

Employee Contributions to the UM Retirement Plan

“Regular” pay

Earnings codes will be used in combination with the REG/TEMP field for a job record to drive whether the earnings should be subject to the contribution. Remember job record is the 9th digit of an employee ID that indicates the number of jobs held at the University. This is important to note because a benefit eligible person might hold another part time position and the earnings under that position are not subject to the deduction.

PAF's and appointments will be processed using the earnings codes you are familiar with. REG, REX, etc. Payroll Rosters will generate for review and will match the codes used on the PAF.

During the final payroll calculation a system process will run which identifies the Benefit Eligible earnings for that period. This process conversely identifies the non-benefit eligible earnings and changes the earning code. These new non-benefit eligible/creditable earnings codes are called “T-Counterpart earn Codes.” T- counterpart earn codes are not creditable and not used in calculation of the employee contribution.

It is important to note: **You will not see these codes used on PAF's, nor will they be on Payroll rosters. They will appear on the departmental fiscal reports and on the employee pay advice.**

Summer Pay Earning Codes

Please review updated Provost documentation regarding extra compensation and summer pay <http://www.umkc.edu/provost/policiesproceduresforms/index.asp>

- Creditable summer pay **only** applies to faculty/teaching academic employees on a 9 month appointment.
- Do not use summer earnings code for any 12 month or administrative benefit eligible employee.
- SST is the only allowable code for non-benefit eligible folks. Use REX.
- Summer earn codes are NOT used to “defer” June payments to the next fiscal year.
- Creditable maximum is 2/9 of the total 9 month salary. (Policy recognized the entire amount for the contract period whether or not the department considers the total as “base” salary.)
- Maximum allowable summer earnings are 3/9 of the 9 month salary.

The Department HRF must manually manage by using and monitoring the correct earn code.

- T Counterpart codes should only be used once the 2/9 maximum is reached chronologically. Meaning it would be unusual to use a T- Counterpart code in June.
- HR has created a summer pay spreadsheet which guides you through correct use. Please note that ALL previous summer earnings submitted in that same summer (June – August) must be considered for subsequent PAF’s .
- If summer earnings are to be issued retroactively, all coding should reflect as if it occurred in the correct month (June – August). These will not display in web time and you will need to remember to submit the payroll changes form during the web time review period. Please do not submit payroll changes forms with the PAF. They are to be sent via e-mail attachment to Diane Dunfee and Sheila Cheffen.

Codes for Creditable Summer Earnings for 9-month Faculty Appointments		
Description	Within 2/9 Limit Summer Earn Code Set SI (subject to retirement contribution)	In Excess of 2/9 limit Summer Earn Code Set SII (<u>exempt</u> from retirement contribution)
Summer Period Admin	SPA	TSA
Summer Period Course & Curriculum Development	SPC	TSC
Summer Period Extension	SPE	TSX
Summer Period Other	SPO	TSO
Summer Period Research	SPR	TSR
Summer Session Teaching	SST	TST
Summer Period Research Pay Group M18	ARE	8SR
Summer Period Research Pay Group M17	ARS	7SR
Summer Session Teaching M18	ATE	8ST