

P S EARN CODES

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Retirement Elig	Used By	Definition	Example of Use	Comments
ACA	ACADEMIC NON-EXTENSION	PAF	None	Salaried	No	Department	Extra compensation for non-extension teaching and research.	9 Month Faculty asked to take over a class.	
ACE	NRA ACADEMIC NON-EXTENSION	PAF	None	Salaried	No	Department	Extra compensation for non-extension teaching and research.	9 Month Faculty asked to take over a class.	To be used by Non-Resident Alien Tax Specialist Only
AIC	NONRESID ALIEN INDEP CONTR	PAF	None	All	No	Payroll/HR	NRA Independent Contractor paid through payroll to withhold taxes.		To be used by Non-Resident Alien Tax Specialist Only
AME	NRA REGULAR PAY MONTHLY 18	PAF	None	Salaried	Y	Department	Regular pay to exempt staff in pay group M18.		To be used by Non-Resident Alien Tax Specialist Only
AMS	NRA REGULAR PAY MONTHLY 17	PAF	None	Salaried	Y	Department	Regular pay to exempt staff in pay group M17.		To be used by Non-Resident Alien Tax Specialist Only
AOI	NRA OTHER INCOME	PAF	None	All	No	Payroll/HR	Income reported on 1042S under Income Code 50		To be used by Non-Resident Alien Tax Specialist Only
APE	NRA REGULAR PAY NONEXEMPT 18	PAF	Hours	Hourly	Y	Department	Regular pay to nonexempt staff in pay group B18.		To be used by Non-Resident Alien Tax Specialist Only
APS	NRA REGULAR PAY NONEXEMPT 17	PAF	Hours	Hourly	Y	Department	Regular pay to nonexempt staff in pay group B17.		To be used by Non-Resident Alien Tax Specialist Only
ARE	SUMMER RESEARCH M18	Addl Pay	None	Salaried	Y	Department	Pay to faculty for services during summer calculated in advance and then paid in a series of equal monthly payments as part of the regular paycheck.		To be used by Non-Resident Alien Tax Specialist Only
ARS	SUMMER RESEARCH M17	Addl Pay	None	Salaried	Y	Department	Pay to faculty for services during summer calculated in advance and then paid in a series of equal monthly payments as part of the regular paycheck.		To be used by Non-Resident Alien Tax Specialist Only
ARY	NORESAD ALIEN ROYALTY	PAF	None	All	No	Payroll/HR	Copyright Royalties to a NRA.	University Press at UMSYS	To be used by Non-Resident Alien Tax Specialist Only
ASC	NONRESAD ALIEN SCHOLARSHIP	PAF	None	All	No	Payroll/HR	NRA Scholarship, exempt from tax withholding.		To be used by Non-Resident Alien Tax Specialist Only
ATE	SUMMER SESSION TEACHING M18	Addl Pay	None	Salaried	Y	Department	Used to identify summer appointments for faculty 9/12 teaching credit courses during summer session.		To be used by Non-Resident Alien Tax Specialist Only
ATS	SUMMER SESSION TEACHING M17	Addl Pay	None	Salaried	Y	Department	Used to identify summer appointments for faculty 9/12 teaching credit courses during summer session.		To be used by Non-Resident Alien Tax Specialist Only

P S EARN CODES

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Retirement Elig	Used By	Definition	Example of Use	Comments
AWD	AWARDS/PRIZES	Addl Pay	None, See Note	All	No	Department	Additional taxable compensation	Outstanding Teaching Award, Outstanding Achievement in Recruiting	
CMB	PAY PER UNIT NONEXEMPT	Addl Pay	Hours	Hourly	No	Department	Pay for units produced rather than per time worked for nonexempt staff.	Pay per column inch of transcription.	
CMP	COMPENSATORY TIME	Addl Pay	None, See Note	Hourly	No	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.
CPT	COMP TIME USED	Add row WebTime	Hours	Hourly	No	Department	Comp Time hours used in accordance with HR-215.	Employee records comp time used on timesheet for departmental data entry into WebTime.	Hours are not includable for calculating overtime for the week.
CRE	NRA CONTRACT PAY 18	Generated by PS	None	Salaried	Y	Department	Pay a specified amount over a specified time period for pay group M18.		To be used by Non-Resident Alien Tax Specialist Only
CRG	CONTRACT PAY	Generated by PS	None	Salaried	Y	Department	Pay a specified amount over a specified time period.		Not to be typed on PAF
CRS	NRA CONTRACT PAY 17	Generated by PS	None	Salaried	Y	Department	Pay a specified amount over a specified time period for pay group M17.		To be used by Non-Resident Alien Tax Specialist Only
DF2	DIFFERENTIAL-2ND SHIFT	Addl Pay	Hours	Hourly	Y	Department	Shift Differential		Coded by HR Only
DF3	DIFFERENTIAL-3RD SHIFT	Addl Pay	Hours	Hourly	Y	Department	Shift Differential		Coded by HR Only
DFO	DIFFERENTIAL OVERTIME	Add row WebTime	Hours	Hourly	No	Department	Shift Differential Overtime		Coded by HR Only
DTH	BEREAVEMENT NONEXEMPT	Add row WebTime	Hours	Hourly	Y	Department	Used to track non-productive paid time for bereavement/funeral leave for nonexempt staff.		
DTM	BEREAVEMENT MONTHLY	Add row WebTime	Hours	Salaried	Y	Department	Used to track non-productive paid time for bereavement/funeral leave for exempt staff.		
ENE	NRA EARNED NOT PAID 18	Generated by PS	None	Salaried	Y	Department	For faculty paid 9 / 12 in pay group M18.		To be used by Non-Resident Alien Tax Specialist Only
ENP	EARNED NOT PAID	Generated by PS	None	Salaried	Y	Department	For faculty paid 9 / 12.		Not to be typed on PAF
ENS	NRA EARNED NOT PAID 17	Generated by PS	None	Salaried	Y	Department	For faculty paid 9 / 12 in pay group M17.		To be used by Non-Resident Alien Tax Specialist Only
EXC	EXTENSION CREDIT INSTR	Addl Pay	None	Salaried	No	Department	Used to identify extra compensation from extension or continuing education accounts for teaching credit courses.		
EXD	EXTENSION DEV/GRADING	Addl Pay	None	Salaried	No	Department	Used to identify extra compensation from extension or continuing education accounts for grading courses.	Professors grading extension courses - one time pay at end of semester.	

P S EARN CODES

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Retirement Elig	Used By	Definition	Example of Use	Comments
EXN	EXTENSION NON-CR INSTR	Addl Pay	None	Salaried	No	Department	Used to identify extra compensation from extension or continuing education accounts for teaching non-credit courses.		
EXO	EXTENSION OTHER	Addl Pay	None	Salaried	No	Department	Used to identify extra compensation from extension or continuing education accounts for activities not described by EXC, EXN or EXD. See HR 216.		
FAJ	FAMILY SICK LEAVE ADJUSTMENT	Add row WebTime	Hours	All	No	Department	Used to adjust the accrued leave balance for Sick Leave.		Has no effect on gross pay.
FHT	FAMILY SICK HOURS TAKEN	Add row WebTime	Hours	All	No	Department	Used to record Family Sick Leave taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
FME	NRA FAM SICK LEAVE MONTHLY 18	Add row WebTime	Hours	Salaried	Y	Department	Family Sick Leave for exempt staff in pay group M18.		To be used by Non-Resident Alien Tax Specialist Only
FMS	NRA FAM SICK LEAVE MONTHLY 17	Add row WebTime	Hours	Salaried	Y	Department	Family Sick Leave for exempt staff in pay group M17.		To be used by Non-Resident Alien Tax Specialist Only
FRW	NRA FOREIGN WAGES	PAF	None	Salaried	Y	Department	Non US source income - not subject to taxation in US.	Salaries paid to a nonresident alien who is working outside of U.S.	To be used by Non-Resident Alien Tax Specialist Only
FSC	FAMILY SICK LEAVE NONEXEMPT	Add row WebTime	Hours	Hourly	Y	Department	Family Sick Leave for nonexempt staff.		Adds to gross pay.
FSE	NRA FAM SICK LEAVE NONEXEMP 18	Add row WebTime	Hours	Hourly	Y	Department	Family Sick Leave for nonexempt staff in pay group B18.		To be used by Non-Resident Alien Tax Specialist Only
FSM	FAMILY SICK LEAVE EXEMPT	Add row WebTime	Hours	Salaried	Y	Department	Family Sick Leave for exempt staff.		Reduces REX pay.
FSS	NRA FAM SICK LEAVE NONEXEMP 17	Add row WebTime	Hours	Hourly	Y	Department	Family Sick Leave for nonexempt staff in pay group B17.		To be used by Non-Resident Alien Tax Specialist Only
HME	NRA HOLIDAY MONTHLY 18	Generated by PS	None	Salaried	Y	Department	Used to track non productive paid time for holidays to exempt staff in pay group M18.		PeopleSoft generates a row on the paysheet for holiday.
HMS	NRA HOLIDAY MONTHLY 17	Generated by PS	None	Salaried	Y	Department	Used to track non productive paid time for holidays to exempt staff in pay group M17.		PeopleSoft generates a row on the paysheet for holiday.
HOE	NRA HOLIDAY WORKED NONEXEMP 18	Add row WebTime	Hours	Hourly	No	Department	Pay for work on a holiday to nonexempt staff in pay group B18.		To be used by Non-Resident Alien Tax Specialist Only
HOL	HOLIDAY WORKED	Add row WebTime	Hours	Hourly	No	Department	Pay for work on a holiday.		
HOS	NRA HOLIDAY WORKED NONEXEMP 17	Add row WebTime	Hours	Hourly	No	Department	Pay for work on a holiday to nonexempt staff in pay group B17.		To be used by Non-Resident Alien Tax Specialist Only

P S EARN CODES

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Retirement Elig	Used By	Definition	Example of Use	Comments
HPE	NRA HOL NOT WORKED NONEXEMP 18	Generated by PS	None	Hourly	Y	Department	Used to track non productive paid time for holidays to nonexempt staff in pay group B18.		To be used by Non-Resident Alien Tax Specialist Only
HPM	HOLIDAY MONTHLY	Generated by PS	None	Salaried	Y	Department	Used to track non productive paid time for holidays to exempt staff.		PeopleSoft generates a row on the paysheet for holiday.
HPR	HOLIDAY NOT WORKED NONEXEMPT	Generated by PS	None	Hourly	Y	Department	Used to track non productive paid time to nonexempt staff for holidays.		
HPS	NRA HOL NOT WORKED NONEXEMP 17	Generated by PS	None	Hourly	Y	Department	Used to track non productive paid time for holidays to nonexempt staff in pay group B17.		To be used by Non-Resident Alien Tax Specialist Only
HRE	Hourly Pay Exempt M18	PAF	Hours	Salaried	No	Department	Hourly pay for an exempt NRA.	GRA paid monthly who is hired as an hourly student assistant.	To be used by Non-Resident Alien Tax Specialist Only
HRL	Hourly Pay for Exempt Employee	PAF	Hours	Salaried	No	Department	Hourly pay for an exempt employee.	GRA paid monthly who is hired as an hourly student assistant.	
MOV	MOVING EXPENSE REIMBURSED	Addl Pay	None, See Note	All	No	Department	Payments pursuant to Human Resources Moving Policy		
OTH	OTHER CATEGORIES	Addl Pay	None	Salaried	No	Department	Extra compensation for non extension, faculty, staff for other than other extra comp earnings codes.		
OTM	OVERTIME PAY	Add row WebTime	Hours	Hourly	No	Department	Overtime Pay for nonexempt staff.		
OVE	NRA OVERTIME PAY 18	Add row WebTime	Hours	Hourly	No	Department	Overtime pay for nonexempt staff in pay group B18.		To be used by Non-Resident Alien Tax Specialist Only
OVS	NRA OVERTIME PAY 17	Add row WebTime	Hours	Hourly	No	Department	Overtime pay for nonexempt staff in pay group B17.		To be used by Non-Resident Alien Tax Specialist Only
PHT	PERSONAL DAY HOURS TAKEN	Add row WebTime	Hours	All	No	Department	Used to record Personal Days taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
REE	NRA RELOCATION INCENTIVE 18	Addl Pay	None, See Note	All	No	Department	Relocation payment pursuant to Human Resources Policy		To be used by Non-Resident Alien Tax Specialist Only
REG	REGULAR PAY NONEXEMPT	PAF	Hours	Hourly	Y	Department	Regular pay to nonexempt staff.		
REL	RELOCATION INCENTIVE	Addl Pay	None, See Note	All	No	Department	Relocation payment pursuant to Human Resources Policy		
RES	NRA RELOCATION INCENTIVE 17	Addl Pay	None, See Note	All	No	Department	Relocation payment pursuant to Human Resources Policy		To be used by Non-Resident Alien Tax Specialist Only
REX	REGULAR PAY MONTHLY	PAF	None	Salaried	Y	Department	Regular pay to exempt staff.		
ROR	RETRO OVERTIME RATE	Add row WebTime	Hours	Hourly	No	Department	Overtime Pay to nonexempt staff for a prior pay period.		

P S EARN CODES

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Retirement Elig	Used By	Definition	Example of Use	Comments
RRE	NRA RETRO REGULAR RATE18	Add row WebTime	Hours	Hourly	Y	Department	Base Pay to nonexempt staff for a prior pay period.		To be used by Non-Resident Alien Tax Specialist Only
RRR	RETRO REGULAR RATE	Add row WebTime	Hours	Hourly	Y	Department	Base Pay to nonexempt staff for a prior pay period.		
RRS	NRA RETRO REGULAR RATE17	Add row WebTime	Hours	Hourly	Y	Department	Base Pay to nonexempt staff for a prior pay period.		To be used by Non-Resident Alien Tax Specialist Only
SEB	TRANSITION ASSIST PAY NONEXEMPT	PAF	Hours	Hourly	No	Department	Transition assistance pay to nonexempt staff pursuant to University policy		
SEV	TRANSITION ASSIST PAY EXEMPT	PAF	None	Salaried	No	Department	Transition assistance pay to exempt staff pursuant to University policy		
SHT	SICK HOURS TAKEN	Add row WebTime	Hours	All	No	Department	Used to record Sick Leave taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
SPA	SUM PERIOD DEPT. ADMIN.	Addl Pay	None	Salaried	Y	Department	Pay to faculty for dept admin during summer.		
SPC	S.P. COURSE & CIRC. DEV	Addl Pay	None	Salaried	Y	Department	Pay to faculty for course & curricular development during summer.		
SPE	SUMMER PERIOD EXTENSION	Addl Pay	None	Salaried	Y	Department	Pay to faculty for extension or continuing education courses during summer.		
SPO	SUMMER PERIOD OTHER	Addl Pay	None	Salaried	Y	Department	Pay to faculty for services during summer which are not described in SPA, SPC, SPE, SPI, or SPR.		
SPR	SUMMER PERIOD RESEARCH	Addl Pay	None	Salaried	Y	Department	Pay to faculty for research during summer.		
SST	SUMMER SESSION TEACHING	Addl Pay	None	Salaried	Y	Department	Used to identify summer appointments for faculty 9/12 teaching credit courses during summer session.		
STA	SUMMER TEACHING ASSISTANT	Addl Pay	None, See Note	All	No	Department	Used to identify summer appointments for non-benefit eligible teaching credit courses during summer session for teaching assistants.		
TVS	TRAVEL REIMBURSE TAXABLE	Addl Pay	None, See Note	All	No	Department	Taxable reimbursement to an employee for spousal travel / non-accountable plan.		
TVW	TRAVEL WITHHOLDING	Addl Pay	None, See Note	All	No	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.

P S EARN CODES

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Retirement Elig	Used By	Definition	Example of Use	Comments
VHT	VACATION HOURS TAKEN	Add row WebTime	Hours	All	No	Department	Used to record Vacation taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Has no effect on gross pay.
WST	WORK STUDY	PAF	Hours	Hourly	No	Department	Used to track work study hours for nonexempt staff.		
Indicates Earn Codes to be used on PAF and/or Additional Pay Form									