Earn Codes

Temporary Staff Hours

001 Regular Pay

Hours must be recorded in Earnings and Hours area for temporary employees to be paid

002 Secondary Pay (dollar amount only) 003 Secondary Pay (hours only)

Used for hours worked in excess of employee's regular hours whose appointment is less than 100%

003 Employee Consultant 007 Overtime Clerical
011 Overtime Pay @ 1.5 008 Overtime Maintenance
015 Overtime @ straight time (PT) 009 Overtime Food Service
006 Overtime Security

Student Payroll

401 Enrolled Student - Regular Pay 470 CO - Op Student
402 Enrolled Student - Dollar Amt. Back Pay 480 Graduate Assistant Regular
411 Enrolled Student - Overtime 482 Graduate Assistant Federal Work Study
450 Federal College Work Study 483 Graduate Assistant Michigan Work Study
451 Federal College Work Study - Dollar Amt. Back Pay 490 Enrolled Mandatory Gratuities
460 Michigan College Work Study 491 Enrolled Student Tips
461 Michigan College Work Study - Dollar Amt. Back Pay

Lost Time

700 Sick Pay 730 Holiday Pay and Seasonal Pay
701 Sick Personal Pay (Non-Faculty) 740 Bereavement Pay Immediate Family
702 Family Sick Pay 745 Unscheduled Shutdown
703 Sick Bereavement Pay 750 Jury Duty
706 Sick Bank Pay Faculty 770 Personal No Pay
707 Sick Bank Pay (Non-Faculty) 780 Working out of Class (FM dollar amt. only)
720 Annual Leave (reduces annual leave accrual) UNB Union Business No Pay
720 Annual Leave (reduces annual leave accrual)

Compensatory Time

800 Compensatory Time @ 1.5 810 Compensatory Time @ 1.0
810 Compensatory Time @ 1.0

Uniform Allowance

680 Uniform Allowance - AFSCME 682 Uniform Allowance - Detectives
681 Uniform Allowance - P/Officers