

P S EARN CODES

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	PEN	403	RET	Used By	Definition	Example of Use	Comments
ACA	ACADEMIC NON-EXTENSION	PAF	None	Salaried	No	Y	Y	Department	Extra compensation for non-extension teaching and research.	9 Month Faculty asked to take over a class.	
ACE	NRA ACADEMIC NON-EXTENSION	PAF	None	Salaried	No	Y	Y	Department	Extra compensation for non-extension teaching and research.	9 Month Faculty asked to take over a class.	
AIC	NONRESID ALIEN INDEP CONTR	PAF	None	All	No	No	No	Payroll/HR	NRA Independent Contractor paid through payroll to withhold taxes.		
AME	NRA REGULAR PAY MONTHLY 18	PAF	None	Salaried	Y	Y	Y	Department	Regular pay to exempt staff in pay group M18.		
AMS	NRA REGULAR PAY MONTHLY 17	PAF	None	Salaried	Y	Y	Y	Department	Regular pay to exempt staff in pay group M17.		
APE	NRA REGULAR PAY NONEXEMPT 18	PAF	Hours	Hourly	Y	Y	Y	Department	Regular pay to nonexempt staff in pay group B18.		
APS	NRA REGULAR PAY NONEXEMPT 17	PAF	Hours	Hourly	Y	Y	Y	Department	Regular pay to nonexempt staff in pay group B17.		
ARE	SUMMER RESEARCH M18	Addl Pay	None	Salaried	Y	Y	Y	Department	Pay to faculty for services during summer calculated in advance and then paid in a series of equal monthly payments as part of the regular paycheck.		
ARS	SUMMER RESEARCH M17	Addl Pay	None	Salaried	Y	Y	Y	Department	Pay to faculty for services during summer calculated in advance and then paid in a series of equal monthly payments as part of the regular paycheck.		
ARY	NORESAD ALIEN ROYALTY	PAF	None	All	No	Y	No	Payroll/HR	Copyright Royalties to a NRA.	University Press at UMSYS	
ASC	NONRESID ALIEN SCHOLARSHIP	PAF	None	All	No	No	No	Payroll/HR	NRA Scholarship, exempt from tax withholding.		
ATE	SUMMER SESSION TEACHING M18	Addl Pay	None	Salaried	Y	Y	Y	Department	Used to identify summer appointments for faculty 9/12 teaching credit courses during summer session.		
ATS	SUMMER SESSION TEACHING M17	Addl Pay	None	Salaried	Y	Y	Y	Department	Used to identify summer appointments for faculty 9/12 teaching credit courses during summer session.		
AVL	VACATION-LUMP SUM B18/M18	Addl Pay	None, See Note	All	Y	Y	No	Department	Vacation Lump Sum Payout	Payoff vacation balance when an employee transfers from a benefit eligible position to a non-benefit eligible position.	Attach Addl Pay Form to the termination PAF.
AWD	AWARDS/PRIZES	Addl Pay	None, See Note	All	No	Y	No	Department	Additional taxable compensation	Outstanding Teaching Award, Outstanding Achievement in Recruiting	
BBO	BEN TO CONT BEN OTHR SPOU	PAF	None						Paid in CO=RET so No		
BBS	BEN TO CONT BEN IS SPOUSE	PAF	None						Paid in CO=RET so No		
BJO	SURV BEN ANNU OTHR SPOUSE	PAF	None						Paid in CO=RET so No		
BJS	SURV BEN JNT ANNU SPOUSE	PAF	None						Paid in CO=RET so No		
BRP	BEN RESTORATION PLAN	PAF	None	Salaried	No	No	No	Department	A monthly benefit to designated participants in the UM Retirement Benefit System Benefit Restoration Plan. This plan is a nonqualified retirement plan, therefore payments are subject to withholding of payroll taxes and are reported on Form W-2.	Used only by UM Faculty & Staff Benefits.	
CAL	CALL SHIFTS	Add row WebTime	Hours	Hourly	Y	Y	Y	Department	On call for emergency.	Per JS, 8hrs OnCall=1hrCAL	
CAR	AUTOMOBILE ALLOW-TAXABLE	Addl Pay	None, See Note	All	No	Y	No	Department	Cash provided in lieu of tracking mileage of personal vehicle on a daily basis (with VP approval).		
CHA	CHAN HOUSING ALLOW	PAF	None	Salaried	Y	Y	No	Payroll/HR	Cash allowance provided to Chancellor in lieu of living in Univ provided housing.		
CIO	CALL-IN OVERTIME	Add row WebTime	Hours	Hourly	No	Y	Y	Department	Used for on call after 40 hours of work.		
CMB	PAY PER UNIT NONEXEMPT	Addl Pay	Hours	Hourly	No	Y	Y	Department	Pay for units produced rather than per time worked for nonexempt staff.	Pay per column inch of transcription.	
CMP	COMPENSATORY TIME	Addl Pay	None, See Note	Hourly	No	Y	Y	Department	Pay off of comp time balance, paid at straight time.	Used when an employee transfers from one department to another or upon termination.	Attach Addl Pay Form to the termination PAF.
CNV	CONVERSION EARNINGS ONLY					Y	Y				
COM	COMMISSION	Addl Pay	None	Salaried	No	Y	Y	Department	Commissions paid to sales staff.		
CPT	COMP TIME USED	Add row WebTime	Hours	Hourly	No	Y	Y	Department	Comp Time hours used in accordance with HR-215.	Employee records comp time used on timesheet for departmental data entry into WebTime.	Hours are not includable for calculating overtime for the week.
CRE	NRA CONTRACT PAY 18	Generated by PS	None	Salaried	Y	Y	Y	Department	Pay a specified amount over a specified time period for pay group M18.		
CRG	CONTRACT PAY	Generated by PS	None	Salaried	Y	Y	Y	Department	Pay a specified amount over a specified time period.		
CRS	NRA CONTRACT PAY 17	Generated by PS	None	Salaried	Y	Y		Department	Pay a specified amount over a specified time period for pay group M17.		
DF2	DIFFENENTIAL-2ND SHIFT	Addl Pay	Hours	Hourly	Y	Y	Y	Department	Shift Differential		

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DF3	DIFFERENTIAL-3RD SHIFT	Add Pay	Hours	Hourly	Y	Y	Y	Department	Shift Differential		
DF0	DIFFERENTIAL OVERTIME	Add row WebTime	Hours	Hourly	Y	Y	Y	Department	Shift Differential	Per JS, if wrk 45 hrs, get 40REG,40DFS,50TM,5DFO	
ENE	NRA EARNED NOT PAID 18	Generated by PS	None	Salaried	Y	Y	Y	Department	For faculty paid 9 / 12 in pay group M18.		
ENP	EARNED NOT PAID	Generated by PS	None	Salaried	Y	Y	Y	Department	For faculty paid 9 / 12.		
ENS	NRA EARNED NOT PAID 17	Generated by PS	None	Salaried	Y	Y	Y	Department	For faculty paid 9 / 12 in pay group M17.		
EXC	EXTENSION CREDIT INSTR	Add Pay	None	Salaried	No	Y	Y	Department	Used to identify extra compensation from extension or continuing education accounts for teaching credit courses.		
EXD	EXTENSION DEV/GRADING	Add Pay	None	Salaried	No	Y	Y	Department	Used to identify extra compensation from extension or continuing education accounts for grading courses.	Professors grading extension courses - one time pay at end of semester.	
EXN	EXTENSION NON-CR INSTR	Add Pay	None	Salaried	No	Y	Y	Department	Used to identify extra compensation from extension or continuing education accounts for teaching non-credit courses.		
EXO	EXTENSION OTHER	Add Pay	None	Salaried	No	Y	Y	Department	Used to identify extra compensation from extension or continuing education accounts for activities not described by EXC, EXN or EXD. See HR 216.		
FAJ	FAMILY SICK LEAVE ADJUSTMENT	Add row WebTime	Hours	All	No	No	No	Department	Used to adjust the accrued leave balance for Sick Leave.		Has no effect on gross pay.
FHT	FAMILY SICK HOURS TAKEN	Add row WebTime	Hours	All	No	No	No	Department	Used to record Family Sick Leave taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
FLO	FLOAT OVERTIME	Add row WebTime	Hours	Hourly	No	Y	Y	Department	Float at an overtime rate	Used for hospital nurses	
FLT	FLOAT DIFFERENTIAL	Add Pay	Hours	Hourly	No	Y	Y	Department	Float at straight time.	Used for hospital nurses	
FME	NRA FAM SICK LEAVE MONTHLY 18	Add row WebTime	Hours	Salaried	Y	Y	Y	Department	Family Sick Leave for exempt staff in pay group M18.		Reduces AME pay.
FMS	NRA FAM SICK LEAVE MONTHLY 17	Add row WebTime	Hours	Salaried	Y	Y	Y	Department	Family Sick Leave for exempt staff in pay group M17.		Reduces AMS pay.
FSC	FAMILY SICK LEAVE NONEXEMPT	Add row WebTime	Hours	Hourly	Y	Y	Y	Department	Family Sick Leave for nonexempt staff.		Adds to gross pay.
FSE	NRA FAM SICK LEAVE NONEXEMP 18	Add row WebTime	Hours	Hourly	Y	Y	Y	Department	Family Sick Leave for nonexempt staff in pay group B18.		Adds to gross pay.
FSM	FAMILY SICK LEAVE EXEMPT	Add row WebTime	Hours	Salaried	Y	Y	Y	Department	Family Sick Leave for exempt staff.		Reduces REX pay.
FSS	NRA FAM SICK LEAVE NONEXEMP 17	Add row WebTime	Hours	Hourly	Y	Y	Y	Department	Family Sick Leave for nonexempt staff in pay group B17.		Adds to gross pay.
HME	NRA HOLIDAY MONTHLY 18	Generated by PS	None	Salaried	Y	Y	Y	Department	Used to track non productive paid time for holidays to exempt staff in pay group M18.		PeopleSoft generates a row on the paysheet for holiday.
HMS	NRA HOLIDAY MONTHLY 17	Generated by PS	None	Salaried	Y	Y	Y	Department	Used to track non productive paid time for holidays to exempt staff in pay group M17.		PeopleSoft generates a row on the paysheet for holiday.
HOE	NRA HOLIDAY WORKED NONEXEMP 18	Add row WebTime	Hours	Hourly	No	Y	Y	Department	Pay for work on a holiday to nonexempt staff in pay group B18.		
HOL	HOLIDAY WORKED	Add row WebTime	Hours	Hourly	No	Y	Y	Department	Pay for work on a holiday.		
HOS	NRA HOLIDAY WORKED NONEXEMP 17	Add row WebTime	Hours	Hourly	No	Y	Y	Department	Pay for work on a holiday to nonexempt staff in pay group B17.		
HPE	NRA HOL NOT WORKED NONEXEMP 18	Generated by PS	None	Hourly	Y	Y	Y	Department	Used to track non productive paid time for holidays to nonexempt staff in pay group B18.		
HPM	HOLIDAY MONTHLY	Generated by PS	None	Salaried	Y	Y	Y	Department	Used to track non productive paid time for holidays to exempt staff.		PeopleSoft generates a row on the paysheet for holiday.
HPR	HOLIDAY NOT WORKED NONEXEMPT	Generated by PS	None	Hourly	Y	Y	Y	Department	Used to track non productive paid time to nonexempt staff for holidays.		
HPS	NRA HOL NOT WORKED NONEXEMP 17	Generated by PS	None	Hourly	Y	Y	Y	Department	Used to track non productive paid time for holidays to nonexempt staff in pay group B17.		
ITC	CALL PAY EXEMPT IT STAFF	Add Pay	None	Salaried	No	Y	Y	Department	Call pay for exempt IT staff pursuant to approved policy.		
LDO	LEAD PAY OVERTIME	Add row WebTime	Hours	Hourly	No	Y	Y	Department	A differential paid to nonexempt staff who serve as the lead worker while in overtime status.		Campus Facilities - Inactive 11/10/02
LED	LEAD PAY	Add Pay	Hours	Hourly	Y	Y		Department	A differential paid to nonexempt staff who serve as the lead worker.		Campus Facilities
MOV	MOVING EXPENSE REIMBURSED	Add Pay	None, See Note	All	No	No	No	Department	Payments pursuant to Human Resources Moving Policy		

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MPP	MPIP INCENTIVE	Addl Pay	None	Salaried	No	Y	No	Department	Payments made as part of Medical Practice Income Plan - Physicians Incentive Plan.		
NEE	NRA Paid Not Earned 18				Y	Y	No				JB added per 11/14/02 conversation w/BS
NES	NRA Paid Not Earned 17				Y	Y	No				JB added per 11/14/02 conversation w/BS
OTM	OVERTIME PAY	Add row WebTime	Hours	Hourly	No	Y	Y	Department	Overtime Pay for nonexempt staff.		
OVE	NRA OVERTIME PAY 18	Add row WebTime	Hours	Hourly	No	Y	Y	Department	Overtime pay for nonexempt staff in pay group B18.		
OVS	NRA OVERTIME PAY 17	Add row WebTime	Hours	Hourly	No	Y	Y	Department	Overtime pay for nonexempt staff in pay group B17.		
PAJ	PERSONAL LEAVE ADJUSTMENT	Add row WebTime	Hours	All	No	No	No	Department	Used to adjust the accrued leave balance for Personal Days.		Has no effect on gross pay.
PHT	PERSONAL DAY HOURS TAKEN	Add row WebTime	Hours	All	No	No	No	Department	Used to record Personal Days taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
REG	REGULAR PAY NONEXEMPT	PAF	Hours	Hourly	Y	Y	Y	Department	Regular pay to nonexempt staff.		
REX	REGULAR PAY MONTHLY	PAF	None	Salaried	Y	Y	Y	Department	Regular pay to exempt staff.		
ROR	RETRO OVERTIME RATE	Add row WebTime	Hours	Hourly	No	Y	Y	Department	Overtime Pay to nonexempt staff for a prior pay period.		
RRE	NRA RETRO REGULAR RATE18	Add row WebTime	Hours	Hourly	Y	Y	Y	Department	Base Pay to nonexempt staff for a prior pay period.		
RRR	RETRO REGULAR RATE	Add row WebTime	Hours	Hourly	Y	Y	Y	Department	Base Pay to nonexempt staff for a prior pay period.		
RRS	NRA RETRO REGULAR RATE17	Add row WebTime	Hours	Hourly	Y	Y	Y	Department	Base Pay to nonexempt staff for a prior pay period.		
SAJ	SICK LEAVE ADJUSTMENT	Add row WebTime	Hours	All	No	No	No	Department	Used to adjust the accrued leave balance for Sick Leave.		Has no effect on gross pay.
SEB	TRANSITION ASSIST PAY NONEXEMPT	Addl Pay	Hours	Hourly	No	Y	No	Department	Transition assistance pay to nonexempt staff pursuant to University policy		
SET	SETTLEMENT PAYOUT LEGAL AGREEM	Addl Pay	None, See Note	All	No	No	No	Department	Taxable portion of settlement payout to an employee or former employee accepted under the terms of a legal agreement between the individual and the Curators of the University of Missouri.		
SEV	TRANSITION ASSIST PAY EXEMPT	Addl Pay	None	Salaried	No	Y	No	Department	Transition assistance pay to exempt staff pursuant to University policy		
SHT	SICK HOURS TAKEN	Add row WebTime	Hours	All	No	No	No	Department	Used to record Sick Leave taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
SPA	SUM PERIOD DEPT. ADMIN.	Addl Pay	None	Salaried	Y	Y	Y	Department	Pay to faculty for dept admin during summer.		
SPC	S.P. COURSE & CIRC. DEV	Addl Pay	None	Salaried	Y	Y	Y	Department	Pay to faculty for course & curricular development during summer.		
SPE	SUMMER PERIOD EXTENSION	Addl Pay	None	Salaried	Y	Y	Y	Department	Pay to faculty for extension or continuing education courses during summer.		
SPO	SUMMER PERIOD OTHER	Addl Pay	None	Salaried	Y	Y	Y	Department	Pay to faculty for services during summer which are not described in SPA, SPC, SPE, SPI, or SPR.		
SPR	SUMMER PERIOD RESEARCH	Addl Pay	None	Salaried	Y	Y	Y	Department	Pay to faculty for research during summer.		
SRS	SUMMER REGULAR SALARY	Addl Pay	None	Salaried	Y	Y	Y	Department	Pay to faculty for services during summer calculated in advance and then paid in a series of equal monthly payments as part of the regular paycheck.		
SST	SUMMER SESSION TEACHING	Addl Pay	None	Salaried	Y	Y	Y	Department	Used to identify summer appointments for faculty 9/12 teaching credit courses during summer session.		
STA	SUMMER TEACHING ASSISTANT	Addl Pay	None, See Note	All	No	Y	No	Department	Used to identify summer appointments for non-benefit eligible teaching credit courses during summer session for teaching assistants.		
STR	SUMMER TEACHING REGULAR	Addl Pay	None	Salaried	Y	Y	Y	Department	Used to identify summer appointments for teaching credit courses during the summer session for faculty with 9/9 contracts.		
UNE	Pay per unit 18				No	Y	Y				

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UNI	PAY PER UNIT	PAF	Hours	Salaried	No	Y	Y	Department	Pay from a concurrent job or additional appointment that is based on a per unit or an hourly amount but is paid on the monthly pay cycle to an exempt employee. Note: The number of hours an exempt employee can work in the nonexempt hourly paid job is limited in order to protect the exemption status.	Faculty in one academic unit who receives pay for grading papers and the pay is based on a unit amount. Physician who receives pay for working shifts in the Emergency Room that is based on a per hour rate.	Examples continued: Graduate Research Assistant who receives a monthly amount of salary based on her/his contract amount for the semester and who also has a job as a student assistant in which the pay is based on hours worked.
VAJ	VACATION LEAVE ADJUSTMENT	Add row WebTime	Hours	All	No	No	No	Department	Used to adjust the accrued leave balance for Vacation.		Has no effect on gross pay.
VAL	VACATION - LUMP SUM	Addl Pay	None, See Note	All	Y	Y	No	Department	Vacation Lump Sum Payout	Payoff vacation balance when an employee transfers from a benefit eligible position to a non-benefit eligible position.	Attach Addl Pay Form to the termination PAF.
VHT	VACATION HOURS TAKEN	Add row WebTime	Hours	All	No	No	No	Department	Used to record Vacation taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
WSM	WORK STUDY MONTHLY	PAF	None	All	No	No	No	Department	Used to track work study pay.		
WST	WORK STUDY	PAF	Hours	Hourly	No	No	No	Department	Used to track work study hours for nonexempt staff.		