

EARN Codes used in Ultratime and in Banner (effective 1/13/24)

*** Please use Comments Section in Adjustment File to Indicate Purpose of Other Pays ***

UtraTime EARN Code	Code is unique to UltraTime - Description	Converts to Banner EARN Code	Banner Description and Description on Paychecks	Hours vs. Flat \$ Amount	Eligible for OT	Eligible for 403(b) and Pension Choice	Preferred location to enter	USAGE
ADR		ADR	Current Pay - Adjust Hours	Hours	Yes	Yes	Absence Tab	Payment for regular hours worked during a current pay period. For ex. can be used to track hours employee is working offsite such as travel time during normal work hours or working from home. Enter in Absence tab using code ADR if possible, if not enter in Adjustment File.
ADS		ADS	Current Pay - Adjust Special Rate	Hours and Special \$ Rate	Yes	No	Adjustment File	Payment for regular hours worked paid at a special hourly rate in the current pay period. Adjusted pay will be calculated based on hours times special rate. Enter in Adjustment file. ** This Earnings Code can only be entered one time per pay period, per employee.
ADU		ADU	Current Pay - Adjust \$ Amount	Flat \$ Amount	Yes	Yes	Adjustment File	A non-bonus related flat dollar/lump sum \$ only amount payment. Used when original worked hours have already been recorded. For example: lead pay differential.
APR		APR	Prior Pay - Adjust Hours	Hours	No	Yes	Either	Payment for regular hours worked during a prior pay period but not reported. 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	Prior Pay - Adjust Special Rate	Hours and Special \$ Rate	No	No	Adjustment File	Payment for regular hours worked during a prior paid period and to be paid at a special hourly rate. Adjusted pay will be calculated based on hours times special rate. This Earnings Code can only be entered one time per pay period, per employee.
APU		APU	Prior Pay - Adjust \$ Amount	Flat \$ Amount	No	Yes	Adjustment File	A non-bonus related flat dollar/lump sum \$ amount payment - adjustment pay from prior pay period. For Example: retro hourly rate increase differential. If overtime occurred, please calculate overtime that applied as well.
BTO		BTO	Paid Time Off	Hours	No	Yes	Payroll	* Available upon request from Payroll. "Bonus" in the form of paid time off.
DFH	Deferred Holiday	HOL	Holiday Pay	Hours	No	Yes	Absence Tab	Deferred Holiday hours. Will import to Banner as regular Holiday.
EDU	Education	OHH	Other Pay - Hours	Hours	No	Yes	Absence Tab	Paid absence hours for education benefit.
BMH		BMH	Bereavement - Hourly	Hours	No	Yes	Absence Tab	Paid absence for qualified bereavement as outlined by Human Resources for hourly workers.
HOL		HOL	Holiday Pay	Hours	No	Yes	Absence Tab	Paid hours for University Holidays.
INH		INH	Incidental - Hourly	Hours	No	Yes	Absence Tab	Incidental days - ten days per calendar year - 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	Hours	No	Yes	Absence Tab	Paid absence for jury duty as outlined by Human Resources for hourly workers.
OHH		OHH	Other Pay - Hours	Hours	No	Yes	Adjustment File	Other hours paid at the employee's standard hourly job rate. Other Hours are not eligible for OT, use ADR for current pay period which will calculate overtime.
OOP	Out Office Paid	OHH	Other Pay - Hours	Hours	No	Yes	Absence Tab	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.
OT - Overtime		OVF	Overtime Pay - FLSA generated	Hours	No	Yes	n/a	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 will show 48 hours regular x regular \$10 pay rate = \$480. It will also show 8 hours OVF at .5 pay rate, or 8 hours x \$10/hour x .5 = \$40. Total earnings equals \$520.
OVN		OVN	Overtime Pay - Manual	Hours	No	Yes	Adjustment File	This code will be used in the adjustment file 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 times 1.5 x base hourly rate.
PLH		PLH	Parental Leave Pay - Hourly	Hours	No	Yes	Absence Tab	Used to track and pay approved Parental Leave.
PRH		PRH	Personal Day - Hourly	Hours	No	Yes	Absence Tab	Paid absence for personal use within annual allotment as outlined by HR for hourly workers; hours are deducted from the ten incidental days.
RHR RHS		RHR RHS	Regular Pay - Hourly Regular Pay - Student	Hours	Yes	Yes	n/a	Hourly base pay for all bi-weekly employees.
RSV	Placeholder Absence	ERROR		Hours	No	No	Absence Tab	Used as a placeholder so requested vacation hours may be recorded and tracked before the employee has earned/accrued them. The code must be changed to VAC or other absence code at the time they are used and paid hours are contingent on available hours in the leave bank.
SD1		SD1	Shift Differential - .50	Hours	Yes	Yes	Adjustment File	Pay of \$0.50 per hour added to base hourly rate for all eligible hours in a shift. All departments on campus except Utilities and UEE use SD1.
SD2		SD2	Shift Differential - \$1	Hours	Yes	Yes	Adjustment File	Pay of \$1.00 per hour added to base hourly rate for all eligible hours in a shift. UEE uses SD2.
STH		STH	STIR Pay - Hourly	Hours	No	Yes	Absence Tab	Short term income replacement - 100% of employee's pay for up to 6 mos.
TIP		TIP	Cash Tips Reported	Flat \$ Amount	No	Yes	Hours Tab	Additional money provided voluntarily by customers. Considered taxable wages to the employee receiving them. Tip money will be entered at the clock. <i>If entered in the adjustment batch, it must be entered as a flat dollar amount, not as hours.</i>
TPC		TIP	Charge Tips Reported	Flat \$ Amount	No	Yes	Adjustment File	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	ADR	Regular Pay - Hourly	Hours	Yes	Yes	Absence Tab	Paid absence hours for training. Hours will be charged to Current Pay - Adjust Hours, and included for overtime calculation.
UNM		UNM	Unpaid - Manual	Hours	No	No	Absence Tab	To record unpaid hours - **USE COMMENT SECTION TO DESCRIBE ABSENCE**
UOC		UNM	Unpaid - Occurrence	Hours	No	No	Absence Tab	To record unpaid hours resulting in an attendance occurrence - **USE COMMENT SECTION TO DESCRIBE ABSENCE**
VAC		VAH	Vacation - Hourly	Hours	No	Yes	Absence Tab	Paid absence for vacation hours as outlined by Human Resources for hourly employees.
WCH		WCH	Worker's Compensation - Hourly	Hours	No	Yes	Absence Tab	Paid absence for worker's compensation as outlined by Human Resources for hourly employees.
WTH		WTH	Weather Related Pay - Hourly	Hours	No	Yes	Absence Tab	Paid absence for University closing caused by extreme weather conditions.
<u>OHA</u>	The former OHA code will typically be replaced by either ADU or APU depending on the adjusted type of pay in the current or prior pay period - please note overtime differences. OHA is NOT eligible for overtime or 403(b) - Submit paper form to HR to use OHA for additional pay above normal worked hours compensation. Ex: Any type of "bonus" amount.							

Key

Regular Pay	Base pay - eligible for both OT and 403(b)
Other Pay	Adjusted hours or \$ amounts - note differences in OT and 403(b) eligibility

Key

Premium Pay	Overtime and shift differential; 403(b) yes
Absence Code	Eligible for 403(b); not eligible for overtime

Key

Tip	Tips received *** OT no but 403(b) yes
Unpaid	Please use comments