
Human Resource Information System

On-Line Time Entry (PYAHOURL)

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Desktop References

Helpful Web Pages

OSCAR Forms/Tasks Online.....<https://oscar.oregonstate.edu>

Payroll Home Page <http://oregonstate.edu/fa/businessaffairs/staff/payroll>

Human Resources Home Page..... <http://oregonstate.edu/admin/hr>

Leave Administration Policies, Procedures and
Guidelines.....http://oregonstate.edu/admin/hr/leave_admin_pol.pdf

InfOSU (Employee Online Services) Page..... <http://infosu.oregonstate.edu>

Helpful Contacts

Human Resources – Strategic and Technical Services

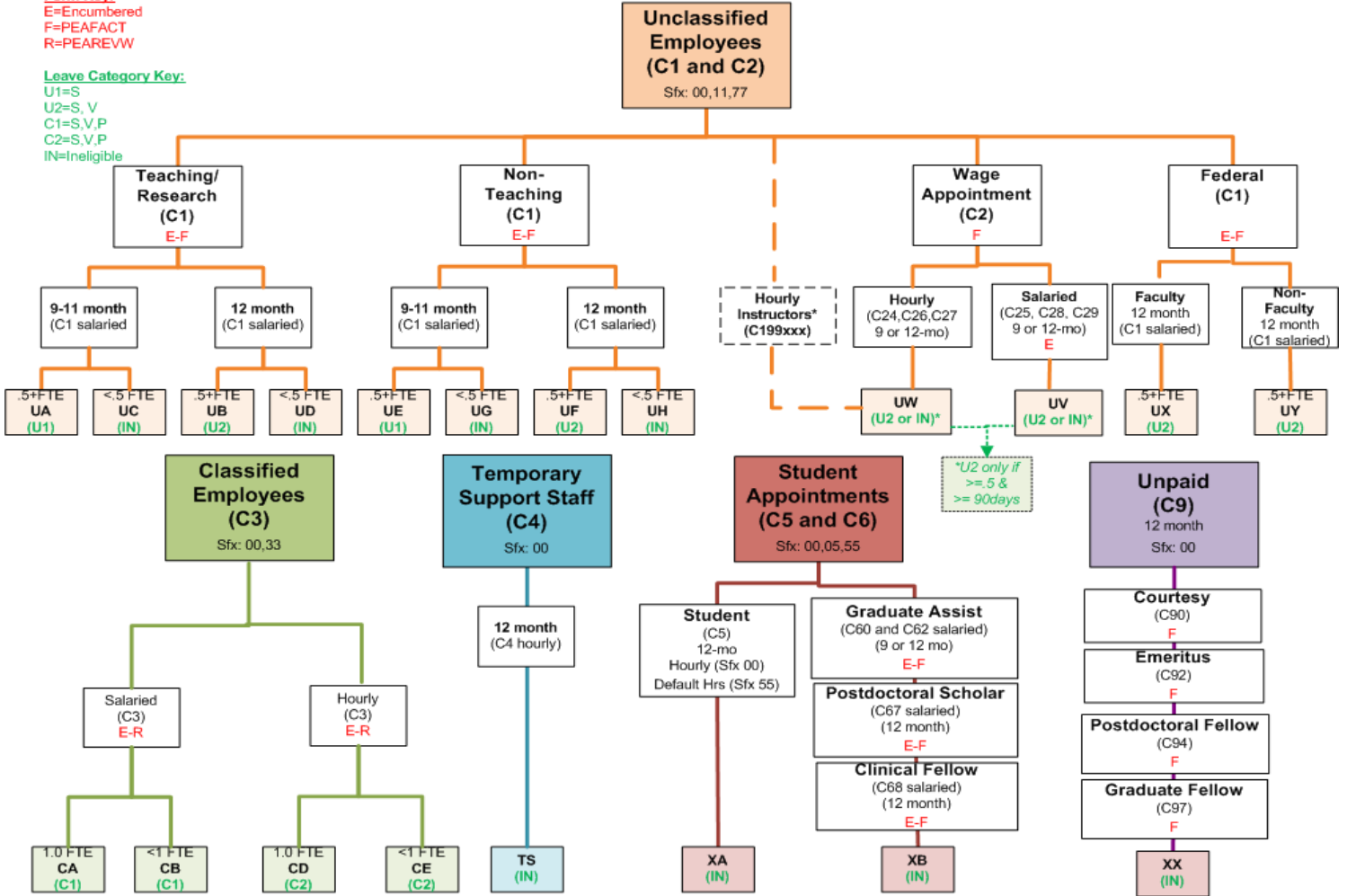
Main Line.....7-8300	General Questions
Linda Sather.....7-8076	Associate Director
Jennifer Short.....7-3609	HR Officer
Susan Coulter.....7-5408	Banner System Questions
Scott Campbell.....7-9485	Nolij System Questions
Heather Howell.....7-4569	Banner/OSCAR System Questions
Erin Culley.....7-9565	Banner/OSCAR System Questions

Business Affairs Payroll

Main Line.....7-3232	General Payroll Questions
Lela Mazzo.....7-0574	Faculty Pay Specialist
Anita Gurule.....7-0573	Classified Pay Specialist
Lucy Carlson.....7-0576	Student Pay Specialist
Helen Brittain.....7-0577	Graduate Student Pay Specialist
Anita Gurule.....7-0573	International Paperwork

Form Key:
 E=Encumbered
 F=PEAFAC
 R=PEAREVV

Leave Category Key:
 U1=S
 U2=S, V
 C1=S,V,P
 C2=S,V,P
 IN=Ineligible



February 17, 2010 9:18am

PAYROLL POINTERS

UNDERSTANDING POSITIONS AND SUFFIXES

POSITION NUMBERS

Position numbers are unique to specific employee types:

Positions numbers begin with:	Position is for:	E-Classes:
C1	Unclassified - faculty.	Begin with U
C2	Unclassified – academic wage	Begin with U
C3	Classified	Begin with C
C4	Temporary Classified	E-Class TS
C5	Student employees	E-Class XA
C6	Graduate employees	E-Class XB

SUFFIXES

All position numbers have suffix of 00 for their base record. Each set of position numbers can also have subsets identified by suffixes. For example, a professor may have a position number beginning with C1 and a suffix of 00 for their regular salary, but they may also be acting as department head, and receive a stipend for that. The salary would be paid on the C1xxxx position with a suffix of “00”. The stipend would be paid on the same position number, but with a suffix of “77”

For purposes of paperwork, rate changes, job changes, etc. the two suffixes act as two unique positions. If you do paperwork to extend the “00” suffix, it does not automatically extend the “77” suffix.

Unclassified Positions		
Suffix	Title	Used for:
11	Sabbatical	When an employee goes on sabbatical, their C1xxxx position with the “00” suffix is put on leave, and the same position with a new suffix, “11” is set up to process the sabbatical pay.
77	Stipend	When an employee is to be paid a stipend, it is paid using the same C1xxxx position number as their regular pay, but with a 77 suffix.
Classified Positions		
33	Summer Hourly pay	Academic-year classified positions are put on leave-without-pay during the summer months. To facilitate pay for those who work sporadic hours during this time, the department can set up a “33” position.
Graduate Pay		
00		Graduate Pay with Fee Remission – Academic Portion of Pay
05		Graduate Pay with Fee Remission – Service Portion of Pay
Student Pay		
55	Student Salary	For student positions when the position needs to be a monthly salaried position, not hourly.

PAYROLL POINTERS

PAYING EXTRA HOURS TO PART-TIME CLASSIFIED EMPLOYEES AND HOW LEAVE-WITHOUT-PAY IS CALCULATED

The OPEU contract specified that permanent part-time employees paid on a fixed partial monthly basis shall have all extra hours worked over the regular part-time schedule paid at the hourly rate. Employees paid on a fixed partial monthly basis who work less than the regular part-time schedule shall have time deducted at the hourly rate or prorated monthly rate, depending on how their pay is regularly computed.

TO PAY EXTRA HOURS FOR PART-TIME CLASSIFIED EMPLOYEE:

Steps	Example: 50% appt, working hours in month 168
1. Determine number of hours worked during the month	For our example, we will say 92 hours
2. Determine number of hours equal to appointment %	50% of 168 hours = 84 hours
3. Subtract #2 from #1	92 – 84 hours = 8 hours
4. This is the number of hours they worked over 50%	8 hours
5. The number of hours defaulted in PYA HOUR	.50 * 173.33 hours = 86.67 hours
6. Add the extra hours worked to the default hours	86.67 hours + 8 hours = 94.67 hours

HOW THE PAYROLL STAFF CALCULATES THE AMOUNT TO ‘DOC’ PAY FOR LEAVE-WITH-OUT-PAY

Because an employee’s monthly salary is based on 173.33 hours per month (the average number of hours in a month) and we work based on working days in the month, before leave-without-pay (LWOP) can be deducted, it must be converted to a 173.33 basis for salaried employees. Or, to express in another way, pay is reduced for the percent of the month missed.

The formula is: $173.33 / \text{working hours in month} (\# \text{ of hours of lwop}) = \# \text{ of hours to doc pay}$.

If an employee missed the whole month and there were 176 working hours in the month you would doc 173.33 hours or the whole month.

$$173.33 / 176 (176) = 173.33$$

If an employee missed 20 hours and there were 176 working hours in the month you would doc their pay 19.70 hours.

$$173.33 / 176 (20) = 19.70$$

If an employee has had a change in their pay rate for the current month, and we need to deduct LWOP for the prior month, we cannot use the DOC earn code as it will not allow a special rate. In these cases, we use a RAD earn code.

Classified Vacation Accrual

Classified employees can accrue up to a maximum of 250 hours. Vacation hours are not earned or accrued beyond that amount. It is important to understand how vacation accrual information is reflected on the monthly earnings statement to insure that vacation time is not lost. Under OUS policy, once vacation is lost, it is not possible to restore it at a later date.

OSU employees accrue leave at the end of the month in which it is earned. Leave usage, however, is reflected on the monthly earnings statement following the month in which it was taken. For example, the August 31 earnings statement would show vacation hours earned* in August and vacation time taken through July 31.

Example:

250 hours vacation balance on July 31 earnings statement
- 20 hours taken in July, entered into payroll system in August
+ 8 hours accrued in August
238 hours vacation balance on August 31 earnings statement

Example of how vacation can be lost:

250 hours vacation balance on July 31 earnings statement
0 hours taken in July, so none entered into payroll system in August
0 hours accrued in August because accrual is already at maximum
250 hours vacation balance on August 31 earnings statement
- 40 hours taken in August, entered into payroll system in September
+ 8 hours accrual for September
218 hours vacation balance on September 30 earnings statement

In the second example, an employee reviewing the July earnings statement may assume that he or she will not lose vacation because of planned 40 hours off in August. However, because usage is reported one month after accrual, the employee reached the maximum on July 31 and, as a result, will not receive the August accrual of 8 hours. The time off in August will not be reported until September.

A classified employee should closely monitor his/her balance when it reaches 220 or more hours and make plans to use vacation hours in the following month. Otherwise, they will lose vacation hours, which cannot be reinstated.

For more information, please contact Jennifer Short in Human Resources, 737-3609.

*Accrual rates are based upon months of service and appointment percent.

Unclassified Vacation Accrual

Full-time unclassified employees with 12-month appointments earn 15 hours of vacation each month and can accrue up to a maximum of 260 hours. Vacation hours are not earned or accrued beyond that amount. It is important to understand how vacation accrual information is reflected on the monthly earnings statement to insure that vacation time is not lost. Under OUS policy, once vacation is lost, it is not possible to restore it at a later date.

OSU employees accrue leave at the end of the month in which it is earned. Leave usage, however, is reflected on the monthly earnings statement following the month in which it was taken. For example, the August 31 earnings statement would show vacation hours earned in August and vacation time taken through July 31.

Example:

260 hours vacation balance on July 31 earnings statement
- 20 hours taken in July, entered into payroll system in August
+15 hours accrued in August
255 hours vacation balance on August 31 earnings statement

Example of how vacation can be lost:

260 hours vacation balance on July 31 earnings statement
0 hours taken in July, so none entered into payroll system in August
0 hours accrued in August because accrual is already at maximum
260 hours vacation balance on August 31 earnings statement
- 40 hours taken in August, entered into payroll system in September
+15 hours accrual for September
235 hours vacation balance on September 30 earnings statement

In the second example, an employee reviewing the July earnings statement may assume that he or she will not lose vacation because of planned 40 hours off in August. However, because usage is reported one month after accrual, the employee reached the maximum on July 31 and, as a result, will not receive the August accrual of 15 hours. The time off in August will not be reported until September.

An unclassified employee should closely monitor her/his balance when it reaches 230 or more hours and make plans to use vacation hours in the following month otherwise; they will lose vacation hours, which cannot be reinstated.

It is also important to note that the maximum amount of vacation accrual paid upon termination is 180 hours.

For more information, please contact Jennifer Short in Human Resources, 737-3609.

Tips and Tricks Using PYAHOUR

PYAHOUR occasionally kicks perfectly nice people right out but don't take it personally. The occurrences are unpredictable but happen most often when arrowing between time records with your cursor in the ID field of the jobs block. The problem has been reported to the vendor (SCT).

Key Block and Selection Criteria Window

1. If a dept. has multiple timesheet orgs, entering the org code in the Selection window will speed up record retrieval.
2. To query for a particular ID or last name, enter it in the Selection window and click OK.
3. To query for all the last names that begin with W, enter W% in the last name field and click OK. Or, to query Johanson, Johansen, Johnson, or Johnston " enter the query as Joh%, retrieving all names beginning with Joh.

History Jobs Block

1. To move to the next (or previous) time record, place your cursor in the ID field and press down arrow (or up arrow).
2. To navigate to a particular time record, type the new ID in the ID field and hit the enter key.
3. Dispositions are how Banner tracks where in the payroll process a record is.
 - 10: the record has no default hours but is ready for time entry.
 - 20: has default hours or other entered hours have been saved.
 - 05/15: an error exists somewhere on the employee's data records outside of PYAHOUR. Payroll corrects the records before PYAHOUR closes.

You will not be able to save earnings or hours on 05 or 15 disposition records until corrections are complete. Check in the afternoon of the 1st day of PYAHOUR to see if the disposition has updated. If it's still not correct at the beginning of the second day of time entry, call your Payroll specialist.

Disposition 70 means the record(s) have fed to finance and are complete. It also means you've entered the wrong month for time entry in PYAHOUR! ☺

History Earnings Block

1. When entering leave earn codes; save after each entry. Use either the F10 key or click on the disk icon in the header bar of PYAHOUR. Otherwise regular earnings may not be reduced correctly resulting in an overpayment.
2. In the earnings block after you have entered the last earn code and corresponding hours, press F3 to automatically save and advance to the earnings block on next time record.
3. To remove an earnings record that is incomplete (not saved), ensure that your cursor is on the correct row then select Record Clear from the Record menu.
4. To remove an earnings record that has been saved, *ensure that your cursor is on the correct row*, then select Record Remove from the Record menu.
5. When entering leave taken, it is advisable to check the employee's available balance via the Leaves option at the side of the screen. If there is an insufficient leave balance, the leave not covered will be docked from the employee's pay later in processing. If there is an insufficient balance BANNER provides a warning message, "*Warning* Possible Insufficient Leave Balance" upon saving. However, the message can easily be obscured by the status bar at the bottom of the screen (and missed) if the enter key is pressed after hours are entered and before saving. This is a common problem for spreadsheet users that routinely confirm cell contents with the enter key. You **must** leave one month of leave accruals in the employee's available balance for sick and/or vacation, as it was earned in the same month that is being reported. This leave cannot be used in the same month as earned.

6. When an earn code is entered that requires a special rate, BANNER calculates the amount. If you change the amount calculated by BANNER this will not affect pay. If you change the hours or rate, BANNER recalculates the amount for each Earn code after time entry. The amount will always equal hours multiplied by special rate.
7. When entering earn codes that require special rate, **ALWAYS** enter the straight rate. OTP is one example. The amounts displayed will be straight time rather than time and a half but please resist the temptation to “fix” them. Later in processing Banner calculates these based on rule tables which will pay these correctly. The rule is, always enter the straight rate. Anything else will result in incorrect pay being issued.

Time Distribution Block

1. To see the distribution for a particular earn code select the earn code in the earnings block and make sure the record is saved. The arrow beside the earn code indicates which earn code's distribution is displayed in the Time Distribution block.
2. To change the distribution for a particular earn code, select the earn code, perform a next block function or click on an existing index.
3. To correct an error where total hours do not match the hours for the earn code in the earnings block or total percent that is not exactly 100, use the F3 key or the option on the menu bar for Correct Labor Distribution Dollars.
4. To remove an index or distribution record that is incomplete (not saved), ensure that your cursor is on the correct row, then select Record Clear from the Record menu.
5. To remove an index or distribution record that has been saved, ensure that your cursor is on the correct row then select Record Remove from the Record menu.

Query Capabilities

1. To query for hourly employees at the beginning of the time entry window, press F7 to start the query, enter disposition 10 in Disp field, then press F8 to execute it. (Disposition 10 means no hours are saved.) Queries can also be done for disposition 20 records.
2. To query for employees that won't be paid after you've finished time entry, press F7 to start a query, enter disposition 10 in Disp field then press F8 to execute it. All records at disposition 10 will be deleted later in the payroll processing. Remember disposition 10 means a record is ready for time entry but no hours have been saved.
3. To query pooled positions, student records (XA) for example, press F7 to start the query, enter in the Position field C5% (or C55% for non-system students only) then press F8 to execute query. Graduates and Academic Wage appointments are also in pooled positions. (C60% for GTA's, C62% for GRA's or simply C6% for all grad positions.)
4. **Never remove a record** (Record menu command) **with your cursor in the ID field**. This deletes the employee's time record from the current month payroll, with the result of no pay for the month. Should this happen, contact the Payroll Office.

Classified Position Earn Codes

(An * after an earn code indicates a special rate is needed)

Earn Code	Title	Account Code
REG	Regular Earnings	10301
RGP*	Regular Pay, Prior Month	10301
OTM	Overtime	10421
OTP*	Overtime, Prior Month	10421
OTD*	Overtime on Differential Pay	10419
OCP	Other Class/Temp Pay	10301
OCS*	Other Class/Temp Pay, SpecRate	10409
DBL	Bilingual Differential Premium Pay	10416
DCS	Campus Security Differential Premium Pay	10480
DDV	Diving Differential	10432
DEL	Supervisory Electrician Differential Premium Pay	10425
DGA*	Geographic Area Differential	10437
DHM	Hazard Material Differential	10435
DHW	High Work Differential	10432
DLW	Lead Work Differential Premium Pay	10433
DNL	Nuclear React Lic Differential Premium Pay	10481
DPP*	Shift Differential Pay, Prior Month - SEIU	10435
DSG	Shift Differential Pay, GCIU	10435
DSH	Shift Differential	10435
DSN	Nurses Shift Differential	10466
DSO	Sea Pay Differential-SEIU/OPEU	10435
DWC*	Work Out of Class	10414
LPS*	Shore Leave Paid	10415
PCB*	Call Back Pay	10420
PRC*	Reporting Compensation	10420
PSB	Standby Pay	10436
PSU	Show-Up Compensation	10436
LPV	Vacation Leave Paid	10411
LPC	Comp Time Paid	10412
FAC*	Awards, Cash	10417
LEC	Comp Time Earned, Non-FLSA	
LEF	Comp Time Earned, FLSA	
LEE	Exchange Time Earned	
LEO	Other Time Earned, Holiday on Reg Day Off	
LTV	Vacation Time Taken	
LTS	Sick Leave Taken	
LTP	Personal Leave Taken	
LTC	Comp Time Taken, Exempt	
LTE	Exchange Time Taken	
LAV	Vacation Adjust Balance	
LAS	Sick Leave Adjust Balance	
LAP	Personal Leave Adjust Balance	
LAC	Comp-Time, Adj. Balance	
LAE	Exchange Time Adjust Balance	

Unclassified Position Earn Codes

*(An * after an earn code indicates a special rate is needed)*

Earn Code	Title	Account Code
SAL	Salary	10102/10103
SUM*	Summer Session, Instructional	10203
SMN	Summer Sess. Non-instructional	10204
RFA	Regular, Foreign Assignment	10105
SAB	Sabbatical	10123
SLP*	Salary, Prior Month	10101
OTM	Overtime	10231
OTP*	Overtime, Prior Month	10231
OAP*	Other Academic Pay, Hour-based	10209
ONB*	Other Academic Pay, No Benefit	10209
OAU*	Other Academic Pay, Unit-based	10209
STI*	Stipends	10107
OVX*	Overload, PERS Exempt	10201
OVP*	Overload, PERS Subject	10202
DFP*	Post Differential Unclassified	10220
DSU	Sunday Pay Differential	10221
DSP*	Sea Pay Differential	10230
LPV	Vacation Leave Paid	10211
LPC	Comp Time Paid	10232
FAC*	Awards, Cash	10217
LEC	Comp Time Earned--Non-FLSA	
LEF	Comp Time Earned--FLSA	
LTV	Vacation Time Taken	
LTS	Sick Leave Taken	
LTC	Comp Time Taken	
LAV	Vacation Adjust Balance	
LAS	Sick Leave Adjust Balance	
LAC	Comp-Time, Adj. Balance	

Temporary Position Earn Codes

*(An * after an earn code indicates a special rate is needed)*

Earn Code	Title	Account Code
REG	Regular Earnings	10410
RGP*	Regular Pay, Prior Month	10410
OTM	Overtime	10421
OTP*	Overtime, Prior Month	10421
OCH	Other Temp Pay, Hours	10410
OCS*	Other Class/Temp Pay, SpecRate	10410
OCP	Other Class/Temp Pay (and Unit Pay for TS901's)	10410

Graduate Position Earn Codes

*(An * after an earn code indicates a special rate is needed)*

Earn Code	Title	Account Code
GRA	Grad, Research Assistant	10630
GTA	Grad Teaching Assistant	10620
GRF	Grad RA Fee Remission	10632
GTF	Grad Teaching Asst, Fee Remiss	10622
GRS	Grad Research Asst, Summer	10625
GTS	Grad Teaching Asst, Summer	10623
GRZ	Grad, RA, Summer Fee Remission	10628
GTZ	Grad, TA Summer Fee Remission	10627
GRX	Grad, Pharmacy Program	10609
GVM	Grad, DVM Clinician	10610
FAC	Awards, Cash	10507
RGP*	Graduate Pay, Prior Month	

Undergraduate Position Earn Codes

*(An * after an earn code indicates a special rate is needed)*

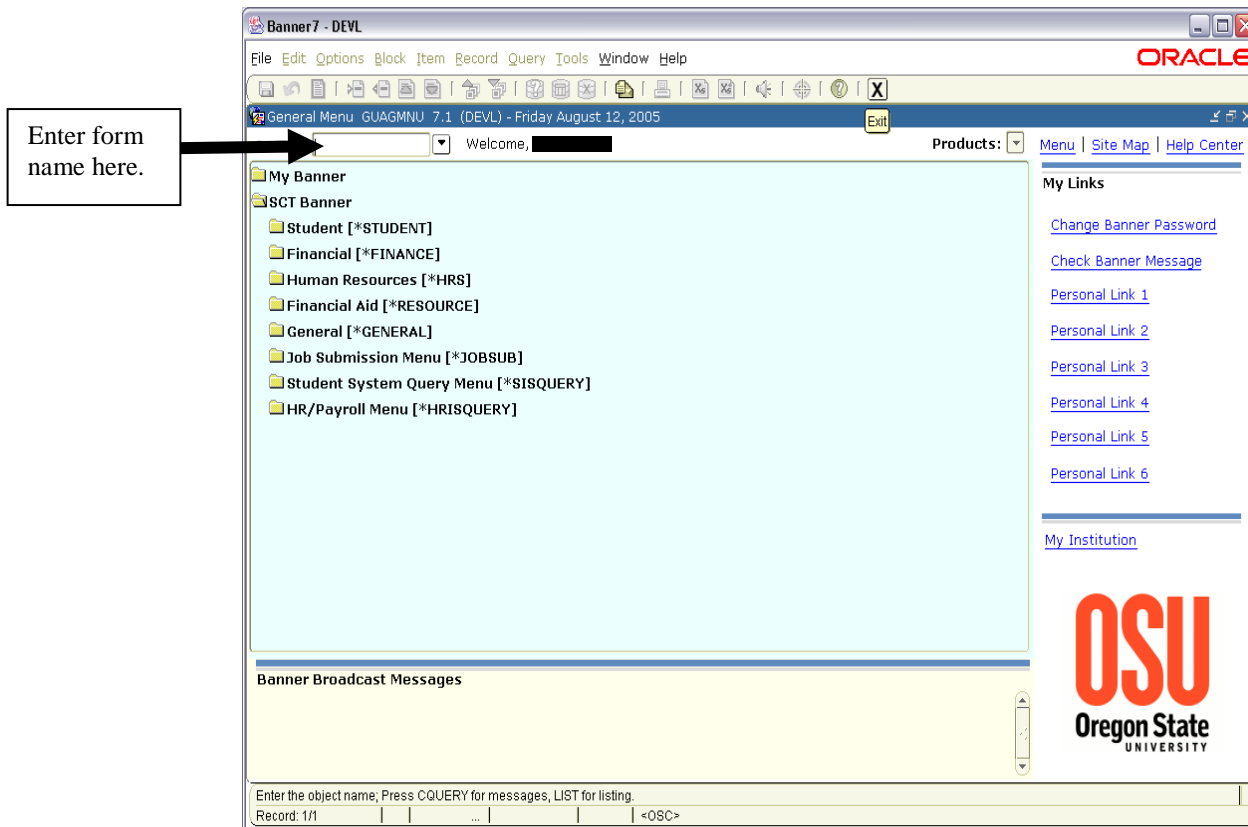
Earn Code	Title	Account Code
REG	Regular Earnings	10501
RST*	Regular, Student Pay	10501
RS1*	Regular Student Pay, Rate 1	10501
RS2*	Regular Student Pay, Rate 2	10501
RS3*	Regular Student Pay, Rate 3	10501
RS4*	Regular Student Pay, Rate 4	10501
RS5*	Regular Student Pay, Rate 5	10501
RGP*	Regular Pay, Prior Month	10501
RWS*	Regular, Work-Study	10503
RW1*	Regular, Work-Study, Rate 1	10503
RW2*	Regular, Work-Study, Rate 2	10503
RW3*	Regular, Work-Study, Rate 3	10503
RW4*	Regular, Work-Study, Rate 4	10503
RW5*	Regular, Work-Study, Rate 5	10503
OTM	Overtime	10521
OTP*	Overtime, Prior Month	10521
RSU*	Regular, Student, Units	10501
RSC*	Regular, Student Commissions	10501
RSB*	Regular, Student Bonus	10501
FAC*	Awards, Cash	10507

Completing Time Entry for an Employee

PYAHOUR—Online Time Entry Form

PYAHOUR allows monthly entry of hours for hourly employees, exception time for salaried employees, changes in time/labor distribution, and entry of leaves taken.

Access the Online Time Entry Form by typing *PYAHOUR* in the *Direct Access* field of the initial Banner screen and pressing Enter.



Step ONE: Complete Key Block

1. In PYAHOUR's *root window*, enter the three *Key Block* fields for the current pay period:

- ❑ **YEAR** — four digits (e.g., 2002)
- ❑ **PAYROLL ID** — always "MO" (monthly payroll)
- ❑ **PAYROLL NUMBER** — calendar months 1 through 12 (e.g., 1 = January)

← Key Block

← History Jobs Block

← History Earnings Block

← Time Distribution Block

2. [Tab] to open the **Time Entry Selection Criteria** window (or click the Selection button in the left-hand options list). The Begin, End, and Check dates for the pay period defined in the **root window** default to the first three fields of this window. The cursor will be located in the first blank field (COA).

These 3 dates default in based on the information in the **root window**.

Click the down arrow for a list of entry options.

- ❑ **Chart of Accounts** — Need not be entered. [Tab] to next field.
- ❑ **Home Org Number** — Enter Employees' Home Org Number and cursor moves automatically to next field.

NOTE: Org-level security limits you to a specific range of organization numbers. If you enter an org number outside of the range for which you have been approved, you will receive an error message:

<Query caused no records to be retrieved>.

- **Time Sheet Method: Click arrow for list of entry methods.**
 - ◆ If you selected Time Sheet: In the *Time Entry Selection Criteria* window, click [OK]. You will be returned to the *History Jobs* block where the first record in the alpha-list of **hourly** employees for the specified "Orgn" will display.
 - ◆ If you selected Organization: In the Time Entry Selection Criteria window, click [OK]. You will be returned to the *History Jobs* block, where the first record in the alpha-list of **salaried** employees for the specified "Orgn" will display.
 - ◆ If you selected None: In the Time Entry Selection Criteria window, click [OK]. You will be returned to the *History Jobs* block, where the first record in the alpha-list of **salaried and hourly** employees for the specified "Orgn" will display.
 - ◆ Roster is not a valid OSU option.

You may also [Tab] to the ID field of the *Time Entry Selection Criteria* window and enter the employee's ID number to call a specific employee's record.

If you know the employee's last name, you may also [Tab] to the Last Name field of the *Time Entry Selection Criteria* window and enter the name. Click OK or press Enter twice. The first employee with that last name displays in the *History Jobs Block*. The Record Indicator in the *Auto Help Line* shows the number of records that exist under that last name. [Record>Next Record] or Arrow Down to the name you need and continue to Step Two.

Step TWO: Verify Data in *History Jobs* Block

- Employee data defaults to the History Jobs Block.

The screenshot shows the 'History Jobs' block with the following fields: ID (with a dropdown arrow), Organization, Disposition, Position, Status, Effective Date, Rate, and Method. Three callout boxes with arrows point to specific fields: 'Check Status Field.' points to the Status field, 'Check Rate Field.' points to the Rate field, and 'Check Disposition Field.' points to the Disposition field.

- Check the Disp field. The disposition indicates the status of a specific record within the payroll process.
 - *05 = Error exists in employee pay record.
 - 10 = Waiting for time entry.
 - 15 = Time has been entered but needs correction. Re-enter hours.
 - 20 = Salaried employee; time may be added.

*PYAHOUR will not allow you to save records that are at disposition 05. Contact the Payroll Office for further instruction.

- ❑ Check the Status field. *FYI: This status code matches the job status on NYIJOBS.*
 - A = Active
 - L = Leave without pay without benefits
 - T = Terminated

*NOTE: When a job has a status of L, earn codes other than "REG" or "SAL" will default in the **History Earnings** block. Do **not** change default earn codes.*

- ❑ Check the Rate field to verify that the job pay rate is correct. *NOTE: Due to the PYAHOUR calculation process, the rate will display **six** decimal places.*
- ❑ If hours have defaulted for the first employee, **and** if no exception time needs to be reported, arrow down, page down, or click the [Next Record] button on the toolbar to move to the next employee's time entry record.
- ❑ If hours did not default, or if there is exception time to be reported for an employee, click the [Next Block] button on the toolbar or **Ctrl+PgDn** to move to the **History Earnings** block.

*NOTE: You may click the **DETAIL** button for limited additional information, such as contract type and employee class.*

Step THREE: Verify/Complete 1st Line of **History Earnings** Block

History Earnings											
Total Units:		<input type="text" value="1.00"/>		Total Hours:		<input type="text" value="173.33"/>					
Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance					
> REG	1	173.33	N								
FDP	1	1.00	N	433.530000							

- ❑ If an earn code and hours default in the first row, verify the information. If no earn code defaulted, enter the information for the first earn code.
 - ◆ **Total Units:** Records units for unit-based earn codes.
 - ◆ **Total Hours:** Defaults. Amount changes with the entry of exception and leave hours.
 - ◆ **Code:** REG (Regular earnings code) or SAL (Salary Earnings Code) are common defaults. Other earn codes may default for grad students, stipends, etc. *NOTE: This is not applicable for hourly employees.*
 - ◆ **Shift:** "1" defaults. If field does not reflect "1," it must be entered.

- ◆ **Hr/Unit:** If the code is REG or SAL and you selected [Organization] or [None] in the *Time Entry Selection Criteria* window and the employee is a salaried employee, then the Hr/Unit and Amount fields will default the correct information. Verify the information and enter or edit hours as necessary. *NOTE: Do not edit SAL or REG Hrs. Edits to SAL, or other job rate earn codes on unclassified and grad students, will not change total pay; it will only affect the rate Banner uses to calculate the salary.*
- ◆ **Gen:** [Tab] to next field. (Indicates if system-generated or not.)
- ◆ **Sp Rate:** Certain earn codes will require that the user input a corresponding rate in the Sp Rate (Special Rate) field. *NOTE: Backspacing from the Sp Rate field will call "Deemed." This is not a valid field. Backspace again to call the Hrs field.*
- ◆ **Amount:** After saving, this field will fill only for earn codes that use a special rate. For earn codes that use job or table rates, the field will remain blank after saving.
- ◆ **Atnd:** Not a valid OSU field.
- Once the first earn code has been entered or verified press F10 or click on the save icon.
- [Next Block] to move to *Time Distribution* block.

Step FOUR: Complete *Time Distribution* Block

Time Distribution											
Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
26.00	15.00	C	MUNEST	110111	160415	10301	45501				
147.33	85.00	C	MUNFAC	110111	160413	10301	45505				
173.33	100.00										

- The cursor will start in the Index field. Verify that the Index, Account Code, and optional Activity codes are correct. If data is correct, you may go to Step 5. *NOTE: When the vertical scroll bars are highlighted you may use them to view a labor distribution charged to multiple indexes.*

If data is incorrect input appropriate changes. Notice that any changes made in the Index field will also require input to the Acct field and Actv (Activity Code) field.

Click to place cursor in the Hours field. The Hours and Percent fields reflect calculations for data entered in Step Three. The > in the History Earnings block indicates the specific earn code for which data is currently displayed in the **Time Distribution** block. Change percent distributions if necessary. Calculations will change automatically. (See Appendix A, Example 2, for procedures to follow when earn codes require percent distribution changes.)

The percent column must always equal 100. The hours must equal the hours entered in the **History Earnings** block. If, after completing the *Time Distribution* block, the percent column does **not** equal 100, or History Earnings Hrs. do not match those in

the Time Distribution block Hours column, take the following steps to correct:

- ◆ Make sure you are in the first record of the Time Distribution block.
- ◆ Click on the Options selection on the Menu Bar and select "Correct Labor Distribution Dollars." The labor distribution amount will automatically round correctly.

Step FIVE: Enter Additional Earn/Leave Codes

- If entering another earn code for the same person, click in the next blank record under Code to return to the *History Earnings* block and continue. *NOTE: When you move to the Time Distribution block, be certain you are entering information for the record designated by the "greater than" sign in the History Earnings block.*
- To enter additional hours, e.g., overtime, shift differential, etc.:

History Earnings		Total Units:	Total Hours:										
		1.00	173.33										
Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance							
> REG	1	173.33	N										
FDP	1	1.00	N	433.530000									

The "greater than" caret at the left of the [Code] field indicates the active record. [Down Arrow] moves to the next line. Enter new code. You will find a list of valid earn codes in Appendix B. **Only those codes listed are valid OSU codes.**

- ◆ [Tab] to Hr/Unit field and enter number of hours.
- ◆ [Tab] to Sp Rate field and input special rate, if applicable.

After each earn code is entered, place cursor in one of the fields within the block just completed and . . . **SAVE!**

- When Time Distribution and Leave Entry are complete . . .**SAVE!**
NOTE: You may receive a message that says, <No Change to Save>, this means the information just entered was saved automatically. Do not rely on this! Please save your work!
- [Next Block] to move to Time Distribution block.
- Repeat Step 4 and 5 until all Earn/Leave Codes have been entered for this record. Once the last code and Time Distribution has been completed go to Step 6.
- Before entering earn codes to reflect leave taken (vacation, sick, etc.), access the Leave Balances window by selecting List Leave Balances from the Options menu of the PYA HOUR form and confirm current available balances.

Code	Description	Current Available	Hours Accrued	Hours Banked	Hours Taken	Beginning Balance
ASIC	Sick Leave	24	24	0	38.25	38.25
AVAC	Vacation Leave	42	42	0	150.88	150.88
COMP	Compensatory Time	0	0	0	20.43	20.43
PERS	Personal Leave	0	16	0	16	0
XCHG	Exchange Leave	0	0	0	0	0

The data columns of the Leave Balances window provide the following information:

- ◆ **Current Available:** Current available balance reflects the previous month's balance, plus the current month's accrual based on the month you are entering leave for. It does not reflect hours taken in the current month. *For example:* If the current month is April, the screen shows accrual as of March 31 and leave taken through February 28.
- ◆ **Hours Accrued:** Total number of hours accrued since the beginning of fiscal year.
- ◆ **Hours Banked:** Hours not added into the current available balance. Not available for use until added to Hours Accrued.
- ◆ **Hours Taken:** Total number of hours taken since the beginning of fiscal year.
- ◆ **Beginning Balance:** Total number of hours available for employee use since beginning of fiscal year.
- ◆ **Activity Date:** Date record was last updated.

NOTE: If current available leave balances are insufficient, refer to Appendix A, Example 4, for further instructions.

Step SIX: Go to Next Record or Exit

- To go to the next employee in the alpha list, place the cursor in the field next to the ID button in the **History Jobs** block. Arrow down to select the next employee. You may also enter the employee's ID and [Tab] to bring in the new employee's data.
- When all employees are entered and saved, exit PYA HOUR by clicking the [Exit] button on the lower right-hand corner of the form. You will return to the initial Banner screen.

Step SEVEN: Submit a Report to Audit Input Data

PHR0030 is used to view & verify the data that was entered and defaults into PYAHOURL.

- ❑ In the Direct Access field of the initial Banner screen, type PHR0030 to move to the Job Submission form, GJAPCTL.
- ❑ The form opens to process PHR0030, the Time Entry Audit Report. [Next Block] to the Submit Time field in the **Printer Control** block. Today's date, with a submit time of 18:00:00, displays.
- ❑ Jobs are usually set to run off-shift (after 6:00 p.m. and before 6:00 a.m.) Monday through Friday and anytime on Saturday and Sunday. **However, due to the short time window for entering time and leave, you should enter the current time so the report will print immediately.** Press the backspace or spacebar key to delete the default settings and [Tab] to the Printer field.
- ❑ To change the printer selection, double click in the Printer field and choose the printer or email option you prefer. *NOTE: Your Departmental Computer Administrator (DCA) may help you add your printer to the selection list.*

If selected, your printer's name appears here.

The screenshot shows the Banner7 - DEVL application window. The 'Printer Control' section has a 'Printer' dropdown menu with 'SYS\$LASER' selected. The 'Parameter Values' section is a table with the following data:

Number	Parameters	Values
01	Payroll Year	2005
02	Pay ID	MO
03	Pay Number	9
04	Orgn code	160415
05	ECLS code	CA

Below the table, it says 'LENGTH: 2 TYPE: Character O/R: Optional M/S: Single'. The 'Submission' section has a 'Save Parameter Set as' checkbox, a 'Name' field, a 'Description' field, a 'Hold' radio button, and a 'Submit' radio button. The status bar at the bottom shows 'Record: 5/5' and '<OSC>'.

- [Next Block] to the **Parameter Values** block. Some values may display from the system or from your last Job Submission session. Click in each Values field and enter the value for the Time Entry just completed. You can click the flashlight at the top of the Values' column to get a list of values for each field.
- When all Values are entered, [Next Block] to the Submission block. Click the Submit button and [Save] to send the job to the print queue. If there are no errors, the cursor is returned to the Job Name field in the **Key Block** and you may [Exit] GJAPCTL.

NOTE: You may also choose to run another report prior to beginning leave entry. PER0030 lists the available leave balances for each employee in alphabetical order, by Org and then by ECLS. This report allows you to verify your employees' leave balances before you begin inputting. The procedure for obtaining this report is the same as that listed above for PHR0030.

PER0031 allows you to print a leave summary report for individual employees. It will allow a 12-month span to be selected to report leave history. The procedure for obtaining this report is the same as that listed above for PHR0030.

You're done!

Appendix A: PYA HOUR Examples

Example 1: Employee Submits Multiple Rates within Same Job

You have the following data for a student worker.

Earn Code	Hours	Rate
RST	10	\$6.50
RS1	15	\$7.00
RS2	20	\$7.50

Steps:

1. Determine correct earn code for each rate on the timesheet, RST, RS1, RS2, etc. Refer to the earn code descriptions, also available on the Web.
2. Enter the first earn code and the corresponding hours and rate in the *History Earnings block*.
3. [Next Block] to the *Time Distribution* block and update the labor distribution. Remember: The labor distribution will only show the hours and earn code for the earn code marked by the caret (>).

SAVE!

4. [Next Block] to the *History Earnings* block and enter the second line of pay.
5. Repeat Steps 2 and 3.
6. Continue until all pay has been entered.
7. Check your work and . . .SAVE!

History Jobs

ID: 830849368 Helen Back-CLASS Organization: 231300 Disposition: 20 Proof
 Position: C15683 00 Status: A Effective Date: 01-JUL-2005 Rate: 16.829170 Method: P

History Earnings

Total Units: .00 Total Hours: 173.33

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
> SAL	1	173.33	N			

Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
173.33	100.00	C	J0736A	J0736A	231320	10102	15003				

Activity Code; press LIST for valid codes.
 Record: 1/1 <OSC>

Example 2: Pay Is Split by Percentage (Work-Study)

You have the following data for a work-study student on a Federal Work-Study Program Time Certificate:

Earn Code	Hours	Rate
RWS	10	\$6.50

Steps:

1. Determine correct earn code for each rate on the timesheet, RWS, RW1, RW2, etc. Refer to the earn code Descriptions, also available on the Web.
2. Enter earn code and the corresponding hours and rate in the *History Earnings block*.
3. [Next Block] to the *Time Distribution block*.

History Earnings

Total Units: Total Hours:

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance								
> RWS	1	10.00	N	6.500000	65.00									

Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
2.50	25.00	C	MHD215	101001	160622	10503	45040				
7.50	75.00	C	ED019K	ED019K	410500	10503	48500				
10.00	100.00										

4. Verify that both Index numbers are correct. If not, enter appropriate Indexes.
5. You will need to re-enter the Account Code and Activity Code if any changes are made to the Index.
6. [Tab] to the Percent field in the first line of the *Time Distribution block*.
7. Enter the percentage in the Percent field. Work-study is a 25/75% split.
8. Repeat steps 2-7 if there are additional earn codes.
9. Verify that Total Percent = 100
Verify that Total Hours = *History Earnings* block hours.
10. If Percent or Total Hours appears incorrect in the Time Distribution block, go to the Options menu and select Correct. Enter correct hours and/or percent. (For complex rounding errors, you may have to do this more than once before the Percent equals 100.)
11. Check your work and . . . **SAVE!**

Example 3: Classified/Academic Default Hours with Different Labor Distributions

Steps:

1. REG/SAL hours default into the first line of the Code field of the *History Earnings* block.

History Earnings									
Total Units:		<input type="text" value=".00"/>	Total Hours:		<input type="text" value="130.00"/>				
Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>
> REG	1	130.00	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. [Next Block] to the *Time Distribution* (labor distribution) block.

Time Distribution											
Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
<input type="text" value="65.00"/>	<input type="text" value="50.00"/>	<input type="text" value="C"/>	<input type="text" value="AGS546"/>	<input type="text" value="030010"/>	<input type="text" value="217310"/>	<input type="text" value="10301"/>	<input type="text" value="11200"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="65.00"/>	<input type="text" value="50.00"/>	<input type="text" value="C"/>	<input type="text" value="AGS555"/>	<input type="text" value="030015"/>	<input type="text" value="217310"/>	<input type="text" value="10301"/>	<input type="text" value="11200"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="130.00"/>	<input type="text" value="100.00"/>										

3. Verify that the Index is correct. If not, enter appropriate Index.
4. You will need to re-enter the Account Code (Acct) and Activity Code (Actv) if any changes are made to the Index.
5. [Tab] to the Percent field in the first line of Time Distribution.
6. Enter the first percentage in the Percent Field.
7. Repeat steps 3 through 6 as necessary.
8. Verify that Total Percent = 100
Verify that Total Hours = Hr/Unit in the *History Earnings* block.
9. If Percent or Total Hours appear incorrect in the Time Distribution block, go to the Options menu and select Correct Labor Distribution Dollars. Enter correct hours and/or percent. For rounding errors, you may have to do this more than once before the Percent equals 100.
10. Check your work and . . . **SAVE!**

Example 4: Classified/Academic with One or More Leave Codes

An employee submits the following data on the appropriate Timesheet:

(LTV) Vacation Leave Taken	16 hrs
----------------------------	--------

1. REG/SAL hours will default into the first line of the Code field in the *History Earnings* block.

History Earnings		Total Units:	.00	Total Hours:	173.33	
Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
> SAL	1	173.33	N			

2. Arrow Down to the next line of the Code field. Enter the first Leave/Earn code.

History Earnings		Total Units:	.00	Total Hours:	173.33	
Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
SAL	1	173.33	N			
LTV	1	16.00	N			

3. [Tab] to the Hr/Unit field. Enter leave taken. If insufficient leave balance exists, a warning message will appear at the bottom of your screen.. **Be aware** that if you choose to ignore the message, pay will be docked. You may choose the List Leave Balances option on the left hand of the screen to verify leave balances. Balances reflect previous month's balance plus current month's accrual based on the month you are entering leave for. For example, if you are entering leave in October for September, the balances will reflect September's accrual and the leave taken through August. Vacation and Sick Leave **cannot** be used in the same month it's accrued. You must leave a one-month accrual in their balance.

WARNING Possible Insufficient Leave Balance.
Record: 2/2 ... <OSC>

4. Do not make changes in the Time Distribution unless you have changed the default labor on the REG/SAL pay.
5. Repeat steps 2 and 3 as needed and . . .

SAVE!

Please refer to Earn Code Tables for correct earn code information.

FLSA and Non-FLSA Overtime

FLSA earned (LEF): FLSA is for any overtime hours worked above 40 actually worked hours in one week.

Non-FLSA earned (LEC): Non-FLSA is for any overtime hours worked before the total number of hours actually worked in one week reach 40.

Until 40 hours are actually worked, all overtime is Non-FLSA.

After 40 hours are actually worked, all overtime is FLSA

Example: An employee took 5 hours of paid leave off work on Tuesday (it doesn't matter what kind of leave they took), they worked 4 hours overtime on Wednesday and 5 hours on Saturday. The 4 hours on Wednesday are Non-FLSA (because, at that point, there hadn't been 40 hours actually worked in that week). The 5 hours on Saturday are split with 1 hour as Non-FLSA and the other 4 being FLSA (because the first hour on Saturday was the 40th hour actually worked in the week).

		Sun	Mon	Tues	Wed	Thu	Fri	Sat
Type of Hours	Regular		8	3	8	8	8	
	FLSA							4
	Non-FLSA				4			1
	Paid Leave Taken			5				

Example: If there is a holiday in a work week that the employee would already get paid for but does not work that day (holiday pay), the overtime worked up to 8 hours would be Non-FLSA because they had not actually worked the 40 hours for that week.

		Sun	Mon	Tues	Wed	Thu	Fri	Sat
Type of Hours	Regular		H (8)	8	8	8	8	
	FLSA							
	Non-FLSA				4			
	Paid Leave Taken							

Example 5: Part-Time Classified/Default Hours with Additional Regular Hours

A part-time classified employee (CB), 50% appointment, submits the following data on the appropriate Timesheet for a month with 23 working days, 184 available working hours:

92 regular hours worked
8 additional hours worked
100 total hours worked

Steps:

1. REG Hours will default into the first line of the Code field in the *History Earnings* block. Default hours for part-time classified are based on the Standard Hours (173.33) in the month.

History Earnings						
Total Units:	<input type="text" value=".00"/>		Total Hours:	<input type="text" value="86.67"/>		
Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
> REG	1	86.67	N			

2. Add the **additional** REG hours worked ($184 * 50\% = 92$; $100 - 92 = 8$) to default REG hours (86.67). Enter new total ($86.67 + 8 = 94.67$) in the Hr/Unit field of the *History Earnings* block and . . . **SAVE!**

History Earnings						
Total Units:	<input type="text" value=".00"/>		Total Hours:	<input type="text" value="94.67"/>		
Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
> REG	1	94.67	N			

3. A Warning message appears. This indicates more hours are being paid than have been defaulted. Click OK.
4. Verify that the time distribution in the *Time Distribution* block is correct, and **SAVE!**

PAYROLL POINTERS PAYING EXTRA HOURS TO PART-TIME CLASSIFIED EMPLOYEES AND HOW LEAVE-WITHOUT-PAY IS CALCULATED

The OPEU contract specified that permanent part-time employees paid on a fixed partial monthly basis shall have all extra hours worked over the regular part-time schedule paid at the hourly rate. Employees paid on a fixed partial monthly basis who work less than the regular part-time schedule shall have time deducted at the hourly rate or prorated monthly rate, depending on how their pay is regularly computed.

TO PAY EXTRA HOURS FOR PART-TIME CLASSIFIED EMPLOYEE:

Steps	Example: 50% appt, working hours in month 168
1. Determine number of hours worked during the month	For our example, we will say 92 hours
2. Determine number of hours equal to appointment %	50% of 168 hours = 84 hours
3. Subtract #2 from #1	92 – 84 hours = 8 hours
4. This is the number of hours they worked over 50%	8 hours
5. The number of hours defaulted in PYAHOURLY	.50 * 173.33 hours = 86.67 hours
6. Add the extra hours worked to the default hours	86.67 hours + 8 hours = 94.67 hours

HOW THE PAYROLL STAFF CALCULATES THE AMOUNT TO “DOC” PAY FOR LEAVE-WITH-OUT-PAY

Because an employee’s monthly salary is based on 173.33 hours per month (the average number of hours in a month) and we work based on working days in the month, before leave-without-pay (LWOP) can be deducted, it must be converted to a 173.33 basis for salaried employees. Or, to express in another way, pay is reduced for the percent of the month missed.

The formula is: $173.33/\text{working hours in month} (\# \text{ of hours of lwop}) = \# \text{ of hours to doc pay}$.

If an employee missed the whole month and there were 176 working hours in the month you would doc 173.33 hours or the whole month.

$$173.33/176 (176) = 173.33$$

If an employee missed 20 hours and there were 176 working hours in the month you would doc their pay 19.70 hours.

$$173.33/176 (20) = 19.70$$

If an employee has had a change in their pay rate for the current month, and we need to deduct LWOP for the prior month, we cannot use the DOC earn code as it will not allow a special rate. In these cases, we use a RAD earn code.

Example 6: Classified Part-Time Hourly with Leave Taken

A classified part-time hourly employee (CE) submits the following data on the mid-month timesheet:

REG	=	75
LTS	=	5
LTV	=	12
Total	=	92

1. Add together the number of hours worked and leave hours taken. Enter the total number of hours the employee is to be paid for with a REG earn code (92 in this example) in the HR/Unit field of the History Earnings block and . . . SAVE!

The screenshot shows the 'History Earnings' block with the following data:

Total Units:		Total Hours:				
.00		173.33				
Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
> REG	1	92.00	N			

2. Arrow down to the next line of the History Earnings block and enter the first leave code (LTS)
3. [TAB] to the HR/Unit field and enter the hours for that leave code (5). SAVE!
Note how this reduced the REG hours.
4. Repeat steps 2 and 3 for each leave code. You **MUST SAVE** after **EACH** line of entry so that the hours of leave taken reduce the REG hours correctly.

After all the leave is entered, the REG hours should now be 75.

The screenshot shows the 'History Earnings' block with the following data:

Total Units:		Total Hours:				
.00		92.00				
Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance
> REG	1	75.00	N			
LTS	1	5.00	N			
LTV	1	12.00	N			

5. Verify the information in the Time Distribution block for each earn or leave code entered. Make any necessary corrections.

Please refer to Earn Code Tables for correct earn code information.

Example 7: Exception Hours Taken Greater Than Default Hours

Affected: Salaried
 Classified
 Full-time Unclassified
 Part-time Unclassified with appt % \geq 50

A full-time employee submits the following data on the appropriate timesheet.

	Hours
Regular hours worked	0
Sick leave taken	176

If the employee's total paid leave taken is greater than their default hours, the difference should be entered using a leave adjustment code.

Steps:

If the month had 176 hours, and the employee took the entire month as sick leave, you should make the following entries:

1. Enter 173.33 hours of sick leave taken (LTS). This will reduce SAL/REG hours to 0.
2. Enter 2.67 (176 - 173.33) hours of sick leave adjustment (LAS).
3. Click [Next Block] icon.
4. Verify/Enter time distribution.
5. **SAVE your work!**

History Earnings

Total Units: Total Hours:

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance								
SAL	1	.00	N											
LTS	1	173.33	N			N								
> LAS	1	2.67	N											

NOTE: If an employee is a part-time monthly salaried employee, you should enter all paid leave over their default hours using a leave adjustment code.

Appendix B: Report Examples

Year : 2001 Pay ID: MO Pay no: 9

Department : 110320 DAA - Admission / Orientation

ECLS ID	Employee Name	Position	Suffix	Earn Code	Hours	Special Rate	Job Rate	ACCI	ACCT	ACTV	Percent	Roster
CA 540848480	Consillio, Rebik T	C30113	00	LTP	16.00	0.00	14.04	DAA011	10301		100.00	O
	Consillio, Rebik T	C30113	00	LTV	40.00	0.00	14.04	DAA011	10301		100.00	O
	Consillio, Rebik T	C30113	00	REG	117.33	0.00	14.04	DAA011	10301		100.00	O
					173.33							
538376846	Domme, Olivia T	C30228	00	LTS	8.00	0.00	14.04	DAA011	10301		100.00	O
	Domme, Olivia T	C30228	00	REG	165.33	0.00	14.04	DAA011	10301		100.00	O
					173.33							
537503088	Duszynski, Nicole T	C30219	00	LTV	2.00	0.00	14.04	DAA011	10301		100.00	O
	Duszynski, Nicole T	C30219	00	REG	171.33	0.00	14.04	DAA011	10301		100.00	O
					173.33							
535310249	Feruya, Mohamed T	C30189	00	REG	173.33	0.00	9.06	DAA011	10301		100.00	O
					173.33							
535265768	Filippelli, Misty T	C32072	00	LTP	16.00	0.00	14.04	DAA011	10301		100.00	O
	Filippelli, Misty T	C32072	00	LTV	72.00	0.00	14.04	DAA011	10301		100.00	O
	Filippelli, Misty T	C32072	00	REG	85.33	0.00	14.04	DAA011	10301		100.00	O
					173.33							
532385628	Gressler, Marilyn T	C30088	00	LTV	1.00	0.00	10.74	DAA011	10301		100.00	O
	Gressler, Marilyn T	C30088	00	REG	172.33	0.00	10.74	DAA011	10301		100.00	O
					173.33							
530134118	Hendricas, Lora T	C30055	00	LTV	1.75	0.00	12.18	DAA011	10301		100.00	O
	Hendricas, Lora T	C30055	00	REG	171.58	0.00	12.18	DAA011	10301		100.00	O
					173.33							
530710333	Hilsman, Lindsey T	C30186	00	LTV	72.02	0.00	12.18	DAA011	10301		60.02	O
	Hilsman, Lindsey T	C30186	00	LTV	47.98	0.00	12.18	DAA010	10301		39.98	O
	Hilsman, Lindsey T	C30186	00	REG	21.32	0.00	12.18	DAA010	10301		39.98	O
	Hilsman, Lindsey T	C30186	00	REG	32.01	0.00	12.18	DAA011	10301		60.02	O
					173.33							
391681629	Purnama, Elizabeth T	C30087	00	LTV	2.00	0.00	11.67	DAA011	10301		100.00	O
	Purnama, Elizabeth T	C30087	00	REG	171.33	0.00	11.67	DAA011	10301		100.00	O
					173.33							
CD 535922220	Frese, Michael T	C38245	00	LTS	13.00	0.00	10.74	DAA012	10301		100.00	T
	Frese, Michael T	C38245	00	REG	163.00	0.00	10.74	DAA012	10301		100.00	T

176.00

PHR0030

Time Entry Audit Report

06-Sep-2001 14:19

Page 2

Year : 2001 Pay ID: MO Pay no: 9

ECLS ID	Employee Name	Position	Suffix	Earn Code	Hours	Special Rate	Job Rate	ACCI	ACCT	ACTV	Percent	Roster
UF 533162140	Gorg, Marleen T	C12034	00	LTV	16.00	0.00	11.94	DAA011	10101		100.00	O
	Gorg, Marleen T	C12034	00	SAL	157.33	0.00	11.94	DAA011	10101		100.00	O
					173.33							

XA 548629210	Pirtle, Rose T	C55020	00	RST	86.67	0.00	8.50	DAA011	10501		100.00	T
541063108	Scarpetta, Kay T	C55020	00	RST	43.33	0.00	10.50	DAA011	10501		100.00	T

27 rows selected.

Department : 110320 DAA - Admission and Orientation

ID	Name	ECLS	LCAT	Current Hire	Adjusted Service	Home Orgn	Mon Svc	Leave Code	Hours Available	Hours Banked	Hours Accrued	Hours Taken	Begin Balance
540848480	Consillio, Rebik T	CA	C2	21-SEP-87	26-JUN-79	110320	267	ASIC	72.00	0.00	16.00	0.00	56.00
								AVAC	144.00	0.00	32.00	0.00	112.00
								PERS	32.00	0.00	16.00	0.00	16.00
538376846	Domme, Olivia T	CA	C2	01-APR-89	01-APR-89	110320	149	ASIC	112.00	0.00	16.00	0.00	96.00
								AVAC	168.00	0.00	24.00	0.00	144.00
								PERS	32.00	0.00	16.00	0.00	16.00
537503088	Duszynski, Nicole T	CA	C2	19-OCT-87	19-OCT-87	110320	167	ASIC	6.50	0.00	6.50	0.00	0.00
								AVAC	9.75	0.00	9.75	0.00	0.00
								PERS	16.00	0.00	16.00	0.00	0.00
535265768	Filippelli, Misty T	CA	C2	01-JAN-87	01-JAN-87	110320	176	ASIC	160.00	0.00	16.00	0.00	144.00
								AVAC	240.00	0.00	24.00	0.00	216.00
								PERS	16.00	0.00	16.00	0.00	0.00
								XSPE	8.00	0.00	8.00	0.00	0.00
535922220	Frese, Michael T	CA	C2	17-JUN-96	17-JUN-96	110320	63	ASIC	104.00	0.00	16.00	0.00	88.00
								AVAC	60.00	0.00	20.00	48.00	88.00
								PERS	16.00	0.00	16.00	0.00	0.00
533162140	Gorg, Marleen T	UF	U2	02-SEP-97	02-SEP-97	110320	48	ASIC	127.86	0.00	16.00	0.00	111.86
								AVAC	74.74	0.00	30.00	0.00	44.74
								XSPE	8.00	0.00	8.00	0.00	0.00
532385628	Gressler, Marilyn T	CA	C2	13-APR-95	13-APR-95	110320	77	ASIC	6.50	0.00	6.50	0.00	0.00
								AVAC	8.13	0.00	8.13	0.00	0.00
								PERS	16.00	0.00	16.00	0.00	0.00
530134118	Hendricas, Lora T	CA	C2	01-MAY-90	01-JUN-90	110320	135	ASIC	6.50	0.00	6.50	0.00	0.00
								AVAC	9.75	0.00	9.75	0.00	0.00
								PERS	32.00	0.00	16.00	0.00	16.00
530710333	Hilsman, Lindsey T	CA	C2	28-MAR-77	28-MAR-77	110320	293	ASIC	112.00	0.00	16.00	0.00	96.00
								AVAC	224.00	0.00	32.00	0.00	192.00
								PERS	32.00	0.00	16.00	0.00	16.00
391681629	Purnama, Elizabeth T	CA	C2	08-NOV-93	08-NOV-93	110320	94	ASIC	6.50	0.00	6.50	0.00	0.00
								AVAC	8.13	0.00	8.13	0.00	0.00

27 rows selected.

Department : 110320 DAA - Admission and Orientation

ID	Name	ECLS	LCAT	Current Hire	Adjusted Service	Home Orgn	Mon Svc
540848480	Consillio, Rebik T	CA	C2	21-SEP-87	26-JUN-79	110320	266

Leave Code	Effective Date	Hours Available	Hours Banked	Hours Accrued	Hours Taken	Begin Balance	Change Reason
ASIC	12-FEB-2001	8.00	0.00	8.00	0.00	0.00	
	12-FEB-2001	8.00	0.00	8.00	0.00		
	12-FEB-2001	8.00	0.00	8.00	0.00		
	12-FEB-2001	8.00	0.00	8.00	0.00		
	12-FEB-2001	8.00	0.00	8.00	0.00		
	12-FEB-2001	8.00	0.00	8.00	0.00		
	12-FEB-2001	-48.00	0.00	-48.00	0.00		
	12-FEB-2001	8.00	0.00	8.00	0.00		
	14-AUG-2001	0.00	0.00	-8.00	0.00		
	14-AUG-2001	8.00	0.00	8.00	0.00		
	21-AUG-2001	16.00	0.00	8.00	0.00		
AVAC	12-FEB-2001	0.00	0.00	0.00	0.00	0.00	
	12-FEB-2001	16.00	0.00	16.00	0.00		
	12-FEB-2001	16.00	0.00	16.00	0.00		
	12-FEB-2001	16.00	0.00	16.00	0.00		
	12-FEB-2001	16.00	0.00	16.00	0.00		
	12-FEB-2001	16.00	0.00	16.00	0.00		
	12-FEB-2001	-96.00	0.00	-96.00	0.00		
	12-FEB-2001	16.00	0.00	16.00	0.00		
	14-AUG-2001	0.00	0.00	-16.00	0.00		
	14-AUG-2001	16.00	0.00	16.00	0.00		
	21-AUG-2001	32.00	0.00	16.00	0.00		
PERS	12-FEB-2001	-16.00	0.00	-16.00	0.00	0.00	
	14-AUG-2001	-32.00	0.00	-16.00	0.00		
	14-AUG-2001	-16.00	0.00	16.00	0.00		

3 leave code rows selected.

Appendix C: Earn Code Tables

Classified Earn Codes

Earn Code – Title	Account Code	Description of Earn Code Use
RGP - Regular Pay, Prior Month	10410	Pay--Prior Month: Pay to classified, temp or student employees for work performed in the prior month. Payment for services performed in months previous to the prior month must be paid via manual check. This code excludes overtime pay (see OTM, OTP).
DBL - Bilingual Differential Premium Pay	10416	Bilingual Differential: A differential of two and one-half percent (2.5%) over base rate paid to employees in positions which specifically require and have been recruited for bilingual skills (i.e., translation between English and another foreign language; use of sign language) as a condition of employment. See OPEU bargaining agreement, article 20.3(a).
DCS - Campus Security Differential Premium Pay	10480	Campus Security Differential: Ten percent (10%) differential for employees who are designated as special campus security officers per ORS 352.385. See OPEU bargaining agreement, article 20.3(d).
DDV - Diving Differential	10432	Diving Differential: A \$5.00 differential for employees whose work assignment requires the use of underwater diving equipment and who pass current certification for the use of such equipment. See OPEU bargaining agreement, article 20.2(d).
DEL - Supervisory Electrician Differential Premium Pay	10425	Supervisory Electrician Differential: A five percent (5%) differential for employees whose work assignment requires that they be licensed as a supervisory electrician by the university. See OPEU bargaining agreement, article 20.3 (b).
DGA - Geographic Area Differential	10437	Geographic Area Differential: Pay to non-resident classified employees for work performed in a geographical area requiring differential pay. The amount of the differential pay cannot exceed 25% of the employee's base rate of pay. See OPEU bargaining agreement, article 20.1.

DHM - Hazard Material Differential	10435	Hazardous Material Differential: A differential earn code used to pay OPEU-represented employees one dollar (\$1.00) per hour for all time spent performing work with hazardous materials which requires a certificate or a license, or of one dollar and fifty cents (\$1.50) per hour for all time spent performing work with hazardous materials which requires a supervisory certificate or license. This differential will apply only when Haz Mat duties are not included in the employee's classification specifications. See OPEU bargaining agreement 20.2 (e)
DHW - High Work Differential	10432	High Work Differential: \$1.00 per hour differential paid when employees are required to perform work more than 20 feet above ground where safety ropes, scaffolds, boatswain chairs, or similar safety devices are required. See OPEU bargaining agreement, article 20.2 (a).
DLW - Lead Work Differential Premium Pay	10433	Lead-Work Differential: A 5% differential as a base-pay supplement for employees formally assigned lead-work duties by their supervisors and meeting the necessary criteria in the bargaining agreement. Lead-work differential is not computed at the rate of time and one-half for overtime or holiday work. See OPEU bargaining agreement, article 20.5
DNL - Nuclear React Lic Differential Premium Pay	10481	Nuclear Reactor License Differential: 5% differential paid to employees required to possess a nuclear reactor operator's license where such license is not a requirement of classification. See OPEU bargaining agreement, article 20.3 (c).
DPP* - Shift Differential Pay, Prior Month - SEIU	10435	Shift Differential Pay - OPEU, Prior Month Shift differential is a .50 cent per hour pay for work between 6pm and 6am and on weekends. This code applies to any classified employee, whose job classification is allocated to salary range 22 or below. It excludes employees with temporary appointments. The following applies to shift differential: <ul style="list-style-type: none"> • Shift differential is not computed at the rate of time and one-half for overtime or holiday work. • Shift differential is not paid for periods of leave of absence with pay, such as vacation and sick leave.

DSG - Shift Differential Pay, GCIU		Shift Differential Pay--GCIU: Shift differential/premium pay at 4% of employee's base salary for work performed after 3 pm and before 6 am. This code applies to classified employees eligible for overtime pay. The following applies to shift differential: <ul style="list-style-type: none"> •Shift differential is not computed at the rate of time and one-half for overtime or holiday work. • Shift differential is not paid for periods of leave of absence with pay, such as vacation and sick leave. See GCIU bargaining agreement for applicable hours.
DSH - Shift Differential	10435	Shift Differential Pay - OPEU Current Month Shift differential is a \$0.50 cent per hour pay for work performed between 6pm and 6am and weekends. This code applies to any classified employee whose job classification is allocated to salary range 22 or below. The following apply to shift differential: <ul style="list-style-type: none"> • Shift differential is not computed at the rate of time and one-half for overtime or holiday work. • Shift differential is not paid for periods of leave of absence with pay, such as vacation and sick leave.
DSN - Nurses Shift Differential	10466	Nurses Shift Differential--\$1.35/Hour: A shift differential of \$1.35 paid to for Registered Nurses , Nurse Practitioners, and Licensed Practical Nurses for work performed after 6 pm and after 6 am or on a Saturday or Sunday.
DSO - Sea Pay Differential-SEIU/OPEU	10435	Sea Pay Differential--OPEU: A differential earn code used to pay OPEU represented employees a differential of ten percent for each day served aboard the ship at sea when the ship is out of home port on a cruise of one day or more under provisions of Article 63, "Special Provisions, Sailing Complement" (OSU). This contract article applies only to OSU employees associated with research sailing vessels. Employees are not entitled to shift differential while earning sea pay under this Article.
DWC - Work Out of Class	10414	Work Out-of-Class: Payments to classified employees performing the duties of a position at higher classifications. See OPEU bargaining agreement, article 20.6.
FAC - Awards, Cash	10417	Academic Award Pay--Cash: Amounts awarded to employees in recognition of special service or accomplishments. This pay is subject to income tax, social security, and medicare withholding; it must be included in the employee's gross income for year-end W-2 reporting and is exempt from retirement contribution and employer pick-up.

LAC - Comp-Time, Adj. Balance		Comp Time Balance Adjustment: This code is used only for adjustments made to the employee's compensatory time (COMP) leave balance. Not to be used for actual leave earned (see LEC) or actual leave taken (see LTC).
LAE - Exchange Time Adjust Balance		Exchange Time Balance Adjustment: This code is used only for adjustments made to the employee's exchange time (XCHG) leave balance. Not to be used for actual leave earned (see LEE) or actual leave taken (see LTE).
LAP - Personal Leave Adjust Balance		Personal Leave Balance Adjustment: This code is used only for adjustments made to the employee's personal (PERS) leave balance. Not to be used for actual leave taken (see LTP).
LAS - Sick Leave Adjust Balance		Sick Leave Balance Adjustment: This code is used only for adjustments made to the employee's sick (ASIC) leave balance. Not to be used for actual leave taken (see LTS).
LAV - Vacation Adjust Balance		Vacation Leave Balance Adjustment: This code is used only for adjustments made to the employee's vacation (AVAC) leave balance. Not to be used for actual leave taken (see LTV).
LEC - Comp Time Earned, Non-FLSA		Comp Time Earned--Non-FLSA: Hours input are actual hours earned; Banner updates the COMP balance at 1 ½ (1.5) times the hours input.
LEE - Exchange Time Earned		Exchange Time Earned: Hours input are actual hours earned; Reduces XCHG leave balance.
LEF - Comp Time Earned, FLSA		Comp Time Earned--FLSA: Hours input are actual hours earned; Banner updates the COMP balance at 1 ½ (1.5) times the hours input.
LEO - Other Time Earned, Holiday on Reg Day Off		Other Time Earned: Used to give classified staff comp time at a straight time rate when a holiday falls on their regular day off. Hours input are actual hours worked.
LPC - Comp Time Paid	10412	Compensatory Pay - Classified: For use in comp-time payoffs for classified employees upon termination. Not to be used for leave taken (see LTC).
LPS - Shore Leave Paid	10415	Shore Leave Pay: Pay for shore leave earned by ships' complement when ship is out of home port. The accrual rate and use of shore leave are specified under bargaining agreement provisions. Entry is "special rate" and "hour-based".
LPV - Vacation Leave Paid	10411	Vacation Leave Pay--Classified: Payment for accrued vacation to classified employees. Payments are made when an employee terminates. It excludes pay to an employee on regular vacation (see LTV).

LTC - Comp Time Taken, Exempt		Comp Time Taken: Actual compensatory time taken (at straight time). This earn code reduces base salary. Reduces COMP leave balance.
LTE - Exchange Time Taken		Exchange Time Taken: Actual exchange time taken (at straight time). This earn code reduces base salary. Reduces XCHG leave code balance.
LTP - Personal Leave Taken		Personal Leave Taken: Actual personal time taken. This earn code reduces base salary. Reduces PERS balance.
LTS - Sick Leave Taken		Sick Leave Taken: Actual sick leave time taken. This earn code reduces base salary. Reduces ASIC balance.
LTV - Vacation Time Taken		Vacation Leave Taken: Actual vacation leave time taken. This earn code reduces base salary. Reduces AVAC balance.
OCP - Other Class/Temp Pay	10301	Other Classified Pay--Unit-Based: Pay to Academic-Year classified employees for summer earnings services not covered by their regular appointment not exceeding full-time employment for the months to which the contract pertains. These are benefit excluded earnings but do accrue leave.
OCS - Other Class/Temp Pay, SpecRate	10409	Other Classified/Temporary Pay--Special Rate: An hours-based earn code accepting any hourly rate and used to pay classified or temporary employees for temporary or extra work. These earnings are excluded from benefits and leave accrual.
OTD* - Overtime on Differential Pay	10419	FLSA Overtime on Differential Pay - Classified Pay for time worked during which an employee satisfies these criteria: <ul style="list-style-type: none"> • is subject to FLSA overtime • works more than 40 hours on any work week • has premium pay on DDV, DGA, DHM, DHW, DLW, DPP, DSG, DSH, DWC, LPS, PSB, PSU. Entered as units and special rate.
OTM - Overtime	10421	Overtime--Current Month Classified: - Pay for time worked in excess of 8 hours per day (for flexible work schedules, in excess of agreed upon hours, or over 40 hours per week. For example: 10 hours per day for a four-day schedule) or in excess of 40 hours per week within the employee's basic work week. Pay is calculated at one and one-half times the straight rate. Hours input are actual hours worked.

OTP - Overtime, Prior Month	10421	Overtime--Prior Month Classified: - Use to pay time worked in the immediate prior month in excess of 8 hours per day (for flexible work schedules, in excess of agreed upon hours, or over 40 hours per week. For example: 10 hours per day for a four-day schedule) or in excess of 40 hours per week within the employee's basic work week. Pay is calculated at one and one-half times the straight rate. Hours input are actual hours worked.
PCB - Call Back Pay	10420	Penalty Pay--Call-Back: Penalty pay to classified employees under bargaining agreement provisions for call-back. Pay is calculated at one and one-half times the rate entered.
PRC - Reporting Compensation	10420	Penalty Pay--Reporting Compensation: Penalty pay to classified employees under bargaining agreement provisions for call-back. Pay is calculated at straight time.
PSB - Standby Pay	10436	Stand-By/On-Call Pay - Pay to Classified employees for stand-by or on-call time, paid at the rate of one hour for each six (6) hours of assigned stand-by, (straight rate) under the following conditions; <ul style="list-style-type: none"> • An employee is on stand-by when required to be available for work outside his or her normal working hours. • An employee is not on stand-by once he or she begins performing assigned duties and is accruing pay for the time worked. • Stand-by pay applies to those classified employees who are eligible for overtime pay. • Stand-by is not counted as time worked when computing overtime pay. * Enter all hours an employee was on call or stand-by. System will calculate pay at the rate of one hour for every six worked.
PSU - Show-Up Compensation		Show-Up Compensation: Pay to classified employees who are scheduled to work, show up for work, and are released. Paid the equivalent of two (2) hours at the appropriate rate. See OPEU Bargaining Agreement, Article 30 (c).

REG - Regular Earnings	10301	Classified: Compensation paid to classified employees in permanent positions. It includes pay for holiday time taken during the normal course of employment. This code excludes the following: vacation pay at time of termination and cash payments made to prevent the loss of vacation leave credit (see LPV); compensatory pay in lieu of time off (see LPC); overtime pay (see OTM, OTP); sick leave and vacation pay (see LTS, LTV); and holiday-worked pay (see OTM, OTP).
RGP - Regular Pay, Prior Month	10301	Pay--Prior Month: Pay to classified, temp or student employees for work performed in the prior month. Payment for services performed in months previous to the prior month must be paid via manual check. This code excludes the following: vacation pay at time of termination and cash payments made to prevent the loss of vacation leave credit (see LPV); compensatory pay in lieu of time off (see LPC); overtime pay (see OTM, OTP); holiday-worked pay (see OTM, OTP); and sick leave and vacation leave taken (see LTS, LTV).

Student Earn Codes (Graduate)

Earn Code – Title	Account Code	Description of Earn Code Use
GRA - Grad, Research Assistant	10630	Graduate Research Assistants: Pay to graduate research assistants serving under academic appointments. This code should not be used for stipends or other support expenditures. Fee remission will be charged to the pay account (see GRF).
GRF - Grad RA Fee Remission	10632	GRA Requiring Fee Remission Subsidy: Pay to graduate research assistants serving under academic appointments on grants, contracts, or cooperative agreements for which fee remission costs are not an allowable expenditure. Related fee remission costs are charged to accounts other than pay accounts (see GRA).
GRS - Grad Research Asst, Summer	10625	Summer Graduate Research Assistants: Pay to 9-month graduate research assistants on summer appointments. This code should not be used for services by graduate research assistants on 12-month appointments. Fee remission on this earn code will be charged to the pay account (see GRZ).
GRX - Grad, Pharmacy Program	10609	Pharmacy Trainees, Interns, and Residents: Salaries paid to pharmacy trainees, interns, and residents in programs working at OHSU.
GRZ - Grad, RA, Summer Fee Remission	10628	Summer GRA Requiring Fee Remission Subsidy: Pay to 9-month graduate research assistants serving under academic appointments on grants, contracts, or cooperative agreements for which fee remission costs are not an allowable expenditure (see GRS). This code should not be used for graduate research assistants who are on 12-month appointments.
GTA - Grad Teaching Assistant	10620	Graduate Teaching Assistants: Pay to teaching assistants serving under academic appointments. This code should not be used for stipends or other support expenditures. Fee remission on this earn code will be charged to the pay account (see GTF).
GTF - Grad Teaching Asst, Fee Remiss	10622	GTA Requiring Fee Remission Subsidy: Pay to graduate teaching assistants serving under academic appointments on grants, contracts, or cooperative agreements for which fee remission costs are not an allowable expenditure. Related fee remission costs are charged to accounts other than the pay accounts (see GTA).

GTS - Grad Teaching Asst, Summer	10623	Summer Graduate Teaching Assistants: Pay to 9-month graduate teaching assistants on summer appointments. Fee remission on this earn code will be charged to the pay account (see GTZ). This code should not be used for graduate teaching assistants on 12-month appointments.
GTZ - Grad, TA Summer Fee Remission	10627	Summer GTA Requiring Fee Remission Subsidy: Pay to 9-month graduate teaching assistants on summer appointments, serving under academic appointments on grants, contracts, or cooperative agreements for which fee remission costs are not an allowable expenditure (see GTS). This code should not be used for graduate teaching assistants on 12-month appointments.
GVM - Grad, DVM Clinician	10610	D.V.M. Clinicians: Salaries paid to post-doctoral D.V.M. clinicians with a rank of clinical fellow at OSU. Benefits for students enrolled in the OSU Ph.D. program in Comparative Veterinary Medicine are treated the same as those for medical and dental clinical fellows.

Student Earn Codes (Undergraduate)

Earn Code – Title	Account Code	Description of Earn Code Use
FAC - Awards, Cash	10507	Academic Award Pay--Cash: Amounts awarded to employees in recognition of special service or accomplishments. This pay is subject to income tax, social security, and medicare withholding; it must be included in the employee's gross income for year-end W-2 reporting and is exempt from retirement contribution and employer pick-up.
OTM - Overtime	10521	Overtime--Current Month Student: Pay to students for overtime worked in excess of 40 hours per week. Pay is calculated at one and one-half times the straight rate. Hours input are actual hours worked.
OTP - Overtime, Prior Month	10521	Overtime--Prior Month Student: Pay to students for overtime worked in the immediate prior month in excess of 40 hours per week. Pay is calculated at one and one-half times the straight rate. Hours input are actual hours worked.
REG - Regular Earnings	10501	Student: Pay to students with one job and a unique position number. Earn code is default rate. See RST and RS1.
RGP - Regular Pay, Prior Month	10501	Pay--Prior Month: Pay to classified, temp or student employees for work performed in the prior month. Payment for services performed in months previous to the prior month must be paid via manual check. This code excludes overtime pay (see OTM, OTP).
RS1 - Regular Student Pay, Rate 1	10501	Student: Codes are established using special rate codes to permit multiple jobs and varying hourly rates. Used in conjunction with RST. Useful for pooled student positions.
RS2 - Regular Student Pay, Rate 2	10501	Student: Codes are established using special rate codes to permit multiple jobs and varying hourly rates. Used in conjunction with RST. Useful for pooled student positions.
RS3 - Regular Student Pay, Rate 3	10501	Student: Codes are established using special rate codes to permit multiple jobs and varying hourly rates. Used in conjunction with RST. Useful for pooled student positions.
RS4 - Regular Student Pay, Rate 4	10501	Student: Codes are established using special rate codes to permit multiple jobs and varying hourly rates. Used in conjunction with RST. Useful for pooled student positions.

RS5 - Regular Student Pay, Rate 5	10501	Student: Codes are established using special rate codes to permit multiple jobs and varying hourly rates. Used in conjunction with RST. Useful for pooled student positions.
RSB - Regular, Student Bonus	10501	Student Bonus: Bonus pay to students, part-time or full-time, who perform work for the institution.
RSC - Regular, Student Commissions	10501	Student Commission: Commission pay to students, part-time or full-time, who perform work for the institution.
RST - Regular, Student Pay	10501	Student--Hour Based: Payment to students, part-time or full-time, who perform work for the institution. Earn code is special rate. Can be used in conjunction with the RS1 series.
RSU - Regular, Student, Units	10501	Student--Units Based: Payment to students for units-based pay (for example, stipends). Earn code is special rate.
RW1 - Regular, Work-Study, Rate 1	10503	College Work Study Program--Student: Codes are established using special rate codes to permit multiple work-study jobs and varying hourly rates. Used in conjunction with RWS. Useful for pooled student positions.
RW2 - Regular, Work-Study, Rate 2	10503	College Work Study Program--Student: Codes are established using special rate codes to permit multiple work-study jobs and varying hourly rates. Used in conjunction with RWS. Useful for pooled student positions.
RW3 - Regular, Work-Study, Rate 3	10503	College Work Study Program--Student: Codes are established using special rate codes to permit multiple work-study jobs and varying hourly rates. Used in conjunction with RWS. Useful for pooled student positions.
RW4 - Regular, Work-Study, Rate 4	10503	College Work Study Program--Student: Codes are established using special rate codes to permit multiple work-study jobs and varying hourly rates. Used in conjunction with RWS. Useful for pooled student positions.
RW5 - Regular, Work-Study, Rate 5	10503	College Work Study Program--Student: Codes are established using special rate codes to permit multiple work-study jobs and varying hourly rates. Used in conjunction with RWS. Useful for pooled student positions.
RWS - Regular, Work-Study	10503	College Work Study Program--Student: Payment to students employed under the College Work Study Program (CWSP). Can be used in conjunction with the RW1 series.

Temporary Earn Codes

Earn Code – Title	Account Code	Description of Earn Code Use
OCH - Other Temp Pay, Hours	10410	Other Classified/Temporary Pay: An hours-based earn code that defaults the pay rate from the employee job record and is used to pay classified or temporary employees for temporary or extra work. These earnings are benefit excluded earnings.
OCP - Other Class/Temp Pay (and Unit Pay for TS901's)	10410	Other Temp Pay, Units-Based: Pay to temporary employees for services being paid on a units basis, not hourly (see OCH).
OCS - Other Class/Temp Pay, SpecRate	10410	Other Classified/Temporary Pay--Special Rate: An hours-based earn code accepting any hourly rate and used to pay classified or temporary employees for temporary or extra work. These earnings are excluded from benefits and leave accrual.
OTM - Overtime	10421	Overtime--Current Month Temporaries: Record time worked in excess of 40 hours per week Pay is calculated at one and one-half times the straight rate. Hours input are actual hours worked.
OTP - Overtime, Prior Month	10421	Overtime--Prior Month Temporaries: Record time worked in excess of 40 hours per week Pay is calculated at one and one-half times the straight rate for the immediate prior month. Hours input are actual hours worked.
REG - Regular Earnings	10410	Temporary Employees Pay - Current Month: Pay for services of temporary employees for the current month. Uses the Job default rate.

Unclassified Earn Codes

Earn Code – Title	Account Code	Description of Earn Code Use
DFP - Post Differential Unclassified	10220	Post-Differential Unclassified Pay: Additional compensation to employees for service in foreign areas where environmental conditions are difficult, physically demanding, or potentially unhealthy.
DSP - Sea Pay Differential	10230	Sea Pay Differential - Unclassified: Premium pay given to OSU academic employees who have no professional rank (such as research assistants) for each day at sea in excess of six consecutive days.
DSU - Sunday Pay Differential	10221	Sunday Pay Differential--Unclassified: Sunday premium pay is to be used for individuals paid from sponsored funds and only to the extent allowed by the sponsoring agency and contractual agreement. It is authorized by 5 U.S.C.5546 and is specified in U.S. Agency for International Development Handbook 26. Sunday premium pay is authorized for any full-time employee whose basic workweek includes any work time on Sunday. Premium pay is at a rate equal to 25% of the rate of basic pay for each regular hour of Sunday work.
FAC - Awards, Cash	10217	Academic Award Pay--Cash: Amounts awarded to employees in recognition of special service or accomplishments. This pay is subject to income tax, social security, and medicare withholding; it must be included in the employee's gross income for year-end W-2 reporting and is exempt from retirement contribution and employer pick-up.
LAC - Comp-Time, Adj. Balance		Comp Time Balance Adjustment: This code is used only for adjustments made to the employee's compensatory time (COMP) leave balance. Not to be used for actual leave earned (see LEC) or actual leave taken (see LTC).
LAS - Sick Leave Adjust Balance		Sick Leave Balance Adjustment--Prior Month: This code is used only for adjustments made for the prior month to the employee's sick (ASIC) leave balance. If the adjustment is for more than one month prior, contact OHR. Not to be used for actual leave taken (see LTS).

LAV - Vacation Adjust Balance		Vacation Leave Balance Adjustment--Prior Month: This code is used only for adjustments made for the prior month to the employee's vacation (AVAC) leave balance. If the adjustment is for more than one month prior, contact OHR. Not to be used for actual leave taken (see LTV).
LEC - Comp Time Earned--Non-FLSA		Comp Time Earned: Hours input are actual hours earned; Banner updates the COMP balance at 1 ½ (1.5) times the hours input.
LEF - Comp Time Earned--FLSA		Comp Time Earned--Non-Exempt (FLSA Eligible): Hours input are actual hours earned; Banner updates the COMP balance at 1 ½ (1.5) times the hours input.
LPC - Comp Time Paid	10232	Comp Time Payoff--Unclassified: For use in comp-time payoffs for unclassified academics. Not to be used for actual leave taken (see LTC).
LPV - Vacation Leave Paid	10211	Vacation Leave Pay--Academic: Payment for accrued vacation to academic employees on 12-month appointments (to a maximum of 180 hours). Payments are made when an employee terminates or when an employee transfers to a 9-month academic appointment. If the employee transfers to a classified position, vacation accrual rate and pay are regulated by applicable collective bargaining unit agreements. It excludes pay to an employee on regular vacation (see LTV).
LTC - Comp Time Taken		Comp Time Taken: Actual compensatory time taken (at straight time). This earn code reduces base salary. Reduces COMP leave balance.
LTS - Sick Leave Taken		Sick Leave Taken: Actual sick leave time taken. This earn code reduces base salary. Reduces ASIC balance.
LTV - Vacation Time Taken		Vacation Leave Taken: Actual vacation leave time taken. This earn code reduces base salary. Reduces AVAC balance.
OAP - Other Academic Pay, Hour-based	10209	Other Unclassified Pay--Hour-Based: Pay to unclassified staff members for services not covered by their appointments that do not exceed full-time employment for the months to which the contract pertains. These earnings are benefit and leave eligible. Entry is "special rate" and "hour-based".
OAU - Other Academic Pay, Unit-based	10209	Other Unclassified Pay--Unit-Based Pay to unclassified staff members for services not covered by their appointments that do not exceed full-time employment for the months to which the contract pertains. These earnings are benefit eligible. Entry is "special rate" and "unit-based".

ONB - Other Academic Pay, No Benefit	10209	Other Unclassified Pay--No Benefits: Pay to unclassified staff members for services not covered by their appointments who are benefit ineligible (do not exceed .5 FTE for the months to which the contract pertains). These earnings are excluded from benefits and leave accrual. Entry is "special rate".
OTM - Overtime	10231	Overtime--Current Month: Used to record unclassified academic overtime pay due to FLSA requirements for the current month. Pay is calculated at one and one-half times the straight rate. Hours input are actual hours worked.
OTP - Overtime, Prior Month	10231	Overtime, Prior month. Used to record unclassified academic overtime pay due to FLSA requirements for the immediate prior month. Pay is calculated at one and one-half times the straight rate. Hours input are actual hours worked.
OVP - Overload, PERS Subject	10202	Supplemental Unclassified Pay--Non-Instructional: Special or additional pay to compensate unclassified staff members for non-instructional services rendered in excess of full-time employment (for example, when the additional service causes a faculty member's term FTE to exceed 1.00). If the employment contract is shorter than 12 months, this provision applies only for the months to which the contract pertains.
OVX - Overload, PERS Exempt	10201	Supplemental Unclassified Pay--Instructional: Special or additional pay to compensate unclassified staff members for instructional services rendered that exceed full-time employment (for example, when additional service causes a faculty member's term FTE to exceed 1.00). If the employment contract period is shorter than 12 months, the provision applies only for the months to which the contract pertains. Note: Pay for which this transaction code is used is not considered salary for retirement purposes.
RFA - Regular, Foreign Assignment	10105	Foreign Assignment--Unclassified Salaries: Basic salary for persons on long-term international assignments. International sponsored projects call for a clear distinction between salaries of those paid for on-campus work and those paid on long-term international assignments.
SAB - Sabbatical	10123	Sabbatical Leave: Payment to unclassified employees while on sabbatical leave.
SAL - Salary	10102/10103	Staff, Unclassified Salaries--Current Month: Salaries paid to full- or part-time unclassified employees. This code should not be used for amounts paid in excess of an employee's budgeted salary (see OVX, SMN, SUM).

SLP - Salary, Prior Month	10102/10103	Staff, Unclassified Salaries--Prior Month: Salaries paid to full- or part-time unclassified employees for work performed in the prior month. Payment for services performed in months previous to the prior month must be paid via manual check. This code should not be used for amounts paid in excess of an employee's budgeted salary (see OVX, SMN, SUM).
SMN - Summer Sess. Non-instructional	10204	Summer Unclassified Pay--Non-Instructional: Pay to 9-month unclassified staff members serving in a non-instructional capacity. This account code applies to summer only and should not be used for services by unclassified staff members on 12-month appointments. Not to be used for service exceeding the full-time summer term appointment (see OVP).
SUM - Summer Session, Instructional	10203	Summer Unclassified Pay--Instructional: Payment to 9-month unclassified staff members who serve in instructional capacities. Applies to summer only and should not be used for employees on 12-month appointments. Not to be used for service exceeding the full-time summer term appointment (see OVX).
STI - Stipends	10107	Other Unclassified Pay--Stipend: Pay to unclassified staff members for services that are part of their appointment but not part of their base pay (for example, department chair).