

## EARN Codes used in Ultratime and in Banner (effective 12/16/17)

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

| UltraTime EARN Code         | Code is unique to UltraTime only - 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 | USAGE   |
|-----------------------------|--|------------------------------|---|--------------------------|-----------------|--|---|
| ADR<br><small>(NEW)</small> |  | ADR                          | Current Pay - Adjust Hours                      | Hours                    | Yes             | Yes                                    | 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 Adjustment file or Absence tab using code ADR.   |
| ADS<br><small>(NEW)</small> |  | ADS                          | Current Pay - Adjust Special Rate               | Hours and \$ Rate        | Yes             | No                                     | 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. <i>This Earnings Code can only be entered one time per pay period, per employee.</i>   |
| ADU<br><small>(NEW)</small> |  | ADU                          | Current Pay - Adjust \$ Amount                  | \$ Amount                | Yes             | Yes                                    | 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. Enter in adjustment file.  |
| APR                         |  | APR                          | Prior Pay - Adjust Hours                        | Hours                    | No              | Yes                                    | Payment for regular hours worked, but not reported, during a prior pay period. Enter hours in adjustment file or Absence tab. 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 \$ Rate        | No              | No                                     | 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. Enter in adjustment file. <i>This Earnings Code can only be entered one time per pay period, per employee.</i>   |
| APU<br><small>(NEW)</small> |  | APU                          | Prior Pay - Adjust \$ Amount                    | \$ Amount                | No              | Yes                                    | 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                                    | * Available upon request from Payroll. "Bonus" in the form of paid time off.  |
| DFH                         | Deferred Holiday   | HOL                          | Holiday Pay                                     | Hours                    | No              | Yes                                    | Deferred Holiday hours. Will import to Banner as regular Holiday.   |
| EDU                         | Education  | OHH                          | Other Pay - Hours                               | Hours                    | No              | Yes                                    | Paid absence hours for education benefit.   |
| FNH                         |  | FNH                          | Funeral - Hourly                                | Hours                    | No              | Yes                                    | Paid absence for qualified funeral as outlined by Human Resources for hourly workers.   |
| HOL                         |  | HOL                          | Holiday Pay                                     | Hours                    | No              | Yes                                    | Paid hours for University Holidays.   |
| INH                         |  | INH                          | Incidental - Hourly                             | Hours                    | No              | Yes                                    | 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                                    | Paid absence for jury duty as outlined by Human Resources for hourly workers.   |
| OHH                         |  | OHH                          | Other Pay - Hours                               | Hours                    | No              | Yes                                    | Other hours paid at the employee's standard hourly job rate. Enter in Adjustment Batch. Other Hours are not eligible for OT, use ADR for current pay period which will calculate overtime.  |
| OT - Overtime               |  | OVF                          | Overtime Pay - FLSA generated                   | Hours                    | No              | Yes                                    | 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. |
| OOP                         | Out Office Paid  | OHH                          | Other Pay - Hours                               | Hours                    | No              | Yes                                    | 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.  |
| OVN                         |  | OVN                          | Overtime Pay - Manual                           | Hours                    | No              | Yes                                    | 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.   |
| PLH                         |  | PLH                          | Parental Leave Pay - Hourly                     | Hours                    | No              | Yes                                    | Used to track and pay approved Parental Leave   |
| PRH                         |  | PRH                          | Personal Day - Hourly                           | Hours                    | No              | Yes                                    | Paid absence for personal use within annual allotment as outlined by Human Resources for hourly workers; hours are deducted from the ten incidental days.   |
| RHR<br>RHS                  |  | RHR<br>RHS                   | Regular Pay - Hourly<br>Regular Pay - Student   | Hours                    | Yes             | Yes                                    | Hourly base pay for all bi-weekly employees.  |
| SD1                         |  | SD1                          | Shift Differential - .50                        | Hours                    | Yes             | Yes                                    | 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                        | Hours                    | Yes             | Yes                                    | 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%                         | Hours                    | Yes             | Yes                                    | Pay of 5% of base rate added to base hourly rate for all hours in a shift, when eligible. Used by Health Services.  |
| TIP                         |  | TIP                          | Cash Tips Reported                              | \$ Amount                | No              | Yes                                    | 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                          | Charge Tips Reported                            | \$ Amount                | No              | Yes                                    | 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                                    | 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                                     | To record unpaid hours - **USE COMMENT SECTION TO DESCRIBE ABSENCE**.   |
| VAC                         |  | VAH                          | Vacation - Hourly                               | Hours                    | No              | Yes                                    | Paid absence for vacation hours as outlined by Human Resources for hourly employees.  |
| RSV                         | Reserved Vacation  | VAH                          | Vacation - Hourly                               | Hours                    | No              | Yes                                    | 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.   |
| STH                         |  | STH                          | STIR Pay - Hourly                               | Hours                    | No              | Yes                                    | Short term income replacement - 100% of employee's pay for up to 6 mos.   |
| WCH<br><small>(NEW)</small> |  | WCH                          | Worker's Compensation - Hourly                  | Hours                    | No              | Yes                                    | Paid absence for worker's compensation as outlined by Human Resources for hourly employees.   |
| WTH                         |  | WTH                          | Weather Related Pay - Hourly                    | Hours                    | No              | Yes                                    | Paid absence for University closing caused by extreme weather conditions.   |
| OHA                         | 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 - <i>note differences in OT and 403(b) eligibility</i> |
| Premium Pay  | Overtime and shift differential; 403(b) yes   |
| Absence Code | Eligible for 403(b); not eligible for overtime                                      |
| Tip          | Tips received *** OT no but 403(b) yes  |
| Unpaid       | Please use comments   |