

Hourly Earnings Codes

Description	Workforce Code	PeopleSoft Code	When code would be used?
Administrative Leave	ADMIN_LEAVE	ADM	When determined to be in the university's best interest that an hourly employee not return to work for a specified period of time or designated emergency closing of the university.
Class Hours	CLASS_HOURS	CLS	Used to report hours that an hourly employee has been allowed to take as class hours.
Commission	COMMISSION	COM	Pre-determined payments made solely on the sale of goods/services, approved by Compensation Services.
Compensatory Time Accrued	COMP_TIME_BANKED	CPA	Alternative method to report overtime hours on hourly employees that work overtime and have agreed to accept compensatory time in lieu of overtime pay.
Compensatory Time Taken	COMP_TIME	CPT	Used to report hours taken by an hourly employee with an available compensatory time balance.
Extended Sick Leave	EXT_SICK_LEAVE	ESL	Used to report hours an hourly employee has taken while out on extended sick leave due to an extended personal illness requiring more than five days. It is assumed a person who is on ESL is eligible for FMLA and once the ESL code is used, FMLA will be tracked by the system.
Family & Medical Leave with Pay	FMLA_PAID	FML	Used to report hours an FMLA eligible hourly employee has taken while out on Family and Medical Leave when they have paid leave hours available. Employees who have no ESL will use this FML code. The FML code will also be used, the first 5 days before employees can access ESL hours. All FMLA hours will be tracked by the system.
Family & Medical Leave without pay	FMLA_UNPAID	FMN	Used to report hours an FMLA eligible hourly employee uses if they have no paid or extended sick leave or if they have exhausted all paid and Extended Sick Leave balances.
Holiday Leave	HOL	HOL	Used to report time hourly benefits eligible employees are excused from work with pay on days recognized by the university as holidays.
	BANKED_HOL		Used to "Bank" holiday hours for hourly benefits eligible employees are excused from work with pay on days recognized by the university as holidays.
Jury Duty	JURY	JRY	Used to report time away from work due to being subpoenaed for jury duty or as a witness before a court of law, legislative committee or judicial body by a benefit eligible hourly employee.
Military Leave	MILITARY	MIL	Used for the first 30 days that an hourly employee has been called to active or inactive military duty during the current federal fiscal year.
On The Job Injury	INJURY	OJI	Used to report hours off work due to an on-the-job injury. Any FMLA eligibility will be tracked by the system.
Overtime Earnings	OT_1_5	OVT	Used to report time worked in excess of 40 hours in a week. Overtime hours will be paid at a rate of time and one-half of the hourly employee's regular rate of pay. For the purpose of computing overtime pay, scheduled paid leave and holidays will be treated as hours worked.
PEAK Employees	PEAK	PEK	Used to report hours worked for PEAK employees. Allows the general ledger interface to calculate amount owed for the PEAK administration fee based on the gross PEAK amount paid.
PEAK Overtime	PEAK_OT	POV	Used to report hours worked by PEAK employees once they have worked more than 40 hours in a week. POV will be paid at the rate of time and one-half for the time worked in excess of 40 hours per workweek.
Paid Leave Scheduled	PAID_LEAVE_SCHED	PLS	Used to report "approved" hours an hourly employee is off work.
Paid Leave Unscheduled	PAID_LEAVE_UNSCHEd	PLU	Hours an hourly employee is off work that were not approved in advance, such as calling in sick.
Hourly Regular Earnings	REG	RGR	Compensation for regular earnings reported by hourly employees.
Stipend	STIPEND	SPD	Used to pay employee additional pay based on performance when it is the employer's discretion as to whether the employee receives the stipend.
Supplemental Pay	SUPPLEMENTAL	SPM	Used to pay a current hourly employee for work performed in another department on campus.
Terminal Paid Leave	PAID_LEAVE_PAYOUT	TPL	Used to report payment of paid leave for an hourly employee at the time of termination.

Notes: 1) Supplemental Earnings are one-time payments and are to be entered on the Time & Earnings screens.

2) Additional Pays are a specific amount of pay for a short period of time not considered a part of an employee's base pay (e.g., Additional duties for a specified period of time). Not entered on Time & Earnings screens. Must be submitted on a PAF.