

Monthly Earnings Codes

| Description | Workforce Code | PeopleSoft code | When code would be used? |
|----------------------------|--------------------------|-----------------|--|
| Administrative Leave | ADMIN_LEAVE | ADL | Used when it is determined to be in the best interest of the university that a monthly employee not return to work for a specified period of time or for designated emergency closing of the university. |
| Class Hours | CLASS_HOURS | CLA | Used to report hours that a monthly employee has been allowed to take as Class Hours. |
| Extended Sick Leave | EXT_SICK_LEAVE | XSL | Used to report hours a monthly employee has taken while out on Extended Sick Leave due to an extended personal illness requiring more than five days. Also used in reporting hours a faculty member has taken while out on Extended Sick Leave due to personal illness. Faculty members can access their Extended Sick Leave immediately. 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. |
| FMLA With Pay | FMLA_PAID | PFM | Used to report hours an FMLA eligible monthly 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. |
| FMLA Without Pay | FMLA_UNPAID | UFM | Used to report hours an FMLA eligible monthly employee uses if they have no Paid Leave or ESL or if they have exhausted all paid leave and ESL balances. All FMLA hours will be tracked by the system. |
| Holiday | HOL | HLD | Used to report time monthly benefits eligible employees are excused from work with pay on days recognized by the university as Holidays. |
| Jury Duty | JURY | JUR | 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 monthly employee. |
| Military Leave | MILITARY | MLT | Used for the first 30 days that a monthly 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. |
| PEAK Supplemental Earnings | PEAK_SUPPLEMENTAL | PSL | Used to pay a current (monthly) employee for PEAK work performed in another department on campus. |
| Stipend | STIPEND | SPD | Used for payments made for performance based accomplishments. |
| Paid Leave Scheduled | PAID_LEAVE_SCHED | SPL | Used to report “approved” hours a monthly employee is off work. |
| Supplemental Earnings | SUPPLEMENTAL | SUP | Used to pay a current monthly employee for work performed in another department on campus. |
| Terminal Paid Leave | PAID_LEAVE_PAYOUT | TPM | Used to report payment of paid leave for a monthly employee at the time of termination. |