* Indicates Exempt Employee's Earnings Codes

EARNINGS CODES

This is a partial list of earnings codes.

Earning Code	Earning Code Description	Counts Towards Leave Accrual (CTLA)	Counts Towards Fair Labor Standards Act (FLSA)	Pymt Type	Adds To Total Gross	Mult Factr
ADE*	**Administrative Leave - Exempt -** (Authorized by Appt Authority for situations that create dangerous or unsafe work conditions or other circumstances that necessitate the closing of an office or building.)	Yes	No	HRS	Y	1.00
CME	**Comp Time Earned** (Hours greater than FLSA limit, entered at straight time-automatically adds to balance at 1.5 rate.)	Yes	No	HRS	No	1.50
CMT	**Comp Time Taken** (Reduces comp time balance by the number of hours entered.)	Yes	No	HRS	Y	1.00
CTP	**Comp Time Payout** (Used to payout part or all of comp time balance for a nonexempt employee.)	No	No	Both	Yes	1.00
DDE*	**Discretionary Day - Exempt**	Yes	No	HRS	Y	1.00
DDY	**Discretionary Day** (Used when employee uses discretionary day--all hours must be used on the same day.)	Yes	No	HRS	Y	1.00
DST	**Daylight Saving Time** (1 hr when DST begins for non exempts scheduled during actual time chg--Spring only.)	Yes	No	HRS	Y	1.00
FNE*	**Funeral Leave - Exempt - Enter leave in .25-hours increments.**	Yes	No	HRS	Y	1.00
FNL	**Funeral Leave**	Yes	No	HRS	Y	1.00
HCC*	**Holiday Comp Time 1.0** (Used for an exempt employee who is directed\asked to work a holiday.)	Yes	No	HRS	N	1.00
HCE*	**Holiday Comp Time Taken - Exempt**	Yes	No	HRS	Y	1.00
HCP	**Holiday Comp Time 1.5** (Used to record actual hours worked on a holiday for a Classified exempt and nonexempt employee. Also used for Unclassified nonexempt employee.)	Yes	Yes	HRS	N	1.50
HCT	**Holiday Comp Time Taken**	Yes	No	HRS	Y	1.00
HDC	**Holiday Credit 1.0 - Nonexempt**	Yes	No	HRS	Y	1.00
HDE*	**Holiday Credit 1.0 - Exempt**	Yes	No	HRS	Y	1.00
HDP	**Holiday Pay 1.5** (Used to record/pay actual hours worked on a holiday for a Classified exempt and nonexempt employee. Also used for Unclassified nonexempt employee.)	No	Yes	HRS	Y	1.50
HTP	**Holiday Comp Time Payout** (Used to pay part or all of holiday comp time balance for a nonexempt employee.)	No	No	Both	Y	1.00

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EARNINGS CODES

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Earning Code	Earning Code Description	Counts Towards Leave Accrual (CTLA)	Counts Towards Fair Labor Standards Act (FLSA)	Pymt Type	Adds To Total Gross	Mult Factr
JRE*	**Jury Duty - Exempt** (Entered in .25 increments.)	Yes	No	HRS	Y	1.00
JRY	**Jury Duty** (Entered in .25 increments.)	Yes	No	HRS	Y	1.00
K13	**Overtime for SP1 Students 1.5** (Used to record/pay overtime for hourly-nonexempt-students. The hours tied to this earning code wil be charged to student salary and wages. Used to record/pay any hours that exceed 40 for the work week.)	No	No	HRS	Y	1.50
LNG	**Longevity** (Automatically defaults into Time Entry - Daily panel based on Service Date.)	No	No	$ AMT	Y	1.00
OTM	**Overtime-Multiple Positions** (Used to record/pay overtime to classified or unclass nonexempt employees who are in multiple positions & total hours exceed FLSA limit. The overtime rate will need to be calculated and entered.)	Yes	No	$ AMT	Y	1.00
OTP	**Overtime 1.5** (Used for nonexempt employees when hours worked exceed FLSA limit.)	Yes	No	HRS	Y	1.50
REG	**Regular Earns** (Used to record actual hours worked for all nonexempt employees, except hourly students.)	Yes	Yes	HRS	Y	1.00
SCE*	**Sick Leave - Exempt** (Entered in 4 or 8 hour increments for exempt employees.)	Yes	No	HRS	Y	1.00
SCK	**Sick Leave** (Entered in .25 hour increments for non-exempt employees & half-day or full-day increment for exempt employees.)	Yes	No	HRS	Y	1.00
SF1	**Shift 1 - $.30** (Non-exempt employees who are scheduled to work 6:00 pm -6:00 am.)	No	No	HRS	Y	1.00
SP1	**Student Employee-FLSA covered** (Used to record actual hours worked for hourly students.)	No	Yes	HRS	Y	1.00
VAC	**Vacation (Annual) Leave - Nonexempt**	Yes	No	HRS	Y	1.00
VAE*	**Vacation (Annual) Leave - Exempt** (Entered in 4 or 8 hour increments for exempt employees.)	Yes	No	HRS	Y	1.00
WCH	**Workers Compensation-Hours** (HR normally records workers compensation hours … questions, please call 532-6277.)	Yes	No	HRS	Y	1.00

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