

**EARN Codes used in Ultratime Enterprise and in Banner**  
Effective 7/1/16

UltraTime EARN Code	Code is unique to UltraTime only	Converts to Banner EARN Code	Banner Description & Description on Paychecks	USAGE
APR		APR	Prior Pay-Current Job Rate	Payment for regular hours worked, but not reported, during a prior pay period. Enter hours in adjustment batch, adjusted pay will be calculated based on hours entered times hourly base rate. If the prior hours worked exceeded 40 hours in a week, overtime needs to be manually added using OVN. See below.
APS		APS	Special Hourly Rate Pay	Payment for regular hours worked paid at a special hourly rate in the adjustment batch. Adjusted pay will be calculated based on hours times special rate. <i>This Earnings Code can only be entered one time per pay period, per employee.</i>
BTO		BTO	Paid Time Off	* Available upon request from Payroll. "Bonus" in the form of paid time off.
DFH	Deferred Holiday	HOL	Holiday Pay	Deferred Holiday hours. Will import to Banner as regular Holiday.
EDU	Education	OHH	Other Pay - Hours	Paid absence hours for education benefit. Hours will be charged to Other Hours, and are NOT eligible for Overtime Pay.
FNH		FNH	Funeral - Hourly	Paid absence for qualified funeral as outlined by Human Resources for hourly workers. Hours are NOT eligible for Overtime Pay
HOL		HOL	Holiday Pay	Paid hours for University Holidays. Hours are NOT eligible for Overtime Pay
INH <i>(NEW)</i>		INH	Incidental	Incidental hours - no per pay accrual. Used for Personal or Family Illness, not to be used for Vacation. Also used during STIR waiting period, but cannot be used at same time as STIR.
JDH		JDH	Jury Duty - Hourly	Paid absence for jury duty as outlined by Human Resources for hourly workers. Hours are NOT eligible for Overtime Pay
JIA	Job Injury Appt	OHH	Other Pay - Hours	On the job injury (Worker's Comp) paid hours for a medical appointment, e.g. physical therapy <i>Please refer to WC outline for more information</i>
OHA		OHA	Other Pay - Annualized Rate	A non-bonus related flat dollar amount payment. <i>Used when original worked hours have already been recorded.</i>
OHH		OHH	Other Pay - Hours	Other hours paid at the employee's standard hourly job rate; hours are NOT eligible for Overtime Pay. For use in Adjustment Batch only, please contact Payroll prior to entering
OT - Overtime		OVF	Overtime Pay - FLSA generated	<u>OVF cannot be entered in UltraTime.</u> 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 will show 48 hours regular x regular \$10 pay rate = \$480. It will also show 8 hours OVF at .5 pay Used to track hours employee is not in the office and not working, but is still being paid. Examples include leaving early for Holidays, travel time outside of normal work hours. These are <u>not</u> considered Overtime eligible worked hours.
OOP	Out Office Paid	OHH	Other Pay - Hours	Used to track hours employee is working off site. Examples include running errands, working from home, travel time during normal work hours. These are considered worked hours and eligible for Overtime.
OOW	Out Office Work	RHR	Regular Pay - Hourly	Used to track hours employee is working off site. Examples include running errands, working from home, travel time during normal work hours. These are considered worked hours and eligible for Overtime.
OVN		OVN	Overtime Pay - Manual	This code will be used in the adjustment batch when an adjustment should be made for overtime that wasn't paid in a <u>prior pay period</u> . Enter number of Overtime hours worked but not paid. Pay will be calculated as hours multiplied by 1.5 x base hourly rate.
PLH <i>(NEW)</i>		PLH	Parental Leave	Used to track and pay approved Parental Leave
PRH		PRH	Personal Day - Hourly	Paid absence for personal use within annual allotment as outlined by Human Resources for hourly workers; hours are deducted from the Incidental Hours bank.
RHR RHS		RHR RHS	Regular Pay - Hourly Regular Pay - Student	Hourly base pay for all bi-weekly employees.
RSV	Reserved Vacation	VAH	Vacation - Hourly	This code is used in UltraTime so supervisors can record and track requested vacation hours before the employee has earned/accrued them. Paid hours are contingent on available hours in the vacation bank at the time they are used.
SD1		SD1	Shift Differential - .50	Pay of \$.50 per hour added to base hourly rate for all hours in a shift, when eligible. All departments on campus except Utilities and Health Services use SD1.
SD3		SD3	Shift Differential - .75	Pay of \$.75 per hour added to base hourly rate for all hours in a shift, when eligible. Used by Utilities.
SD4		SD4	Shift Differential - 5%	Pay of 5% of base rate added to base hourly rate for all hours in a shift, when eligible. Used by Health Services.
STH <i>(NEW)</i>		STH	Short Term - Hourly	Short term income replacement - 100% of employee's pay for up to 6 mos.
TIP		TIP	Tips Reported - Cash	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 the adjustment batch, it must be entered as a flat dollar amount, not as hours.
TPC		TIP	Tips Reported - Credit	Additional money provided voluntarily by customers. Considered taxable wages to the employee receiving them. Credit card tip money will be entered in the adjustment batch as flat dollar amount.
TRN	Training	RHR	Regular Pay - Hourly	Paid absence hours for training. Hours will be charged to Regular Hours and are eligible for overtime pay.
UNM		UNM	Unpaid - Manual	To record unpaid hours - <b>**USE COMMENT SECTION TO DESCRIBE ABSENCE**</b> .
VAC		VAH	Vacation - Hourly	Paid absence for vacation hours as outlined by Human Resources for hourly employees.
WTH		WTH	Weather Related Pay - Hourly	Paid absence for University closing caused by extreme weather conditions.

**Key**

Regular Pay	Hours component times base job record hourly rate
Premium Pay	Overtime and shift differential
Absence Code	
Additional Pay	Additional pay beyond worked hours base pay
Unpaid	