Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Used By	Definition	Example of Use	Comments
AAA	NRA Artist / Athlete	PAF	None	All	Payroll/HR	Income reported on 1042S under Income Code 20.		
ACA	ACADEMIC NON-EXTENSION	PAF	None	Salaried	Department	Extra compensation for non-extension teaching and research.	9 Month Faculty asked to take over a class.	
ACE	NRA ACADEMIC NON-EXTENSION 18	PAF	None	Salaried	Department	Extra compensation for non-extension teaching and research.	9 Month Faculty asked to take over a class.	
AIC	NONRESD ALIEN INDEP CONTR	PAF	None	All	Payroll/HR	NRA Independent Contractor paid through payroll to withhold taxes.		
AME	NRA REGULAR PAY MONTHLY 18	PAF	None	Salaried	Department	Regular pay to exempt staff in pay group M18.		
AMS	NRA REGULAR PAY MONTHLY 17	PAF	None	Salaried	Department	Regular pay to exempt staff in pay group M17.		
AOI	NRA OTHER INCOME	PAF	None	All	Payroll/HR	Income reported on 1042S under Income Code 50		
APE	NRA REGULAR PAY NONEXEMPT 18	PAF	Hours	Hourly	Department	Regular pay to nonexempt staff in pay group B18.		
APS	NRA REGULAR PAY NONEXEMPT 17	PAF	Hours	Hourly	Department	Regular pay to nonexempt staff in pay group B17.		
ARE	SUMMER RESEARCH M18	Addl Pay	None	Salaried	Department	Pay to faculty for services during summer calculated in advance and then paid in a series of equal monthly payments as part of the regular paycheck.		
ARS	SUMMER RESEARCH M17	Addl Pay	None	Salaried	Department	Pay to faculty for services during summer calculated in advance and then paid in a series of equal monthly payments as part of the regular paycheck.		
ARY	NORESD ALIEN ROYALTY	PAF	None	All	Payroll/HR	Copyright Royalties to a NRA.	University Press at UMSYS.	
ASC	NONRESD ALIEN SCHOLARSHIP	PAF	None	All	Payroll/HR	NRA Scholarship, exempt from tax withholding.		
ATE	SUMMER SESSION TEACHING M18	Addl Pay	None	Salaried	Department	Used to identify summer appointments for faculty 9/12 teaching credit courses during summer session.		
ATS	SUMMER SESSION TEACHING M17	Addl Pay	None	Salaried	Department	Used to identify summer appointments for faculty 9/12 teaching credit courses during summer session.		
AVL	VACATION-LUMP SUM B18/M18	Addl Pay	None, See Note	All	Department	Vacation Lump Sum Payout.	Payoff vacation balance when an employee transfers from a benefit eligible position to a non-benefit eligible position.	Attach Addl Pay Form to the termination PAF.
AWD	AWARDS/PRIZES	Addl Pay	None, See Note	All	Department	Additional taxable compensation.	Outstanding Teaching Award, Outstanding Achievement in Recruiting.	
BBO	BEN TO CONT BEN OTHR SPOU	PAF	None					1099-R Box 7 Code=4
BBS	BEN TO CONT BEN IS SPOUSE	PAF	None					1099-R Box 7 Code=4
BJO	SURV BEN ANNU OTHR SPOUSE	PAF	None					1099-R Box 7 Code=4
BJS	SURV BEN JNT ANNU SPOUSE	PAF	None					1099-R Box 7 Code=4
BRP	BEN RESTORATION PLAN	PAF	None	Salaried	Department	A monthly benefit to designated participants in the UM Retirement Benefit System Benefit Restoration Plan. This plan is a nonqualified retirement plan, therefore payments are subject to withholding of payroll taxes and are reported on Form W-2.	Used only by UM Faculty & Staff Benefits.	
CAJ	Compensatory Time Adjustment	Add row WebTime	Hours	All	Department	Used to adjust the accrued leave balance for Comp Time.		Has no effect on gross pay.
CAL	CALL SHIFTS	Add row WebTime	Hours	Hourly	Department	On call for emergency.		
CAR	AUTOMOBILE ALLOW-TAXABLE	Addl Pay	None, See Note	All	Department	Cash provided in lieu of tracking mileage of personal vehicle on a daily basis (with VP approval).		
CHA	CHAN HOUSING ALLOW	PAF	None	Salaried	Payroll/HR	Cash allowance provided to Chancellor in lieu of living in Univ provided housing.		Currently used only at Colum.
CIO	CALL-IN OVERTIME	Add row WebTime	Hours	Hourly	Department	Used for on call after 40 hours of work.		
CMB	PAY PER UNIT NONEXEMPT	Addl Pay	Hours	Hourly	Department	Pay for units produced rather than per time worked for nonexempt staff.	Pay per column inch of transcription.	
CMP	Compensatory Time Payout	Addl Pay	None, See Note	Hourly	Department	Pay off of comp time balance, paid at straight time.	Used when an employee transfers from one department to another or upon termination.	Attach Addl Pay Form to the termination PAF.
CNV	CONVERSION EARNINGS ONLY							
COM	COMMISSION	Addl Pay	None	All	Department	Commissions paid to sales staff.		
CPE	NRA Comp Time Payout 18	Addl Pay	None, See Note	Hourly	Department	Pay off of comp time balance, paid at straight time for NRA 18.	Used when an employee transfers from one department to another or upon termination.	Attach Addl Pay Form to the termination PAF.
CPS	NRA Comp Time Payout 17	Addl Pay	None, See Note	Hourly	Department	Pay off of comp time balance, paid at straight time for NRA 17.	Used when an employee transfers from one department to another or upon termination.	Attach Addl Pay Form to the termination PAF.
CPT	COMP TIME USED	Add row WebTime	Hours	All	Department	Comp Time hours used in accordance with HR-215.	Employee records comp time used on timesheet for departmental data entry into WebTime.	Hours are not includable for calculating overtime for the week. Has no effect on gross pay.
CRE	NRA CONTRACT PAY 18	Generated by PS	None	Salaried	Department	Pay a specified amount over a specified time period for pay group M18.		
CTE	Compensatory Time Earned	Add row WebTime	Hours	All	Department	Used to record the comp time earned.	Employee elects to receive time off in lieu of overtime at the rate of 1.5 hours comp time for each hour of overtime worked.	Enter one hour of comp time for each hour of overtime worked. Accrual process multiplies by factor of 1.5 to update comp time balance. Has no effect on gross pay.

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Used By	Definition	Example of Use	Comments
CRG	CONTRACT PAY	Generated by PS	None	Salaried	Department	Pay a specified amount over a specified time period.		
CRS	NRA CONTRACT PAY 17	Generated by PS	None	Salaried	Department	Pay a specified amount over a specified time period for pay group M17.		
D2O	Differential 2ndShift Overtime	Kronos	Hours	Hourly	Department			
D3O	Differential 3rdShift Overtime	Kronos	Hours	Hourly	Department			
DB1	Retiree's Annuity, Div of Ben Order	PAF	None					1099-R Box 7 Code=7
DB2	Retiree's Lump Sum, Div of Ben Order	PAF	None					1099-R Box 7 Code=7
DB3	Deferred Vested's Annuity, Div of Ben Or	PAF	None					1099-R Box 7 Code=7
DB4	Deferred Vested's Lump Sum, Div of Ben	PAF	None					1099-R Box 7 Code=7
DBC	DER BEN TO DEP CHILDREN	PAF	None					1099-R Box 7 Code=4
DBE	DER BEN TO EX-SPOUSE	PAF	None					1099-R Box 7 Code=4
DBW	DER BEN TO WIDOW/ER	PAF	None					1099-R Box 7 Code=4
DCR	DISABILITY RET W/CHILD	PAF	None					1099-R Box 7 Code=3
DEO	Development Overtime	Kronos	Hours	Hourly	Department			
DEV	DEVELOPMENT / TRAINING / SEMIN	Add row WebTime	Hours	Hourly	Department	Used to track non-productive paid time for attendance at training, development activities and seminars for nonexempt staff.		
DF2	DIFFENENTIAL-2ND SHIFT	Addl Pay	Hours	All (see note)	Department	Shift Differential.		
DF3	DIFFERENTIAL-3RD SHIFT	Addl Pay	Hours	All (see note)	Department	Shift Differential.		
DFO	DIFFERENTIAL OVERTIME	Add row WebTime	Hours	All (see note)	Department	Shift Differential Overtime.		
DIV	DER BEN TO EX-SPOUSE EMPL	PAF	None					1099-R Box 7 Code=4
DRB	DEFERRED EARLY RET BENEFT	PAF	None			DRB >= 59.5 vs DRU.		1099-R Box 7 Code=7
DRT	DISABILITY RETIREMENT	PAF	None					1099-R Box 7 Code=3
DRU	Def Early Ret Ben under 59.5	PAF	None			DRU < 59.5 vs DRB.		1099-R Box 7 Code=2
DSP	NONTAXABLE LTD PAYMENT	PAF	None					
DTH	BEREAVEMENT NONEXEMPT	Add row WebTime	Hours	Hourly	Department	Used to track non-productive paid time for bereavement/funeral leave for nonexempt staff.		
DTM	BEREAVEMENT MONTHLY	Add row WebTime	Hours	Salaried	Department	Used to track non-productive paid time for bereavement/funeral leave for exempt staff.		
DTO	Bereavement Overtime	Kronos	Hours	Hourly	Department			
DTX	TAXABLE LTD PAYMENT	PAF	None					
DV5	Defer Vested Lump Sum under 55	PAF	None			DV5 < 55 vs DVL.		1099-R Box 7 Code=1
DVB	DEFERRED VESTED BENEFIT	PAF	None			DVB >= 59.5 vs DVU.		1099-R Box 7 Code=7
DVI	Def Vest Inst L-Sum Excl IRA	PAF	None			DVI to IRA vs DVR.		1099-R Box 7 Code=G
DVL	DEFERRED VESTED LUMP SUM	PAF	None			DVL >= 55 vs DV5.		1099-R Box 7 Code=2
DVM	DEVELOPMENT / TRAINING MONTHLY	Add row WebTime	Hours	Salaried	Department	Used to track non-productive paid time for attendance at training, development activities and seminars for exempt staff.		
DVO	DEFER VEST BENE NON-SPOUS	PAF	None					1099-R Box 7 Code=4
DVR	DEFER VEST INST LUMP EXCL	PAF	None			DVR to QP vs DVI.		1099-R Box 7 Code=G
DVU	Defer Vested Benefit undr 59.5	PAF	None			DVU < 59.5 vs DVB.		1099-R Box 7 Code=2
DVW	DER BEN VESTED WIDOW/ER	PAF	None					1099-R Box 7 Code=4
DWC	DERIV BENE TO WID W/CHILD	PAF	None					1099-R Box 7 Code=4
DWE	DER BEN TO WIDOW/ER EMPL	PAF	None					1099-R Box 7 Code=4
DWO	CONT BEN OF DEAD WIDOW/ER	PAF	None					1099-R Box 7 Code=4
EFE	NRA Taxable Educ Fee Reduction 18	Addl Pay	None	All	Department	Taxable Educ Fee Reduction for spouses and dependents used for grad and professional studies. NRA M18/B18.	Employee's child attends law school and receives 50% EFR. This amount is taxable to the employee.	EFE does not add to Gross Pay.
EFR	Taxable Educ Fee Reduction	Addl Pay	None	All	Department	Taxable Educ Fee Reduction for spouses and dependents used for grad and professional studies.	Employee's child attends law school and receives 50% EFR. This amount is taxable to the employee.	EFR does not add to Gross Pay.
ENE	NRA EARNED NOT PAID 18	Generated by PS	None	Salaried	Department	For faculty paid 9 / 12 in pay group M18.		
ENP	EARNED NOT PAID	Generated by PS	None	Salaried	Department	For faculty paid 9 / 12.		
ENS	NRA EARNED NOT PAID 17	Generated by PS	None	Salaried	Department	For faculty paid 9 / 12 in pay group M17.		
ERN	Emerg Relief Nurs Pay biweekly	Kronos	Hours	Hourly	Department			
ERO	Emergency Relief Pay Overtime	Kronos	Hours	Hourly	Department			
ERP	ERIP DISTRIBUTION	PAF	None			Early Retirement Annuity?		1099-R Box 7 Code=7
ERT	EARLY RETIREMENT	PAF	None			ERT >= 59.5 vs ERU.		1099-R Box 7 Code=7
ERU	Early Retirement under 59.5	PAF	None			ERU <59.5 vs ERT.		1099-R Box 7 Code=2
EXC	EXTENSION CREDIT INSTR	Addl Pay	None	Salaried	Department	Used to identify extra compensation from extension or continuing education accounts for teaching credit courses.		
EXD	EXTENSION DEV/GRADING	Addl Pay	None	Salaried	Department	Used to identify extra compensation from extension or continuing education accounts for grading courses.	Professors grading extension courses - one time pay at end of semeter.	
EXN	EXTENSION NON-CR INSTR	Addl Pay	None	Salaried	Department	Used to identify extra compensation from extension or continuing education accounts for teaching non-credit courses.		
EXO	EXTENSION OTHER	Addl Pay	None	Salaried	Department	Used to identify extra compensation from extension or continuing education accounts for activities not described by EXC, EXN or EXD. See HR 216.		
FAJ	FAMILY SICK LEAVE ADJUSTMENT	Add row WebTime	Hours	All	Department	Used to adjust the accrued leave balance for Sick Leave.		Has no effect on gross pay.
FFL	Facility Float Pay biweekly	Kronos	Hours	Hourly	Department	Float to another facility at an overtime rate		

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Used By	Definition	Example of Use	Comments
FFO	Facility Float Pay Overtime	Kronos	Hours	Hourly	Department	Float to another facility at straight time		
FHT	FAMILY SICK HOURS TAKEN	Add row WebTime	Hours	All	Department	Used to record Family Sick Leave taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
FLO	FLOAT OVERTIME	Add row WebTime	Hours	Hourly	Department	Float to another cluster at an overtime rate.	Used for hospital nurses.	
FLT	FLOAT DIFFERENTIAL	Addl Pay	Hours	Hourly	Department	Float to another cluster at straight time.	Used for hospital nurses.	
FME	NRA FAM SICK LEAVE MONTHLY 18	Add row WebTime	Hours	Salaried	Department	Family Sick Leave for exempt staff in pay group M18.		Reduces AME pay.
FMS	NRA FAM SICK LEAVE MONTHLY 17	Add row WebTime	Hours	Salaried	Department	Family Sick Leave for exempt staff in pay group M17.		Reduces AMS pay.
FPS	FACULTY PERFORMANCE SHARES	Addl Pay	None	Salaried	UM Benefits	Taxable distribution to faculty participating in the FPS benefit plan.		
FRW	NRA FOREIGN WAGES	PAF	None	Salaried	Department	Non US source income - not subject to taxation in US.	Salaries paid to a nonresident alien who is working outside of U.S.	
FSC	FAMILY SICK LEAVE NONEXEMPT	Add row WebTime	Hours	Hourly	Department	Family Sick Leave for nonexempt staff.		Adds to gross pay.
FSE	NRA FAM SICK LEAVE NONEXEMP 18	Add row WebTime	Hours	Hourly	Department	Family Sick Leave for nonexempt staff in pay group B18.		Adds to gross pay.
FSM	FAMILY SICK LEAVE EXEMPT	Add row WebTime	Hours	Salaried	Department	Family Sick Leave for exempt staff.		Reduces REX pay.
FSS	NRA FAM SICK LEAVE NONEXEMP 17	Add row WebTime	Hours	Hourly	Department	Family Sick Leave for nonexempt staff in pay group B17.		Adds to gross pay.
HME	NRA HOLIDAY MONTHLY 18	Generated by PS	None	Salaried	Department	Used to track non productive paid time for holidays to exempt staff in pay group M18.		PeopleSoft generates a row on the paysheet for holiday.
HMS	NRA HOLIDAY MONTHLY 17	Generated by PS	None	Salaried	Department	Used to track non productive paid time for holidays to exempt staff in pay group M17.		PeopleSoft generates a row on the paysheet for holiday.
HOE	NRA HOLIDAY WORKED NONEXEMP 18	Add row WebTime	Hours	Hourly	Department	Pay for work on a holiday to nonexempt staff in pay group B18.		
HOL	HOLIDAY WORKED	Add row WebTime	Hours	Hourly	Department	Pay for work on a holiday.		
HOS	NRA HOLIDAY WORKED NONEXEMP 17	Add row WebTime	Hours	Hourly	Department	Pay for work on a holiday to nonexempt staff in pay group B17.		
HPE	NRA HOL NOT WORKED NONEXEMP 18	Generated by PS	None	Hourly	Department	Used to track non productive paid time for holidays to nonexempt staff in pay group B18.		
HPM	HOLIDAY MONTHLY	Generated by PS	None	Salaried	Department	Used to track non productive paid time for holidays to exempt staff.		PeopleSoft generates a row on the paysheet for holiday.
HPO	Holiday Not Worked Overtime	Kronos	Hours	Hourly	Department			
HPR	HOLIDAY NOT WORKED NONEXEMPT	Generated by PS	None	Hourly	Department	Used to track non productive paid time to nonexempt staff for holidays.		
HPS	NRA HOL NOT WORKED NONEXEMP 17	Generated by PS	None	Hourly	Department	Used to track non productive paid time for holidays to nonexempt staff in pay group B17.		
HRE	Hourly Pay Exempt M18	PAF	Hours	Salaried	Department	Hourly pay for an exempt NRA.	GRA paid monthly who is hired as an hourly student assistant.	
HRL	Hourly Pay for Exempt Employee	PAF	Hours	Salaried	Department	Hourly pay for an exempt employee.	GRA paid monthly who is hired as an hourly student assistant.	
HRS	Hourly Pay Exempt M17	PAF	Hours	Salaried	Department	Hourly pay for an exempt NRA.	GRA paid monthly who is hired as an hourly student assistant.	
ICH	IN CHARGE	Addl Pay	Hours	Hourly	Department	In charge of shift.		UHC Security, UMR.
ICO	IN CHARGE OT	Add row WebTime	Hours	Hourly	Department	In charge of shift overtime pay.		UHC Security, UMR
INC	INCENTIVE PAY	Addl Pay	None, See Note	All	Department	Structured approved incentive plan.		
INJ	WORK INCURRED INJURY / ILLNESS	Add row WebTime	Hours	Hourly	Department	Paid time off to nonexempt staff that is not worked due to injury.		
INM	WORK INCURRED INJURY / ILL MON	Add row WebTime	Hours	Salaried	Department	Paid time off to exempt staff that is not worked due to injury.		
INO	Work Injury,Illness Overtime	Kronos	Hours	Hourly	Department			
KOM	COMMISSION - EXCLUSIVE	Addl Pay	None	Salaried	Department	Commissions which count towards Univ retirement by special agreement with Retirement Committee.	Currently applies only to sales staff at KOMU and Missourian.	
LAV	Lump Sum Vacation for C,K,R,S,OE	Addl Pay	Hours	All	Department	Vacation Lump Sum Payout.	Payoff vacation balance when an employee transfers from a benefit eligible position to a non-benefit eligible position.	For use only by COLUM,KCITY,ROLLA, STLOU,UOEXT.
LED	LEAD PAY	Addl Pay	Hours	Hourly	Department	A differential paid to nonexempt staff who serve as the lead worker.		Colum Campus Facilities.
LF5	DIS 09/90+,100% TAX PLAN	PAF	None					
LF6	DIS 09/90+,100% TAX BASE	PAF	None					
LF7	DIS 09/90+,100% TAX SUPL	PAF	None					
LFB	FMLA Family Sick Leave biweekl	Kronos	Hours	Hourly	Department			
LFM	FMLA Family Sick monthly	Kronos	Hours	Salaried	Department			
LGL	LEGAL PROCEEDINGS (JURY, WITNE	Add row WebTime	Hours	Hourly	Department	Used to track non productive paid time for attendance at legal proceedings for nonexempt staff.		
LGM	LEGAL PROCEEDINGS MONTHLY	Add row WebTime	Hours	Salaried	Department	Used to track non productive paid time for attendance at legal proceedings for exempt staff.		
LGO	Legal Proceedings Overtime	Kronos	Hours	Hourly	Department			

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Used By	Definition	Example of Use	Comments
LPB	FMLA Personal Day biweekly	Kronos	Hours	Hourly	Department			
LPM	FMLA Personal Day monthly	Kronos	Hours	Salaried	Department			
LSB	FMLA Sick Leave biweekly	Kronos	Hours	Hourly	Department			
LSM	FMLA Sick Leave monthly	Kronos	Hours	Salaried	Department			
LT2	LTD PLAN 2	PAF	None					
LT3	LTD 59% NON-TAXABLE	PAF	None					
LT5	DIS 09/90+,100% TAX PLAN	PAF	None					
LT6	DIS 09/90+,100% TAX BASE	PAF	None					
LT7	DIS 09/90+,100% TAX SUPL	PAF	None					
LT8	DIS 09/90+,NON-TAX SUPPL	PAF	None					
LTD	LONG TERM DIS-PAY	PAF	None					
LTN	LTD 75% NON-TAXABLE	PAF	None					
LVB	FMLA Vacation biweekly	Kronos	Hours	Hourly	Department			
LVM	FMLA Vacation monthly	Kronos	Hours	Salaried	Department			
MIL	MILITARY DUTY	Add row WebTime	Hours	Hourly	Department	Used to track non productive paid time for military leave for nonexempt staff.		
MIM	MILITARY DUTY MONTHLY	Add row WebTime	Hours	Salaried	Department	Used to track non productive paid time for military leave for exempt staff.		
MLO	Military Duty Overtime	Kronos	Hours	Hourly	Department			
MOV	MOVING EXPENSE REIMBURSED	Addl Pay	None, See Note	All	Department	Payments pursuant to Human Resources Moving Policy.		
MPP	MPIP INCENTIVE	Addl Pay	None	Salaried	Department	Payments made as part of Medical Practice Income Plan - Physicians Incentive Plan.		
MTG	MEETING - NONPRODUCTIVE	Add row WebTime	Hours	Hourly	Department	Used to track non productive paid time for attendance at meetings for nonexempt staff.	Currently used by UHC.	
MTO	Meeting Overtime	Kronos	Hours	Hourly	Department			
NQI	Income from NonQualified Deferred Comp	Addl Pay	None	All	UM Benefits	amounts includible in gross income under §409A and in wages under §3401(a) as required by §6051(a)(3)	Income from a nonqualified deferred compensation plan.	Reported in W-2 Box 12Z
NRT	NORMAL RETIREMENT	PAF	None					1099-R Box 7 Code=7
ORI	ORIENTATION NONEXEMPT	Add row WebTime	Hours	Hourly	Department	Used to track non productive paid time for attendance at oriention for nonexempt staff.		
ORM	ORIENTATION MONTHLY	Add row WebTime	Hours	Salaried	Department	Used to track non productive paid time for attendance at oriention for exempt staff.		
ORO	Orientation Overtime	Kronos	Hours	Hourly	Department			
OTH	OTHER CATEGORIES	Addl Pay	None	Salaried	Department	Extra compensation for non extension, faculty, staff for other than other extra comp earnings codes.		
OTM	OVERTIME PAY	Add row WebTime	Hours	All (see note)	Department	Overtime Pay for nonexempt staff.		
OVE	NRA OVERTIME PAY 18	Add row WebTime	Hours	All (see note)	Department	Overtime pay for nonexempt staff in pay group B18.		
OVS	NRA OVERTIME PAY 17	Add row WebTime	Hours	All (see note)	Department	Overtime pay for nonexempt staff in pay group B17.		
PAJ	PERSONAL LEAVE ADJUSTMENT	Add row WebTime	Hours	All	Department	Used to adjust the accrued leave balance for Personal Days.		Has no effect on gross pay.
PDE	NRA PERSONAL DAYS NONEXEMPT 18	Add row WebTime	Hours	Hourly	Department	Personal Days for nonexempt staff in pay group B18.		Adds to gross pay.
PDM	PERSONAL DAYS MONTHLY	Add row WebTime	Hours	Salaried	Department	Personal Days for exempt staff.		Reduces REX pay.
PDN	Post Doc Nonemployee	PAF	None	Salaried	Department	Fellowship payment to a post doc trainee from a funding source which prohibits the establishment of an employer-employee relationship as a condition of the award.	Payments to Post Doctoral Fellows in Jobcode 6991.	Eligible for NEA pay group.
PDS	NRA PERSONAL DAYS NONEXEMPT 17	Add row WebTime	Hours	Hourly	Department	Personal Days for nonexempt staff in pay group B17.		Adds to gross pay.
PDY	PERSONAL DAYS NONEXEMPT	Add row WebTime	Hours	Hourly	Department	Personal Days for nonexempt staff in BU Hospt,Umsys.		Adds to gross pay.
PHT	PERSONAL DAY HOURS TAKEN	Add row WebTime	Hours	All	Department	Used to record Personal Days taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
PME	NRA PERSONAL DAYS MONTHLY 18	Add row WebTime	Hours	Salaried	Department	Personal Days for exempt staff in pay group M18.		Reduces AME pay.
PMS	NRA PERSONAL DAYS MONTHLY 17	Add row WebTime	Hours	Salaried	Department	Personal Days for exempt staff in pay group M17.		Reduces AMS pay.
POA	PREMIUM OVERTIME ADJUSTMENT	Addl Pay	None, See Note	All (see note)		This is additional premium overtime earnings provided non-exempt employees who have "other" earnings that FLSA considers to be regular earnings for a pay period. This is to provide required overtime pay that the automated payroll system does not/cannot calculate due to the nature of the "other" earnings. Use of this code and payment must be in accordance with a fully documented incentive or perquisite program that has been approved by the Human Resources Administration and notice of participation recorded with the local HR/Payroll office and processing center	Incentive Payments and Housing Allowance to non-exempt employees CALCS: Step 1: Annual value of housing divided by 52 weeks to derive an "earnings equivalency" Step 2: Results of Step 1 divided by total hours paid in work week that premium overtime hours are incurred Step 3: Results of Step 2 divided by 2 to derive premium overtime value of earnings equivalency Step 4: Results of Step 3 multiplied by overtime hours working in the work week to derive the Premium Overtime Adjustment.	
PRD	PRE-RETIRE DB NON-SP TAX	PAF	None					1099-R Box 7 Code=4
PRQ	PERQUISITE TAXABLE	Addl Pay	None, See Note	All	Department	Taxable value of gifts and other non-cash items.	Complimentary season tickets to MU Basketball.	Has no effect on gross pay.
PRR	PERQUISITE NONTAXABLE	Addl Pay	None, See Note	All	Payroll/HR	Nontaxable fringe benefit (not cash) excluded from income by IRS Code.	Housing provided as a condition of employment.	Has no effect on gross pay.
PSI	Pre-Retire DB Inst Excl IRA	PAF	None			PSI to IRA vs PSR.		1099-R Box 7 Code=4&G
PSL	PRE-RETIRE DB SPOUSE TAX	PAF	None					1099-R Box 7 Code=4
PSR	PRE-RETIRE DB INSTIT EXCL	PAF	None			PSR to QP vs PSI.		1099-R Box 7 Code=4&G
QFI	ADJUST FICA WAGES CURRENT YEAR	Add row Payline	None	All	Payroll/HR	Used to adjust the taxable gross for FICA for the current tax year.	Employee was erroneously marked as exempt from FICA during January.	Has no effect on gross pay.

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Used By	Definition	Example of Use	Comments
RAC	AUTO-FURNISHED TAXABLE	Addl Pay	None, See Note	All	Department	Value determined by IRS Regs as taxable income for use of a furnished vehicle.		Has no effect on gross pay.
RCO	Accute Care Pay Overtime	Kronos	Hours	Hourly	Department			
REB	RECOG. & ENCOURAGE	Addl Pay	Hours	Hourly	Department	A differential for designated nursing providers when defined staffing or patient census criteria are met. Requires approval of Executive Director to pay to nonexempt staff. Hospital use only.		
REC	Recog. & Encourage	Kronos	Hours	Hourly	Department	A differential for designated allied health providers when defined staffing or patient census criteria are met. Requires approval of Executive Director to pay to nonexempt staff. Hospital use only.		
REE	NRA RELOCATION INCENTIVE 18	Addl Pay	None, See Note	All	Department	Relocation payment pursuant to Human Resouces Policy.		
REG	REGULAR PAY NONEXEMPT	PAF	Hours	Hourly	Department	Regular pay to nonexempt staff.		
REI	Ret Early Inst Lump Excl IRA	PAF	None			REI to IRA vs RER		1099-R Box 7 Code=G
REL	RELOCATION INCENTIVE	Addl Pay	None, See Note	All	Department	Relocation payment pursuant to Human Resouces Policy.		
REO	RECOG. & ENCOURAGE OT	Add row WebTime	Hours	Hourly	Department	Recognition and Encouragement pay to non-exempt staff incurred for hours in the work week over 40. Paid at time and one-half.		
RER	RET EARLY INST LUMP EXCL	PAF	None			RER to QP vs REI.		1099-R Box 7 Code=G
RES	NRA RELOCATION INCENTIVE 17	Addl Pay	None, See Note	All	Department	Relocation payment pursuant to Human Resouces Policy		
REX	REGULAR PAY MONTHLY	PAF	None	Salaried	Department	Regular pay to exempt staff.		
RGL	Reg Pay Over Retire Plan Limit	PAF	None	Salaried	Department	To isolate the "excess" portion of base pay earnings of Colum Med School employees hired on or after 9/1/1996 whose total base pay exceeds the annual "eligible salary limit" (205,000 for 2004).		
RLE	RETIREE EARLY LUMP	PAF	None			RLE >= 55 vs RLU.		1099-R Box 7 Code=2
RLU	Retiree Early Lump under 55	PAF	None			RLU < 55 vs RLE.		1099-R Box 7 Code=1
RNI	Ret Normal Inst Lum Ex IRA	PAF	None			RNI to IRA vs RNR.		1099-R Box 7 Code=G
RNL	RETIRE NORMAL LUMP	PAF	None					1099-R Box 7 Code=7
RNR	RET NORMAL INST LUMP EXCL	PAF	None			RNR to QP vs RNI.		1099-R Box 7 Code=G
ROE	RET MONTH BENE NON-SPOUSE	PAF	None					1099-R Box 7 Code=4
ROR	RETRO OVERTIME RATE	Add row WebTime	Hours	Hourly	Department	Overtime Pay to nonexempt staff for a prior pay period.		
ROY	PATENT ROYALTIES	Addl Pay	None	Salaried	Payroll/HR	Royalties paid by the Licensing and Patents Office for patents developed pursuant to University agreement.		
RPA	RETRO PAY PROCESSED EARNINGS	Not in use	Not Applicabl	All	Payroll/HR	Earnings added to paysheet by the retro pay process.		
RPO	RETRO PAY PROCESSED OVERTIME	Not in use	Not Applicabl	All	Payroll/HR	Overtime added to paysheet by the retro pay process.		
RRE	NRA RETRO REGULAR RATE18	Add row WebTime	Hours	Hourly	Department	Base Pay to nonexempt staff for a prior pay period.		
RRR	RETRO REGULAR RATE	Add row WebTime	Hours	Hourly	Department	Base Pay to nonexempt staff for a prior pay period.		
RRS	NRA RETRO REGULAR RATE17	Add row WebTime	Hours	Hourly	Department	Base Pay to nonexempt staff for a prior pay period.		
SAJ	SICK LEAVE ADJUSTMENT	Add row WebTime	Hours	All	Department	Used to adjust the accrued leave balance for Sick Leave.		Has no effect on gross pay.
SCE	NRA SICK LEAVE NONEXEMPT 18	Add row WebTime	Hours	Hourly	Department	Personal Sick Leave for nonexempt staff in pay group B18.		Adds to gross pay.
SCK	SICK LEAVE NONEXEMPT	Add row WebTime	Hours	Hourly	Department	Personal Sick Leave for nonexempt staff in Hospt.		Adds to gross pay.
SCS	NRA SICK LEAVE NONEXEMPT 17	Add row WebTime	Hours	Hourly	Department	Personal Sick Leave for nonexempt staff in pay group B17.		Adds to gross pay.
SEB	TRANSITION ASSIST PAY NONEXEMPT	PAF	Hours	Hourly	Department	Transition assistance pay to nonexempt staff pursuant to University policy		
SET	SETTLEMENT PAYOUT LEGAL AGREEM	Addl Pay	None, See Note	All	Department	Taxable portion of settlement payout to an employee or former employee accepted under the terms of a legal agreement between the individual and the Curators of the University of Missouri.		
SEV	TRANSITION ASSIST PAY EXEMPT	PAF	None	Salaried	Department	Transition assistance pay to exempt staff pursuant to University policy.		
SHT	SICK HOURS TAKEN	Add row WebTime	Hours	All	Department	Used to record Sick Leave taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
SKE	NRA SICK LEAVE MONTHLY 18	Add row WebTime	Hours	Salaried	Department	Personal Sick Leave for exempt staff in pay group M18.		Reduces AME pay.
SKM	SICK LEAVE Salaried	Add row WebTime	Hours	Salaried	Department	Personal Sick Leave for exempt staff.		Reduces REX pay.
SKS	NRA SICK LEAVE MONTHLY 17	Add row WebTime	Hours	Salaried	Department	Personal Sick Leave for exempt staff in pay group M17.		Reduces AMS pay.
SPA	SUM PERIOD DEPT. ADMIN.	Addl Pay	None	Salaried	Department	Pay to faculty for dept admin during summer.		
SPC	S.P. COURSE & CIRC. DEV	Addl Pay	None	Salaried	Department	Pay to faculty for course & curricular development during summer.		
SPE	SUMMER PERIOD EXTENSION	Addl Pay	None	Salaried	Department	Pay to faculty for extension or continuing education courses during summer.		

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Used By	Definition	Example of Use	Comments
SPO	SUMMER PERIOD OTHER	Addl Pay	None	Salaried	Department	Pay to faculty for services during summer which are not described in SPA, SPC, SPE, SPI, or SPR.		
SPR	SUMMER PERIOD RESEARCH	Addl Pay	None	Salaried	Department	Pay to faculty for research during summer.		
SST	SUMMER SESSION TEACHING	Addl Pay	None	Salaried	Department	Used to identify summer appointments for teaching credit courses during summer session.		
TIP	TIPS	Addl Pay	Hours	Hourly	Department	Amount reported by waiter or waitress staff for tips.	Enter 1 hour in WebTime for every $ of tips reported.	Set up rate of $1 per hour in Additional Pay. Has no effect on Gross Pay.
TRO	TRANSPORT OVERTIME	Add row WebTime	Hours	Hourly	Department	Overtime paid to nonexempt staff for transporting patients.	Used to pay flight teams for overtime work.	
TRP	TRANSPORT PAY	Addl Pay	Hours	Hourly	Department	A differential paid to nonexempt staff for transporting patients.	A differential used to pay flight teams.	
TSH	SHARED SERVICE CHARGES	Addl Pay	Hours	Hourly	Department	A service charge added to the customer's bill that is shared amongst waiters and waitresses.	Enter 1 hour in WebTime for every $ of service charge distributed.	Set up rate of $1 per hour in Additional Pay.
TTE	NRA Travel Reimburse Taxable 18	Addl Pay	None, See Note	All	Department	Taxable reimbursement to a NRA employee in M18 or B18.	Reimbursement made after 60-day time limit.	
TTS	NRA Travel Reimburse Taxable 17	Addl Pay	None, See Note	All	Department	Taxable reimbursement to a NRA employee in M17 or B17.	Reimbursement made after 60-day time limit.	
TVS	Reimbursement Taxable	Addl Pay	None, See Note	All	Department	Taxable reimbursement to an employee for spousal travel or non-accountable plan.	Reimbursement made after 60-day time limit.	
TVW	TRAVEL WITHHOLDING	Addl Pay	None, See Note	All	Department	Taxable value of reimbursement made outside of payroll (e.g. accounts payable) to an employee for spousal travel / non-accountable plan.	Employee received reimbursement for non-accountable plan travel through accounts payable; the amount must be included in W-2 earnings.	Use TVW only when taxable reimbursement was erroneously paid outside of payroll system. Has no effect on Gross Pay.
UNE	Pay per unit M18	Kronos	Hours	Hourly	Department			
UNI	PAY PER UNIT	PAF	Hours	Salaried	Department	Pay from a concurrent job or additional appointment that is based on a per unit or an hourly amount but is paid on the monthly pay cycle to an exempt employee. Note: The number of hours an exempt employee can work in the nonexempt hourly paid job is limited in order to protect the exemption status.	Faculty in one academic unit who receives pay for grading papers and the pay is based on a unit amount. Physician who receives pay for working shifts in the Emergency Room that is based on a per hour rate.	Examples continued: Graduate Research Assistant who receives a monthly amount of salary based on her/his contract amount for the semester and who also has a job as a student assistant in which the pay is based on hours worked.
VAC	VACATION NONEXEMPT	Add row WebTime	Hours	Hourly	Department	Vacation Time for nonexempt staff in Hospt.		Adds to gross pay.
VAE	NRA VACATION NONEXEMPT 18	Add row WebTime	Hours	Hourly	Department	Vacation Time for nonexempt staff in pay group B18.		Adds to gross pay.
VAJ	VACATION LEAVE ADJUSTMENT	Add row WebTime	Hours	All	Department	Used to adjust the accrued leave balance for Vacation.		Has no effect on gross pay.
VAL	VACATION - LUMP SUM	Addl Pay	Hours	All	Department	Vacation Lump Sum Payout.	Payoff vacation balance when an employee transfers from a benefit eligible position to a non-benefit eligible position.	Attach Addl Pay Form to the termination PAF. For use only by HOSPT.
VAM	VACATION MONTHLY	Add row WebTime	Hours	Salaried	Department	Vacation Time for exempt staff.		Reduces REX pay.
VAS	NRA VACATION NONEXEMPT 17	Add row WebTime	Hours	Hourly	Department	Vacation Time for nonexempt staff in pay group B17.		Adds to gross pay.
VBO	BEN TO CONT BEN OTHR SP E	PAF	None					1099-R Box 7 Code=4
VBS	BEN TO CONT BEN IS SP EMP	PAF	None					1099-R Box 7 Code=4
VHT	VACATION HOURS TAKEN	Add row WebTime	Hours	All	Department	Used to record Vacation taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
VJO	SURV BEN ANNU OTHR SP EMP	PAF	None					1099-R Box 7 Code=4
VJS	SURV BEN JNT ANNU SP EMPL	PAF	None					1099-R Box 7 Code=4
VME	NRA VACATION MONTHLY 18	Add row WebTime	Hours	Salaried	Department	Vacation Time for exempt staff in pay group M18.		Reduces AME pay.
VMS	NRA VACATION MONTHLY 17	Add row WebTime	Hours	Salaried	Department	Vacation Time for exempt staff in pay group M17.		Reduces AMS pay.
VOT	VOTING NONEXEMPT	Add row WebTime	Hours	Hourly	Department	Used to track non productive paid time for time spent voting by nonexempt staff.		
VTM	VOTING MONTHLY	Add row WebTime	Hours	Salaried	Department	Used to track non productive paid time for time spent voting by exempt staff.		
VTO	Voting Overtime	Kronos	Hours	Hourly	Department			
WEB	WEEKEND DIFF HOURLY	Addl Pay	Hours	Hourly	Department	Used to pay weekend differential to nonexempt staff at CRH.		
WEO	WEEKEND DIFF HOURLY OVRTIME	Add row WebTime	Hours	Hourly	Department	Used to pay weekend differential overtime to nonexempt staff at CRH.		
WSM	WORK STUDY MONTHLY	PAF	None	All	Department	Used to track work study pay.		
WST	WORK STUDY	PAF	None	Hourly	Department	Used to track work study hours for nonexempt staff.		
XNE	NRA Extension Extra Comp 18	PAF	None	Salaried	Department	Used to identify extra compensation from extension or continuing education accounts.		

SPECIAL NOTE FOR OTM, OVE, OVS, DF2, DF3, DFO:
Overtime (OTM, OVE, OVS, DFO) is temporarily available for use to ALL in Company UM during the transition period for the new FLSA regulations. HR/Payroll Offices should monitor usage to ensure that only nonexempt staff receive overtime pay.

SPECIAL NOTE FOR EARN CODES AWD, CAR, CMP, EFR, INC, MOV, POA, PRQ, PRR, RAC, REL, SET, STA, TTE, TTS, TVS, TVW, VAL
HR/Payroll Office instructions for Additional Pay: Always click on Okay to Pay for earnings that are for amounts.
The row for this earnings will be displayed in WebTime (when processed before WebTime opens), but departmental users should not change the pre-printed row.