

## Earn Code Changes related to Time Labor

Earn Code	Description	PAF Info	Time & Labor Info
HRL	Current Employee Status is exempt, paid monthly and is being hired in a position in which pay is hourly.	Fill out the PAF as you would for BIW, but use MON in the pay group and REX in the earn code.	Time Reporter -Employee will enter time on the monthly time sheet. The system will recognize the REX and the Hourly pay frequency and assign HRL during payroll processing. Cannot choose HRL from a TRC (Time Reporting Code List.)
UNI	Unit based pay for EXEMPT employee Paid Monthly	PAF is prepared as normal. HR makes any adjustment during data entry. NOTE: The Rate of pay will not show in Job data. It will show display only in Additional pay panel. The combo code will show in both Job JED and in Additional pay panels. Currently on turnarounds rate of pay will be blank.	On the Monthly pay sheet, the reporter will select UNI from the TRC (Time Reporting Code) drop down list and enter the number of units to be paid. The system will ask the reporter to verify the rate of pay through a pop up message.
CMB	Unit pay for NON-EXEMPT employee paid on BIW cycle	PAF is prepared as normal. HR makes any adjustment during data entry. NOTE: The Rate of pay will NOT be entered in the Job Panel. The rate will be entered on the additional pay panel that HR Creates.	Time Reporter - Employee will select CMB from the TRC (Time Reporting Code List and enter the number of untis to be paid. The system will ask to verify the rate of pay.
SEB	Transition Pay Eligible employees paid BIW	Prepare the PAF as Normal. HR will take care of all adjustments.	Time approver or Time Keeper will selct SEB from the TRC (Time Reporting Code) list and enter the number of hours to be paid. All of the hours for the pay period may be entered on a single day. You do not need to enter the hours for each day being paid. The Time Approver or Time Keeper will be asked to verify the rate of pay.
	Retirees where vacation is being paid out.	Process PAF as normal. HR will enter a Paid Leave of Absence - Vacation Payout Retirement.	Time Keeper or Time Approver will select Vacation from the TRC (Time Reporting Code) list and enter the number of hours to be paid. All of the hours for the pay period may be entered on a single day. You do not need to enter the hours for each day being paid. The Time Approver or Time Keeper will be asked to verify the rate of pay.