<table>
<thead>
<tr>
<th>EARN Code</th>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Flat $</th>
<th>Amount</th>
<th>UltraView Entry</th>
<th>WebTime Entry</th>
<th>Adjustment Batch Entry</th>
<th>Function Key in UltraView</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>APR</td>
<td>Prior Pay - Current Job Rate</td>
<td>Hours</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APS</td>
<td>Special Hourly Rate Pay</td>
<td>Hours</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BTO</td>
<td>BTO Paid Time Off</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DFH</td>
<td>Deferred Holiday Pay</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU</td>
<td>Education</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FFH</td>
<td>FMLA Family Sick - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid FMLA absence for family illness (family sick) under FMLA rules as outlined by Human Resources for hourly workers.</td>
<td></td>
</tr>
<tr>
<td>FSH</td>
<td>Family Sick - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence on behalf of family illness within annual allotment of sick hours as outlined by Human Resources for hourly workers.</td>
<td></td>
</tr>
<tr>
<td>GRT</td>
<td>Gratuity</td>
<td>$ Amount</td>
<td>Yes</td>
<td>No</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
<td>This is used primarily in catering where the customer is required to pay a service charge added to the bill.</td>
<td></td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday Pay</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence for University Holidays.</td>
<td></td>
</tr>
<tr>
<td>JDI</td>
<td>Jury Duty - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence for jury duty as outlined by Human Resources for hourly workers.</td>
<td></td>
</tr>
<tr>
<td>JS</td>
<td>Sick - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence for sick pay for an medical appointment, e.g. Physical Therapy.</td>
<td></td>
</tr>
<tr>
<td>JIU</td>
<td>Job Injury Vac - Manual</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Unpaid</td>
<td></td>
<td>On the job injury pay hours for an medical appointment.</td>
<td></td>
</tr>
<tr>
<td>JIV</td>
<td>Job Injury Vacation</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence for unaccidented time while on injured job - holidays.</td>
<td></td>
</tr>
<tr>
<td>MED</td>
<td>Unpaid Medical</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence for unaccidented time while on injured job - holidays.</td>
<td></td>
</tr>
<tr>
<td>OHA</td>
<td>Other Pay - Annualized Rate</td>
<td>Hours</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
<td></td>
<td></td>
<td>A non-bonus related flat dollar amount payment. This code should only be used when original worked hours have already been recorded.</td>
<td></td>
</tr>
<tr>
<td>OHH</td>
<td>Other Pay - Hours</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Other hours paid at the employee's standard hourly job rate.</td>
<td></td>
</tr>
<tr>
<td>OVF</td>
<td>Overtime Pay - FLSA generated</td>
<td>Hours</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
<td>OVF cannot be entered in UltraTime. This is calculated automatically in Banner based on number of hours worked per week. For example, employee works 48 hours in one week and is paid $10 per hour. Banner paycheck show 48 hours regular a regular $10 pay rate x 480.</td>
<td></td>
</tr>
<tr>
<td>OWH</td>
<td>Other Pay - Hours</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Used when a supervisor wants to track hours employee is not in the office and not working, but is still being considered Overtime eligible worked hours.</td>
<td></td>
</tr>
<tr>
<td>OWI</td>
<td>OWI Regular Pay - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Used when a supervisor wants to track hours employee is not in the office and not working, but is still being considered Overtime eligible worked hours.</td>
<td></td>
</tr>
<tr>
<td>OVN</td>
<td>OVN Overtime Pay - Manual</td>
<td>Hours</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
<td>This code will be used in the adjustment batch when an adjustment should be made for overtime that wasn’t paid in a prior pay period. Enter number of Overtime hours worked but not paid. Pay will be calculated as hours times 1.5 x base hourly rate.</td>
<td></td>
</tr>
<tr>
<td>PRH</td>
<td>Personal Day - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence for personal use within annual allotment as outlined by Human Resources for hourly workers.</td>
<td></td>
</tr>
<tr>
<td>REG</td>
<td>Regular Pay - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Pay of a 5% of base rate added to base hourly rate for all hours in a shift, when eligible. Used by Utilities.</td>
<td></td>
</tr>
<tr>
<td>SD1</td>
<td>Shift Differential - 40</td>
<td>Hours</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
<td></td>
<td></td>
<td>Pay of 5% of base rate added to base hourly rate for all hours in a shift, when eligible. Used by Utilities.</td>
<td></td>
</tr>
<tr>
<td>SD3</td>
<td>Shift Differential - 75</td>
<td>Hours</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
<td></td>
<td></td>
<td>Pay of 5% of base rate added to base hourly rate for all hours in a shift, when eligible. Used by Utilities.</td>
<td></td>
</tr>
<tr>
<td>SFH</td>
<td>FMLA Sick - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid FMLA absence for personal illness (regular sick) under FMLA rules as outlined by Human Resources for hourly workers.</td>
<td></td>
</tr>
<tr>
<td>SUS</td>
<td>Unpaid Suspension</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence for personal illness within annual allotment of sick hours as outlined by Human Resources for hourly workers.</td>
<td></td>
</tr>
<tr>
<td>TIP</td>
<td>Tips Reported</td>
<td>$ Amount</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
<td></td>
<td></td>
<td>Additional money provided voluntarily by customers. Considered taxable wages to the employee receiving them. Tip money will be entered at the clock. If entered in an adjustment batch, they must be entered as a flat amount, not as hours.</td>
<td></td>
</tr>
<tr>
<td>TBN</td>
<td>Training</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence for hours worked outside of office. Hours will be charged to Regular Hours.</td>
<td></td>
</tr>
<tr>
<td>UFM</td>
<td>Unpaid FMLA</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Unpaid FMLA absence.</td>
<td></td>
</tr>
<tr>
<td>UNM</td>
<td>Unpaid Other</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>To record general unpaid hours.</td>
<td></td>
</tr>
<tr>
<td>VAL</td>
<td>Vacation - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence for vacation within annual allotment as outlined by Human Resources for hourly workers.</td>
<td></td>
</tr>
<tr>
<td>VPH</td>
<td>FMLA Vacation - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid FMLA absence for vacation (regular vacation) under FMLA rules as outlined by Human Resources for hourly workers.</td>
<td></td>
</tr>
<tr>
<td>WTH</td>
<td>Weather Related Pay - Hourly</td>
<td>Hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Paid</td>
<td></td>
<td>Paid absence for University closing caused by extreme weather conditions.</td>
<td></td>
</tr>
</tbody>
</table>

Key:
- Regular Pay: Hours Component times base rate.
- Overtime Pay: Hours Component times Overtime rate.
- PFH: Premium Pay.
- Overtime and Shift differential.
- OHH: Other Pay - Hourly.
- UFL: Unpaid FMLA.
- UNM: Unpaid Other.
- VAC: Vacation - Hourly.
- VPH: FMLA Vacation - Hourly.
- JDH: Job Injury - Vacation.
- JIU: Job Injury - Unpaid.
- JIV: Job Injury - Vacation.
- UNM: Unpaid Medical.
- OHH: Other Pay - Hours.
- OVF: Overtime Pay - FLSA generated.
- OWH: Other Par - Hours.
- OWI: OWI Regular Pay - Hourly.
- PRH: Personal Day - Hourly.
- REG: Regular Pay - Hourly.
- SD1: Shift Differential - 40.
- SD3: Shift Differential - 75.
- SFH: FMLA Sick - Hourly.
- SKH: Sick - Hourly.
- SUS: Unpaid Suspension.
- TIP: Tips Reported.
- TBN: Training.
- UFM: Unpaid FMLA.
- UNM: Unpaid Other.
- VAC: Vacation - Hourly.
- VPH: FMLA Vacation - Hourly.
- JDH: Job Injury - Vacation.
- JIU: Job Injury - Unpaid.
- JIV: Job Injury - Vacation.
- UNM: Unpaid Medical.
- OHH: Other Pay - Hours.
- OVF: Overtime Pay - FLSA generated.
- OWH: Other Par - Hours.
- OWI: OWI Regular Pay - Hourly.
- PRH: Personal Day - Hourly.
- REG: Regular Pay - Hourly.
- SD1: Shift Differential - 40.
- SD3: Shift Differential - 75.
- SFH: FMLA Sick - Hourly.
- SKH: Sick - Hourly.
- SUS: Unpaid Suspension.
- TIP: Tips Reported.
- TBN: Training.
- UFM: Unpaid FMLA.
- UNM: Unpaid Other.
- VAC: Vacation - Hourly.
- VPH: FMLA Vacation - Hourly.