Operations-Water Pump Station Operation
		Snow Removal	Snow Removal
		Solid Waste-Community Maintena	Solid Waste-Community Maintenance Projects
		Solid Waste-Landfill Due to 7	Solid Waste-Landfill Due to 7 Day Operation
		Solid Waste-Refuse Collection	Solid Waste-Refuse Collection on Weekends & Holidays
		Water Reclamation-WRF Facilit	Water Reclamation-WRF Facility Maintenance
		Water Treat.-Admin Misc OT	Water Treatment-Admin Misc OT
		Water Treat.-Admin Misc ST	Water Treatment-Admin Misc ST
		Water Treat.-Admin Unsched OT	Water Treatment-Administrative Unscheduled OT
		Water Treat.-Maint Unsched OT	Water Treatment-Maintenance Unscheduled OT
		Water Treat.-Operators Emergen	Water Treatment-Operators Emergency Relief OT
		Water Treat.-Operators Normal	Water Treatment-Operators Normal Scheduled Shift
Water Treat.-Operators Schedul	Water Treatment-Operators Scheduled Relief		
Water Treat.-Operators Unsched	Water Treatment-Operators Unscheduled Relief		

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
RECREATION & PARKS	RECREATION -- OT STRAIGHT	Administration-Clerical	Administration-Clerical
		Administration-Fee Collection	Administration-Fee Collection
	RECREATION -- COMP EARNED	Adminstration-Special Events	Adminstration-Special Events
		Belmont Golf Course-Repairs &	Belmont Golf Course-Repairs & Maintenance
		Belmont Golf Course-Tournament	Belmont Golf Course-Tournaments
		Belmont Golf Course-Weekends/H	Belmont Golf Course-Weekends/Holidays
		Belmont Golf Course-Weeknights	Belmont Golf Course-Weeknights
		Manager Declared Emergency	Manager Declared Emergency
		Park Services-Clerical	Park Services-Clerical
		Park Services-Field Maintenanc	Park Services-Field Maintenance/Irrigation Systems
		Park Services-Mowing & Trimmin	Park Services-Mowing & Trimming
		Park Services-On-Call Supervis	Park Services-On-Call Supervisor
		Park Services-Park Duty/Courte	Park Services-Park Duty/Courtesy Clean-up
		Park Services-Repairs & Mainte	Park Services-Repairs & Maintenance
		Park Services-Special Events	Park Services-Special Events
		Park Services-Tournaments	Park Services-Tournaments
		Recreation Services-Clerical	Recreation Services-Clerical
		Recreation Services-Custodial	Recreation Services-Custodial
		Recreation Services-Programs	Recreation Services-Programs
		Recreation Services-Special Ev	Recreation Services-Special Events
Recreation Services-Tournament	Recreation Services-Tournaments		

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
SHERIFF	Overtime Exception Compensatory Time Earned	Board of Supervisor's Meeting	Board of Supervisor's Meeting
		Compensation Time Earned	Compensation Time Earned
		Courts Security	Courts Security
		Emergency Call Outs	Emergency Call Outs
		Exception OT	Exception OT
		Hospital Security	Hospital Security
		Inmate Transports	Inmate Transports
		Mandatory Training	Mandatory Training
		Medical Clinic Appointments	Medical Clinic Appointments
		Medical Emergency (inmates)	Medical Emergency (inmates)
		Mental Health Watch	Mental Health Watch
		MH/MR Security Contract	MH/MR Security Contract
		Physically on the job for morth than 40 hours	Physically on the job for morth than 40 hours
		Preliminary Protective Order	Preliminary Protective Order
		School Security	School Security
		Special Assignment	Special Assignment
		Special Events	Special Events
		Temporary Detention Order	Temporary Detention Order
	Sheriff Overtime Straight (ADJUSTABLE)	Administrative	Administrative
		Booking	Booking
Meetings		Meetings	

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
PUBLIC WORKS	DPW -- REGULAR HOURS WORKED (Road Maintenance Activities)	111 - SURFACE TREATMENT: RESUR	111 - SURFACE TREATMENT: RESURFACING
		112 - SURFACE TREATMENT: SKIN	112 - SURFACE TREATMENT: SKIN PATCHING
		113 - PATCHING POTHOLE	113 - PATCHING POTHOLE
		113A - LEVELING FOR PAVING PRO	113A - LEVELING FOR PAVING PROGRAM
		114 - PATCHING DEPRESSIONS	114 - PATCHING DEPRESSIONS
		115 - ASPHALT RESURFACING	115 - ASPHALT RESURFACING
		116 - PATCH UTILITY CUT	116 - PATCH UTILITY CUT
		116A - PATCH UTILITY TRENCH	116A - PATCH UTILITY TRENCH
		118 - SPOT CONDITION	118 - SPOT CONDITION
		119 - STREET SWEEPING	119 - STREET SWEEPING
		120 - UTILITY CUT - STONE	120 - UTILITY CUT - STONE
		121 - BLEEDING PAVEMENT	121 - BLEEDING PAVEMENT
		122 - SURFACE TREATMENT: INTER	122 - SURFACE TREATMENT: INTERMIT
		122A - SLURRY PREPARATION	122A - SLURRY PREPARATION
		123 - ROAD BASE REPAIR	123 - ROAD BASE REPAIR
		124 - HEAT SCARIFICATION	124 - HEAT SCARIFICATION
		125 - DYNA-FLECT TESTING	125 - DYNA-FLECT TESTING
		126 - LITTLE PAVER APPLICATION	126 - LITTLE PAVER APPLICATION
		131 - MACHINING NON-HARD SHOUL	131 - MACHINING NON-HARD SHOULDER
		132 - MACHINING NON-HARD SHOUL	132 - MACHINING NON-HARD SHOULDER - HAULED AWAY
		133 - REPAIR NON-HARD SHOULDER	133 - REPAIR NON-HARD SHOULDER
		134 - MANUAL REPAIR OF NON-HAR	134 - MANUAL REPAIR OF NON-HARD SHOULDER
		151 - CLEAN DITCH W/ GRADER	151 - CLEAN DITCH W/ GRADER
		152 - CLEAN DITCH W/ GRADE-ALL	152 - CLEAN DITCH W/ GRADE-ALL
		152A - CLEAN/RESHAPE - TOPSOIL	152A - CLEAN/RESHAPE - TOPSOIL, JUTE AND SEED
		153 - HAND CLEAN DITCH	153 - HAND CLEAN DITCH
		154D - CLEAN DROP INLET	154D - CLEAN DROP INLET
		154P - CLEAN STORM SEWER PIPE	154P - CLEAN STORM SEWER PIPE
		156 - PAVING DITCHES W/ ASPHAL	156 - PAVING DITCHES W/ ASPHALT
		157 - CLEAN DITCH W/ BACKHOE	157 - CLEAN DITCH W/ BACKHOE
		161 - D/W PIPE INSTALLATION	161 - D/W PIPE INSTALLATION
		162 - ROAD PIPE INSTALLATION	162 - ROAD PIPE INSTALLATION
		163 - INSTALL 18" RCP OR LESS	163 - INSTALL 18" RCP OR LESS
		164 - INSTALL 21" - 48" RCP	164 - INSTALL 21" - 48" RCP
		165 - STORM SEWER CAVE-IN	165 - STORM SEWER CAVE-IN
		172 - CLEAN RIGHT OF WAY	172 - CLEAN RIGHT OF WAY
		173 - LEAF VACUUM SERVICE	173 - LEAF VACUUM SERVICE
		173W - WETTING DOWN LEAVES	173W - WETTING DOWN LEAVES
		174 - REPAIR GUARDRAIL	174 - REPAIR GUARDRAIL
		176 - LEAF VACCUUM. DITCH. AND	176 - LEAF VACCUUM. DITCH. AND/OR CURB & GUTTER
177 - CLEANING IN ALLEYWAYS	177 - CLEANING IN ALLEYWAYS		
201 - TRACTOR MOWING	201 - TRACTOR MOWING		
202 - HAND MOWING	202 - HAND MOWING		

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
		203 - BRUSH CUTTING	203 - BRUSH CUTTING
		204 - MOWTRIM	204 - MOWTRIM
		208 - COMMUNITY MAINTENANCE	208 - COMMUNITY MAINTENANCE
		209 - SCALE OPERATIONS	209 - SCALE OPERATIONS
		210 - PRE/POST SNOW PREPARATIO	210 - PRE/POST SNOW PREPARATION
		211 - SNOW REMOVAL	211 - SNOW REMOVAL
		212 - SEVERE WEATHER	212 - SEVERE WEATHER
		302 - INCLEMENT WEATHER	302 - INCLEMENT WEATHER
		303 - ICE STORM DEBRIS PICKUP	303 - ICE STORM DEBRIS PICKUP
		303 - NON-STANDARD ACTIVITY	303 - NON-STANDARD ACTIVITY
		303C - CLEANING OFFICE	303C - CLEANING OFFICE
		403 - EQUIPMENT AND SHOP	403 - EQUIPMENT AND SHOP
		404 - TRAINING	404 - TRAINING
		405 - DISPATCH	405 - DISPATCH
		406 - YARD MAINTENANCE	406 - YARD MAINTENANCE
		407 - CALLOUT - STANDBY (EMERG	407 - CALLOUT - STANDBY (EMERGENCY)
		420 - CHRISTMAS MOTHER	420 - CHRISTMAS MOTHER
		511 - HURRICANE - STANDBY	511 - HURRICANE - STANDBY
		512 - HURRICANE - RESPONSE	512 - HURRICANE - RESPONSE
		513 - HURRICANE - DEBIRS P/U	513 - HURRICANE - DEBIRS P/U
		520 - TROPICAL DEPRESSION - GA	520 - TROPICAL DEPRESSION - GASTON
	DPW -- OT STRAIGHT	Construction Inspections	Construction Inspections
		Design Assignments	Design Assignments
		Environmental Inspections	Environmental Inspections
		Road Maintenance	Road Maintenance
		Traffic Studies	Traffic Studies
	DPW -- OT TIME AND A HALF	Community Maintenance Cleanup	Community Maintenance Cleanup
		Emergency Events	Emergency Events
		Leaf Vacuum Service	Leaf Vacuum Service
		Parades	Parades
		Races	Races

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
POLICE	POLICE EXCEPTION -- EXEMPT	Grant Overtime	Grant Overtime
		Misc. - Exception Exempt	Misc. - Exception Exempt
		NASCAR/IRL - Inside	NASCAR/IRL - Inside
		NASCAR/IRL - Outside	NASCAR/IRL - Outside
	OFF-DUTY NON-SCHOOL RELATED OT POL OFF DTY NON SCH REL REG EXMP	General Services	General Services
		Library	Library
		Public Utilities	Public Utilities
		Public Works - Roads	Public Works - Roads
		Public Works - Traffic	Public Works - Traffic
		Recreation & Parks - Event Sec	Recreation & Parks - Event Security
		Recreation & Parks - Park Secu	Recreation & Parks - Park Security
		Recreation & Parks - Private E	Recreation & Parks - Private Event Security
		Registrar	Registrar
		Social Services	Social Services
	POLICE -- Straight Overtime - Adjusted	Biohazard Response Team	Biohazard Response Team
		Color Guard	Color Guard
		Crimes Against Persons	Crimes Against Persons
		Crimes Against Property	Crimes Against Property
		Extradition	Extradition
		Holiday Patrol	Holiday Patrol
		July 4th Event	July 4th Event
		Misc. - Straight OT	Misc. - Straight OT
		Parade Events	Parade Events
		Richmond International Airport	Richmond International Airport
		Special Surveillance	Special Surveillance
		Traffic Assistance	Traffic Assistance
		Translation Needs During Inter	Translation Needs During Interviews or Arrest
		Virginia State Fair	Virginia State Fair
	POLICE -- COMP LEAVE EARNED	Biohazard Response Team	Biohazard Response Team
		Call Outs	Call Outs
		Color Guard	Color Guard
		Court Appearance	Court Appearance
		Crimes Against Persons	Crimes Against Persons
		Crimes Against Property	Crimes Against Property
		Extradition	Extradition
		Holiday Patrol	Holiday Patrol
Incident Management Team (IMT)		Incident Management Team (IMT)	
July 4th Event		July 4th Event	
Misc. - Comp Time Earned		Misc. - Comp Time Earned	
Parade Events		Parade Events	
Required to Meet Division Manp		Required to Meet Division Manpower Needs	

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
		Richmond International Airport	Richmond International Airport
		Special Surveillance	Special Surveillance
		Traffic Assistance	Traffic Assistance
		Translation Needs During Inter	Translation Needs During Interviews or Arrest
		Virginia State Fair	Virginia State Fair
	Off-Duty School Related OT	Z-Adams Elementary School	Z-Adams Elementary School
	POL OFF DTY SCH REL REG EXEMPT	Z-Adult Education	Z-Adult Education
		Z-Arthur Ashe Elementary School	Z-Arthur Ashe Elementary School
		Z-Baker Elementary School	Z-Baker Elementary School
		Z-Brookland Middle School	Z-Brookland Middle School
		Z-Byrd Middle School	Z-Byrd Middle School
		Z-Carver Elementary School	Z-Carver Elementary School
		Z-Chamberlayne Elementary School	Z-Chamberlayne Elementary School
		Z-Colonial Trail Elementary School	Z-Colonial Trail Elementary School
		Z-Crestveiw Elementary School	Z-Crestveiw Elementary School
		Z-Davis Elementary School	Z-Davis Elementary School
		Z-Deep Run High School	Z-Deep Run High School
		Z-Donahoe Elementary	Z-Donahoe Elementary
		Z-Dumbarton Elementary School	Z-Dumbarton Elementary School
		Z-Echo Lake Elementary School	Z-Echo Lake Elementary School
		Z-Elko Middle School	Z-Elko Middle School
		Z-Fair Oaks Elementary School	Z-Fair Oaks Elementary School
		Z-Fairfield Middle School	Z-Fairfield Middle School
		Z-Freeman High School	Z-Freeman High School
		Z-Gayton Elementary School	Z-Gayton Elementary School
		Z-Glen Allen Elementary School	Z-Glen Allen Elementary School
		Z-Glen Lea Elementary School	Z-Glen Lea Elementary School
		Z-Godwin High School	Z-Godwin High School
		Z-Greenwood Elementary School	Z-Greenwood Elementary School
		Z-Henrico High School	Z-Henrico High School
		Z-Hermitage High School	Z-Hermitage High School
		Z-Highland Springs Elementary School	Z-Highland Springs Elementary School
		Z-Highland Springs High School	Z-Highland Springs High School
		Z-Holladay Elementary School	Z-Holladay Elementary School
		Z-Hungary Creek Middle School	Z-Hungary Creek Middle School
		Z-Instructional Dept	Z-Instructional Dept
		Z-Johnson Elementary School	Z-Johnson Elementary School
		Z-Laburnum Elementary School	Z-Laburnum Elementary School
		Z-Lakeside Elementary School	Z-Lakeside Elementary School
		Z-Logan Elementary School	Z-Logan Elementary School
		Z-Longdale Elementary School	Z-Longdale Elementary School
		Z-Maybeury Elementary School	Z-Maybeury Elementary School
		Z-Mehfoud Elementary School	Z-Mehfoud Elementary School
		Z-Montrose Elementary School	Z-Montrose Elementary School

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
		Z-Moody Middle School	Z-Moody Middle School
		Z-Mt. Vernon Middle School	Z-Mt. Vernon Middle School
		Z-New Bridge High School	Z-New Bridge High School
		Z-Nuckols Farm Elementary School	Z-Nuckols Farm Elementary School
		Z-Pemberton Elementary School	Z-Pemberton Elementary School
		Z-Pinchbeck Elementary School	Z-Pinchbeck Elementary School
		Z-Pocahontas Middle School	Z-Pocahontas Middle School
		Z-Randolph High School	Z-Randolph High School
		Z-Ratcliffe Elementary School	Z-Ratcliffe Elementary School
		Z-Ridge Elementary School	Z-Ridge Elementary School
		Z-Rivers Edge Elementary School	Z-Rivers Edge Elementary School
		Z-Rolfe Middle School	Z-Rolfe Middle School
		Z-Sandston Elementary School	Z-Sandston Elementary School
		Z-School Lunches	Z-School Lunches
		Z-Seven Pines Elementary School	Z-Seven Pines Elementary School
		Z-Shady Grove Elementary School	Z-Shady Grove Elementary School
		Z-Short Pump Elementary School	Z-Short Pump Elementary School
		Z-Short Pump Middle School	Z-Short Pump Middle School
		Z-Skipwith Elementary School	Z-Skipwith Elementary School
		Z-Springfield Park Elementary School	Z-Springfield Park Elementary School
		Z-Staff Development	Z-Staff Development
		Z-Three Chopt Elementary School	Z-Three Chopt Elementary School
		Z-Trevvett Elementary School	Z-Trevvett Elementary School
		Z-Tuckahoe Elementary School	Z-Tuckahoe Elementary School
		Z-Tuckahoe Middle School	Z-Tuckahoe Middle School
		Z-Tucker High School	Z-Tucker High School
		Z-Twin Hickory Elementary School	Z-Twin Hickory Elementary School
		Z-Varina Elementary School	Z-Varina Elementary School
		Z-Varina High School	Z-Varina High School
		Z-Ward Elementary School	Z-Ward Elementary School
		Z-Wilder Elementary School	Z-Wilder Elementary School
POLICE--14 DAY	POLICE -- EXCEPTION OT NONEXEMPT	Call Outs	Call Outs
		Court Overtime	Court Overtime
		DEA	DEA
		FBI	FBI
		Grant Overtime	Grant Overtime
		Incident Management Team (IMT)	Incident Management Team (IMT)
		Misc. - Exception OT	Misc. - Exception OT
		NASCAR/IRL - Inside	NASCAR/IRL - Inside
		NASCAR/IRL - Outside	NASCAR/IRL - Outside
		Postal Service - Fraud & Identity Taskforce	Postal Service - Fraud & Identity Taskforce
		Required to Meet Division Manpower Needs	Required to Meet Division Manpower Needs

DEPARTMENT	ELEMENT / HOURS TYPE	DESCRIPTION -- STEP SYSTEM	FULL DESCRIPTION
MANAGER DECLARED	MGR DECLARED EXCEPTION OT NONEXEMPT MGR DECLARED OT NONEXEMPT MGR DECLARED REGULAR EXEMPT COMPENSATORY LEAVE EARNED	Manager Declared - TS Hanna	Manager Declared OT - Tropical Storm Hanna