Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Used By	Definition	Example of Use	Comments
		DAE		-	Davis II/IID	Income reported on 1042S	·	
AAA	NRA Artist / Athlete	PAF	None	All	Payroll/HR	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. Regular pay to exempt staff in		
AME	NRA REGULAR PAY MONTHLY 18	PAF	None	Salaried	Department	pay group M18.		
AMS	NRA REGULAR PAY MONTHLY 17	PAF	None	Salaried	Department	Regular pay to exempt staff in pay group M17. Income reported on 1042S		
AOI	NRA OTHER INCOME	PAF	None	All	Payroll/HR	under Income Code 50  Regular pay to nonexempt staff		
APE	NRA REGULAR PAY NONEXEMPT 18	PAF	Hours	Hourly	Department	in pay group B18. Regular pay to nonexempt staff		
APS	NRA REGULAR PAY NONEXEMPT 17	PAF	Hours	Hourly	Department	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.  Pay to faculty for services during summer calculated in advance and then paid in a series of equal monthly payments as part of the		
ARS	SUMMER RESEARCH M17	Addl Pay	None	Salaried	Department	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. Used to identify summer appointments for faculty 9/12		
ATE	SUMMER SESSION TEACHING M18	Addl Pay	None	Salaried	Department	teaching credit courses during summer session.		
						Used to identify summer appointments for faculty 9/12		
ATS	SUMMER SESSION TEACHING M17	Addl Pay	None	Salaried	Department	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.
			None,			Additional taxable	Outstanding Teaching Award, Outstanding Achievement in	
AWD BBO	AWARDS/PRIZES BEN TO CONT BEN OTHR SPOU	Addl Pay PAF	See Note None	All	Department	compensation.	Recruiting.	1099-R Box 7 Code=4
BBS BJO	BEN TO CONT BEN IS SPOUSE SURV BEN ANNU OTHR SPOUSE	PAF PAF	None None					1099-R Box 7 Code=4 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		On call for emergency.		nac ne check en greec pay.
CAR	AUTOMOBILE ALLOW-TAXABLE	Addl Pay	None, See Note	All		Cash provided in lieu of tracking mileage of personal vehicle on a daily basis (with VP approval).		
Ortic	NOTOMOBILE NELOW TOURDEL	7 ddi'i dy	OCC NOIC	7111	Department	Cash allowance provided to Chancellor in lieu of living in Univ		Currently used only at
CHA	CHAN HOUSING ALLOW	PAF Add row	None	Salaried	Payroll/HR	provided housing.  Used for on call after 40 hours		Colum.
CIO	CALL-IN OVERTIME	WebTime	Hours	Hourly	Department	of work.		
СМВ	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				_	Commissions paid to sales		
	COMMISSION	Addl Pay	None,	All	Department	Pay off of comp time balance, paid at straight time for NRA	Used when an employee transfers from one department to	Attach Addl Pay Form to the
CPE	NRA Comp Time Payout 18	Addl Pay	See Note	Hourly	Department	Pay off of comp time balance,	another or upon termination. Used when an employee	termination PAF.
CPS	NRA Comp Time Payout 17	Addl Pay	None, See Note	Hourly	Department	paid at straight time for NRA 17.	transfers from one department to another or upon termination.  Employee records comp time	Attach Addl Pay Form to the termination PAF.  Hours are not includable for
	COMP TIME USED	Add row WebTime	Hours	All		Comp Time hours used in accordance with HR-215. Pay a specified amount over a specified time period for pay group	used on timesheet for departmental data entry into WebTime.	calculating overtime for the week. Has no effect on gross pay.
CRE	NRA CONTRACT PAY 18	d by PS	None	Salaried	Department			
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.

Contract Pay	Earn			WebTime					
Color   Control   Color   Co	Code	Descr	Source	Entry	Eligible	Used By	Definition	Example of Use	Comments
Company   Comp	CRG	CONTRACT PAY		None	Salaried	Department			
Color							Pay a specified amount over a		
200   Discentable 2008   October   Control	CRS	NRA CONTRACT PAY 17		None	Salaried	Department			
1987   1987	D2O	Differential 2ndShift Overtime	Kronos	Hours	Hourly	Department			
Bits					Hourly	Department			1099-R Box 7 Code-7
Description									1099-R Box 7 Code=7
Pack	-								1099-R Box 7 Code=7
Description									1099-R Box 7 Code=7 1099-R Box 7 Code=4
See   Designated Optimize	DBE	DER BEN TO EX-SPOUSE	PAF	None					1099-R Box 7 Code=4
Development Overline									
Description					Hourly	Department			1099-N BOX / Code=3
Description		•							
Dept.   Dept									
Dept.   Dep							development activities and		
DESCRIPTIAL ORD SHET	DEV	DEVELOPMENT / TRAINING / SEMIN	Weblime	Hours	Hourly	Department	seminars for nonexempt staff.		
DO	DF2	DIFFENENTIAL-2ND SHIFT	Addl Pay	Hours	All (see note)	Department	Shift Differential.		
DO	DES	DIFFERENTIAL 2DD CHIFT	Add Dov	Hours	All (one note)	Donortmont	Chift Differential		
DEFERRED LOSS   EMPL   PAF   Note   DRS 2+ 56.5 to DRU   1099 R BOX 7 Code	DF3	DIFFERENTIAL-3RD SHIFT		Hours	All (see note)	Department	Shirt Differential.		
DRB   DEPERRED EARLY RET EMPET   PAF   None   DRD   DEPERRED   DRD   D			WebTime		All (see note)	Department	Shift Differential Overtime.		
SABALITY RETRIEMENT   PAFE   None							DDD - FO F va DDII		
DATE							DRB >= 39.5 VS DRU.		1099-R Box 7 Code=7
Description							DRU < 59.5 vs DRB.		1099-R Box 7 Code=2
Department   Dep	DSP	NONTAXABLE LTD PAYMENT	PAF	None					
DTM BEREAVEMENT MONTHLY WebTime Hours Salaried Department for nonement seals.  Month of the Common Seal Common Seals of the Co									
DIM   BEREAVEMENT MONTHLY	DTH	REREAVEMENT NONEYEMEDT		Hours	Hourly		time for bereavement/funeral leave		
ERECALVERIENT MONTHLY	חוט	BEREAVEMENT NONEXEMPT	webtime	Hours	Houriy	Department	for nonexempt stair.		
DIT   BREAL/EMENT MONTHLY   WebTime			Add row						
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Defer   None   Def	DTO	Bereavement Overtime	Kronos	Hours					
DeFERRED VESTED BENEFIT   PAF   None   DV by Set 95 vs DVU.   1099 R Box 7 Code							DVE - EE VC DVI		1000 P Poy 7 Codo-1
DVL DEFERRED VESTED LUMP SUM									1099-R Box 7 Code=7
DEVELOPMENT / TRAINING MONTHLY WebTime									1099-R Box 7 Code=G
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DOWD  DEVELOPMENT/TRAINING MONTHLY  Web Time  Hours  Salaried  Department seminars for exempt staff.  1099-R Box 7 Code- 1099-R									
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Department   Travable Educ Fee Reduction for spouses and dependents used in Section   Travable Educ Fee Reduction for spouses and dependents used in Section   Travable Educ Fee Reduction for spouses and dependents used in Section   Travable Educ Fee Reduction for spouses and dependents used in Section   Travable Educ Fee Reduction   Add Pay   None   All   Department   Department   Department   Travable Educ Fee Reduction   Department   Travable Educ Fee Reduction   Travable Educ Fee Reduction   Travable Educ Fee Reduction   Add Pay   None   All   Department   Travable Educ Fee Reduction   Travable									1099-R Box 7 Code=4
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EFR Taxable Educ Fee Reduction Addl Pay None All Department grad and professional studies. This amount is taxable to the employee.  For faculty paid 9 / 12 in pay for faculty paid 9 / 12 in pay for faculty paid 9 / 12 in pay department. The		TAXABle Edde Lee Reddelloll To	/tdui i dy	140110	All	Department	WTO/DTO.		i uy.
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EXN EXTENSION NON-CR INSTR  Addl Pay None Salaried Department non-credit courses.  Used to identify extra compensation from extension or continuing education accounts for activities not described by EXC, EXN or EXD.  EXO EXTENSION OTHER  Add Pay None Salaried Department See HR 216.  EXO EXTENSION OTHER  Add row WebTime Hours All Department See HR 216.  Used to adjust the accrued leave balance for Sick Leave.  Float to another facility at an			y		Calalica				
EXN EXTENSION NON-CR INSTR Addl Pay None Salaried Department   education accounts for teaching non-credit courses.   Used to identify extra compensation from extension or continuing education accounts for activities not described by EXC, EXN or EXD.   EXO EXTENSION OTHER Addl Pay None Salaried Department See HR 216.   Used to adjust the accrued   FAJ FAMILY SICK LEAVE ADJUSTMENT WebTime Hours All Department leave balance for Sick Leave.   Has no effect on gro									
EXN EXTENSION NON-CR INSTR Addl Pay None Salaried Department non-credit courses.  Used to identify extra compensation from extension or continuing education accounts for activities not described by EXC, EXN or EXD.  EXO EXTENSION OTHER Addl Pay None Salaried Department See HR 216.  Used to adjust the accrued Used to adjust the accrued leave balance for Sick Leave. Has no effect on gro							education accounts for teaching		
EXO EXTENSION OTHER Add Pay None Salaried Department See HR 216.  Add row Hours All Department leave balance for Sick Leave.  FAJ FAMILY SICK LEAVE ADJUSTMENT WebTime Hours All Department leave balance for Sick Leave.  FIoat to another facility at an	EXN	EXTENSION NON-CR INSTR	Addl Pay	None	Salaried	Department	non-credit courses.		
EXO EXTENSION OTHER Add Pay None Salaried Department See HR 216.  Add row Hours All Department leave balance for Sick Leave.  FAJ FAMILY SICK LEAVE ADJUSTMENT WebTime Hours All Department leave balance for Sick Leave.  FIoat to another facility at an							Used to identify extra compensation		
EXO EXTENSION OTHER Addl Pay None Salaried Department See HR 216.  FAJ FAMILY SICK LEAVE ADJUSTMENT WebTime Hours All Department leave balance for Sick Leave. Has no effect on gro							from extension or continuing		
EXO EXTENSION OTHER Addl Pay None Salaried Department See HR 216.  Add row Used to adjust the accrued Used to another facility at an User to another facility at an									
FAJ FAMILY SICK LEAVE ADJUSTMENT WebTime Hours All Department leave balance for Sick Leave. Has no effect on gro	EXO	EXTENSION OTHER		None	Salaried	Department	See HR 216.		
Float to another facility at an	FΔI	FAMILY SICK   FAVE AD II ISTMENT		Houre	ΔΙΙ	Department			Has no effect on gross now
			*** 30 1 11116	110015	- Aii	Soparanent			no oneol on gloss pay.
	FFL	Facility Float Pay biweekly	Kronos	Hours	Hourly	Department			

Earn		_	WebTime					
Code	Descr	Source	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		
CUT	FAMILY CICK HOLIDS TAKEN	Add row	Houre	All		Used to record Family Sick Leave taken for employees in BU Colum, Kcity, Rolla, Stlou, Uoext.		Han no offeet on groon nov
FHT	FAMILY SICK HOURS TAKEN	Add row	Hours	All		Float to another cluster at an		Has no effect on gross pay.
FLO	FLOAT OVERTIME	WebTime	Hours	Hourly		overtime rate. Float to another cluster at	Used for hospital nurses.	
FLT	FLOAT DIFFERENTIAL	Addl Pay Add row	Hours	Hourly	Department	straight time. Family Sick Leave for exempt	Used for hospital nurses.	
FME	NRA FAM SICK LEAVE MONTHLY 18	WebTime Add row	Hours	Salaried	Department	staff in pay group M18. Family Sick Leave for exempt		Reduces AME pay.
FMS	NRA FAM SICK LEAVE MONTHLY 17	WebTime	Hours	Salaried	Department	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.  Non US source income - not	Salaries paid to a nonresident	
FRW	NRA FOREIGN WAGES	PAF Add row	None	Salaried	Department	subject to taxation in US.	alien who is working outside of U.S.	
FSC	FAMILY SICK LEAVE NONEXEMPT	WebTime	Hours	Hourly	Department	Family Sick Leave for nonexempt staff.		Adds to gross pay.
F0F	NIDA FAM CICIC I FAVE NONEVEMBAO	Add row WebTime	Houre	l la code c	December	Family Sick Leave for nonexempt		Adda to grass pay
FSE	NRA FAM SICK LEAVE NONEXEMP 18	Add row	Hours	Hourly		staff in pay group B18. Family Sick Leave for exempt		Adds to gross pay.
FSM	FAMILY SICK LEAVE EXEMPT	WebTime	Hours	Salaried	Department			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.
	NIDA HOLIDAY MONTHI V 40	Generate		0.1.1		Used to track non productive paid time for holidays to exempt staff in		PeopleSoft generates a row
HME	NRA HOLIDAY MONTHLY 18	d by PS	None	Salaried	Department	pay group M18. Used to track non productive paid		on the paysheet for holiday.
HMS	NRA HOLIDAY MONTHLY 17	Generate d by PS	None	Salaried	Department	time for holidays to exempt staff in pay group M17.		PeopleSoft generates a row on the paysheet for holiday.
		Add row				Pay for work on a holiday to		
HOE	NRA HOLIDAY WORKED NONEXEMP 18	WebTime Add row	Hours	Hourly		nonexempt staff in pay group B18.		
HOL	HOLIDAY WORKED	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	Generate d by PS	None	Hourly	Department	Used to track non productive paid time for holidays to nonexempt staff in pay group B18.		
HPM	HOLIDAY MONTHLY	Generate d 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 HPR	Holiday Not Worked Overtime  HOLIDAY NOT WORKED NONEXEMPT	Kronos Generate d by PS	Hours None	Hourly	Department Department	Used to track non productive paid time to nonexempt staff for holidays.		
HPS	NRA HOL NOT WORKED NONEXEMP 17	Generate d by PS	None	Hourly	Denartment	Used to track non productive paid time for holidays to nonexempt staff in pay group B17.		
HRE	Hourly Pay Exempt M18	PAF	Hours	Salaried		Hourly pay for an exempt NRA.	GRA paid monthly who is hired as an hourly student assistant.	
	Hourly Pay for Exempt Employee	PAF	Hours	Salaried	Department	Hourly pay for an exempt	GRA paid monthly who is hired as an hourly student assistant.	
							GRA paid monthly who is hired	
HRS ICH	Hourly Pay Exempt M17 IN CHARGE	PAF Addl Pay	Hours Hours	Salaried Hourly		Hourly pay for an exempt NRA. In charge of shift.	as an hourly student assistant.	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			
INJ	WORK INCURRED INJURY / ILLNESS	Add row WebTime	Hours	Hourly		Paid time off to nonexempt staff that is not worked due to injury.		
INM	WORK INCURRED INJURY / ILL MON	Add row WebTime	Hours	Salaried		Paid time off to exempt staff that is not worked due to injury.		
INO	Work Injury,Illness Overtime	Kronos	Hours	Hourly	Department	Commissions which count towards		
KOM	COMMISSION - EXCLUSIVE	Addl Pay	None	Salaried	Department	Univ retirement by special agreement with Retirement	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.
						A differential paid to nonexempt		
LED LF5	LEAD PAY DIS 09/90+,100% TAX PLAN	Addl Pay PAF	Hours None	Hourly	Department	staff who serve as the lead worker.		Colum Campus Facilities.
LF6 LF7	DIS 09/90+,100% TAX BASE DIS 09/90+,100% TAX SUPL	PAF PAF	None None					
LFB LFM	FMLA Family Sick Leave biweekl	Kronos Kronos	Hours Hours	Hourly Salaried	Department Department			
LF IVI	FMLA Family Sick monthly	Add row	110015	Salaried	Department	Used to track non productive paid		
LGL	LEGAL PROCEEDINGS (JURY, WITNE	WebTime	Hours	Hourly	Department	time for attendance at legal proceedings for nonexempt staff.		
LCM	LEGAL DROCEFDINGS MONTH !! \/	Add row		Colorii	Donortes	Used to track non productive paid time for attendance at legal		
LGM LGO	LEGAL PROCEEDINGS MONTHLY Legal Proceedings Overtime	WebTime Kronos	Hours Hours	Salaried Hourly	Department	proceedings for exempt staff.		

Earn		Payline's	WebTime					
Code	Descr	Source	Entry	Eligible	Used By	Definition	Example of Use	Comments
	FMLA Personal Day biweekly	Kronos	Hours	Hourly	Department			
	FMLA Personal Day monthly	Kronos	Hours	Salaried	Department			
	FMLA Sick Leave biweekly FMLA Sick Leave monthly	Kronos Kronos	Hours Hours	Hourly Salaried	Department Department			
LT2	LTD PLAN 2	PAF	None					
	LTD 59% NON-TAXABLE	PAF	None					
	DIS 09/90+,100% TAX PLAN DIS 09/90+,100% TAX BASE	PAF PAF	None None					
	DIS 09/90+,100% TAX SUPL	PAF	None					
	DIS 09/90+,NON-TAX SUPPL	PAF	None					
	LONG TERM DIS-PAY LTD 75% NON-TAXABLE	PAF PAF	None None					
	FMLA Vacation biweekly	Kronos	Hours	Hourly	Department			
LVM	FMLA Vacation monthly	Kronos	Hours	Salaried	Department			
NAII	MILITARY DUTY	Add row	Hours	Hourty	Donortmont	Used to track non productive paid time for military leave for		
MIL	MILITARY DUTY	WebTime	Hours	Hourly	Department	nonexempt staff. Used to track non productive paid		
		Add row			_	time for military leave for exempt		
	MILITARY DUTY MONTHLY Military Duty Overtime	WebTime Kronos	Hours Hours	Salaried Hourly	Department Department	staff.		
IVILO	wintary buty overtime	11101103	None,	riouny	Department	Payments pursuant to Human		
MOV	MOVING EXPENSE REIMBURSED	Addl Pay	See Note	All	Department			
						Payments made as part of Medical Practice Income Plan - Physicians		
MPP	MPIP INCENTIVE	Addl Pay	None	Salaried	Department	Incentive Plan.		
		Add row				Used to track non productive paid time for attendance at meetings for		
MTG	MEETING - NONPRODUCTIVE	WebTime	Hours	Hourly	Department		Currently used by UHC.	
MTO	Meeting Overtime	Kronos	Hours	Hourly	Department			
						amounts includible in gross income under §409A and in		
						wages under §3401(a) as	Income from a nonqualified	
NQI	Income from NonQualified Deferred Comp	Addl Pay	None	All	<b>UM Benefits</b>		deferred compensation plan.	Reported in W-2 Box 12Z
NRT	NORMAL RETIREMENT	PAF	None			Used to track non productive paid		1099-R Box 7 Code=7
		Add row				time for attendance at oriention for		
ORI	ORIENTATION NONEXEMPT	WebTime	Hours	Hourly	Department	nonexempt staff.		
		Add row				Used to track non productive paid time for attendance at oriention for		
ORM	ORIENTATION MONTHLY	WebTime	Hours	Salaried	Department			
ORO	Orientation Overtime	Kronos	Hours	Hourly	Department			
						Extra compensation for non extension, faculty, staff for other		
OTIL	OTHER CATEGORIES		١	0.1.1		than other extra comp earnings		
OTH	OTHER CATEGORIES	Addl Pay Add row	None	Salaried	Department	Overtime Pay for nonexempt		
ОТМ	OVERTIME PAY	WebTime	Hours	All (see note)	Department			
a =		Add row				Overtime pay for nonexempt		
OVE	NRA OVERTIME PAY 18	WebTime Add row	Hours	All (see note)	Department	staff in pay group B18.  Overtime pay for nonexempt		
ovs	NRA OVERTIME PAY 17	WebTime	Hours	All (see note)	Department	staff in pay group B17.		
DA I	DEDOOMAL LEAVE AD HIGHMENT	Add row	Usus	A.II	D	Used to adjust the accrued leave		
PAJ	PERSONAL LEAVE ADJUSTMENT	WebTime Add row	Hours	All	Department	balance for Personal Days.  Personal Days for nonexempt		Has no effect on gross pay.
PDE	NRA PERSONAL DAYS NONEXEMPT 18	WebTime	Hours	Hourly	Department	staff in pay group B18.		Adds to gross pay.
PDM	PERSONAL DAYS MONTHLY	Add row WebTime	Hours	Coloriod	Donortmont	Personal Days for exempt staff.		Daduses DEV nov
FDIVI	FERSONAL DATS MONTHLY	Webline	Hours	Salaried	Department	reisonal Days for exempt stair.		Reduces REX pay.
						Fellowship payment to a post doc		
						trainee from a funding source which prohibits the establishment of an		
						employer-employee relationship as	Payments to Post Doctoral	
PDN	Post Doc Nonemployee	PAF	None	Salaried	Department	a condition of the award.	Fellows in Jobcode 6991.	Eligible for NEA pay group.
PDS	NRA PERSONAL DAYS NONEXEMPT 17	Add row WebTime	Hours	Hourly	Department	staff in pay group B17.		Adds to gross pay.
		Add row				Personal Days for nonexempt		
PDY	PERSONAL DAYS NONEXEMPT	WebTime	Hours	Hourly	Department	staff in BU Hospt,Umsys. Used to record Personal Days		Adds to gross pay.
		Add row				taken for employees in BU Colum,		
PHT	PERSONAL DAY HOURS TAKEN	WebTime	Hours	All	Department	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.
		Add row				Personal Days for exempt staff		
PMS	NRA PERSONAL DAYS MONTHLY 17	WebTime	Hours	Salaried	Department	in pay group M17. This is additional premium overtime	Incentive Payments and Housing	Reduces AMS pay.
						earnings provided non-exempt	Allowance to non-exempt employees	
						employees who have "other" earnings	CALCS: Step 1: Annual value of	
						that FLSA considers to be regular earnings for a pay period. This is to	housing divided by 52 weeks to derive an "earnings equivalency"	
						provide required overtime pay that the automated payroll system does	Step 2: Results of Step 1 divdided by total hours paid in work week that	
						not/cannot calculate due to the nature	premium overtime hours are incurred	
						of the "other" earnings. Use of this code and payment must be in	Step 3: Results of Step 2 divided by 2 to derive premium overtime value of	
						accordance with a fully documented	earnings equivalency Step 4:	
						incentive or perquisite program that has been approved by the Human	Results of Step 3 multiplied by overtime hours working in the work	
						Resources Administration and notice of participation recorded with the local	week to derive the Premium Overtime Adjustment.	
						HR/Payroll office and processing center	Overaine Aujustinent.	
			None,					
	PREMIUM OVERTIME ADJUSTMENT	Addl Pay	See Note	All (see note)				
PRD	PRE-RETIRE DB NON-SP TAX	PAF	None,			Taxable value of gifts and other	Complimentary season	1099-R Box 7 Code=4
PRQ	PERQUISITE TAXABLE	Addl Pay	See Note	All	Department		tickets to MU Basketball.	Has no effect on gross pay.
						Nontaxable fringe benefit (not cash)		
PRR	PERQUISITE NONTAXABLE	Addl Pay	None, See Note	All	Payroll/HR	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	<i>,</i>	.,	PSI to IRA vs PSR.	Ir omproymont	1099-R Box 7 Code=4&G
	PRE-RETIRE DB SPOUSE TAX	PAF	None			DOD 4- OD DO!		1099-R Box 7 Code=4
PSR	PRE-RETIRE DB INSTIT EXCL	PAF	None			PSR to QP vs PSI.	Employee was erroneously	1099-R Box 7 Code=4&G
l		Add row			_	Used to adjust the taxable gross for	marked as exempt from FICA	
QFI	ADJUST FICA WAGES CURRENT YEAR	Payline	None	All	Payroll/HR	FICA for the current tax year.	during January.	Has no effect on gross pay.

Earn Code	Descr	Payline's Source	WebTime Entry	Eligible	Used By	Definition	Example of Use	Comments
Code	Desci	Jource	Liitiy	Liigibie	Oseu by	Value determined by IRS Regs as	Example of ose	Comments
D.4.0	ALITO FURNIQUES TAVASUE		None,			taxable income for use of a		
RAC RCO	AUTO-FURNISHED TAXABLE Accute Care Pay Overtime	Addl Pay Kronos	See Note Hours	All Hourly	Department	furnished vehicle.		Has no effect on gross pay.
	RECOG. & ENCOURAGE	Addl Pay	Hours	Hourly		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.		
						A differential for designated allied health providers when defined staffing or patient census criteria are met. Requires approval of Executive Director to pay to		
REC	Recog. & Encourage	Kronos	Hours None,	Hourly	Department	nonexempt staff. Hospital use only. Relocation payment pursuant		
REE	NRA RELOCATION INCENTIVE 18	Addl Pay	See Note	All	Department	to Human Resouces Policy. Regular pay to nonexempt		
REG REI	REGULAR PAY NONEXEMPT	PAF PAF	Hours None	Hourly	Department	staff. REI to IRA vs RER		1099-R Box 7 Code=G
KEI	Ret Early Inst Lump Excl IRA	PAF	None,			Relocation payment pursuant		1099-R Box / Code=G
REL	RELOCATION INCENTIVE	Addl Pay	See Note	All	Department	to Human Resouces Policy.		
	RECOG. & ENCOURAGE OT	Add row WebTime	Hours	Hourly		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. Relocation payment pursuant		1099-R Box 7 Code=G
RES	NRA RELOCATION INCENTIVE 17	Addl Pay	See Note	All	Department	to Human Resouces Policy		
REX	REGULAR PAY MONTHLY	PAF	None	Salaried	Department	Regular pay to exempt staff.		
						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		
RGL RLE	Reg Pay Over Retire Plan Limit RETIREE EARLY LUMP	PAF PAF	None None	Salaried	Department	limit" (205,000 for 2004). 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 RNL	Ret Normal Inst Lum Ex IRA RETIRE NORMAL LUMP	PAF PAF	None None			RNI to IRA vs RNR.		1099-R Box 7 Code=G 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 Add row	None			Overtime Pay to nonexempt		1099-R Box 7 Code=4
ROR	RETRO OVERTIME RATE	WebTime	Hours	Hourly	Department	staff for a prior pay period.		
DOV	EATENT DOVALTIES	A dall Davi	None	0.1.1.1	D 11/11/D	Royalties paid by the Licensing and Patents Office for patents developed pursuant to University		
ROY	PATENT ROYALTIES	Addl Pay	None Not	Salaried	Payroll/HR	agreement. Earnings added to paysheet by		
RPA	RETRO PAY PROCESSED EARNINGS	Not in use	Applicabl Not	All	Payroll/HR	the retro pay process.  Overtime added to paysheet by		
RPO	RETRO PAY PROCESSED OVERTIME	Not in use	Applicabl	All	Payroll/HR	the retro pay process.  Base Pay to nonexempt staff		
RRE	NRA RETRO REGULAR RATE18	WebTime Add row	Hours	Hourly	Department	for a prior pay period.  Base Pay to nonexempt staff		
RRR	RETRO REGULAR RATE	WebTime	Hours	Hourly	Department	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.		
		Add row				Used to adjust the accrued		
	SICK LEAVE ADJUSTMENT  NRA SICK LEAVE NONEXEMPT 18	Add row WebTime	Hours	All		Personal Sick Leave for nonexempt staff in pay group B18.		Has no effect on gross pay.  Adds to gross pay.
		Add row				Personal Sick Leave for nonexempt		
	SICK LEAVE NONEXEMPT	Add row	Hours	Hourly		staff in Hospt.  Personal Sick Leave for nonexempt		Adds to gross pay.
SCS	NRA SICK LEAVE NONEXEMPT 17	WebTime	Hours	Hourly	рераптеnt	staff in pay group B17.  Transition assistance pay to nonexempt staff pursuant to		Adds to gross pay.
SEB	TRANSITION ASSIST PAY NONEXEMPT	PAF	Hours	Hourly	Department	University policy		
			None,			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		
SET	SETTLEMENT PAYOUT LEGAL AGREEM	Addl Pay	See Note	All	Department	Missouri.		
SEV	TRANSITION ASSIST PAY EXEMPT	PAF	None	Salaried	Department	Transition assistance pay to exempt staff pursuant to University policy. Used to record Sick Leave taken for		
SHT	SICK HOURS TAKEN	Add row WebTime Add row	Hours	All	Department	employees in BU Colum, Kcity, Rolla, Stlou, Uoext.  Personal Sick Leave for		Has no effect on gross pay.
SKE	NRA SICK LEAVE MONTHLY 18	WebTime Add row	Hours	Salaried	Department	exempt staff in pay group M18.  Personal Sick Leave for		Reduces AME pay.
SKM	SICK LEAVE Salaried	WebTime	Hours	Salaried	Department	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. Pay to faculty for dept admin		Reduces AMS pay.
SPA	SUM PERIOD DEPT. ADMIN.	Addl Pay	None	Salaried	Department	Pay to faculty for dept admin during summer.  Pay to faculty for course & curricular development during		
SPC	S.P. COURSE & CIRC. DEV	Addl Pay	None	Salaried	Department			
SPE	SUMMER PERIOD EXTENSION	Addl Pay	None	Salaried	Department	Pay to faculty for extension or continuing education courses during summer.		

Earn	_	Payline's						
Code	Descr	Source	Entry	Eligible	Used By	Definition Pay to faculty for services during	Example of Use	Comments
000	CUMMED DEDICE OTHER			0.1.1.1		summer which are not described in		
SPO	SUMMER PERIOD OTHER	Addl Pay	None	Salaried	Department	SPA, SPC, SPE, SPI, or SPR. Pay to faculty for research		
SPR	SUMMER PERIOD RESEARCH	Addl Pay	None	Salaried	Department	during summer.		
						Used to identify summer		
SST	SUMMER SESSION TEACHING	Addl Pay	None	Salaried	Donortmont	appointments for teaching credit courses during summer session.		
331	SOMMER SESSION TEACHING	Addiray	None	Salarieu	Department	-		Set up rate of \$1 per hour in
TIP	TIPS	Addl Pay	Hours	Hourly	Denartment	Amount reported by waiter or waitress staff for tips.	Enter 1 hour in WebTime for every \$ of tips reported.	Additional Pay. Has no effect on Gross Pay.
	1111 0	Add row	110010	riouny	Department	Overtime paid to nonexempt	Used to pay flight teams for	0.000 1 dy.
TRO	TRANSPORT OVERTIME	WebTime	Hours	Hourly	Department	staff for transporting patients.	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.	
						A service charge added to the	Enter 1 hour in WebTime for	
					_	customer's bill that is shared	every \$ of service charge	Set up rate of \$1 per hour in
TSH	SHARED SERVICE CHARGES	Addl Pay	Hours None,	Hourly	Department	amongst waiters and waitresses.  Taxable reimbursement to a NRA	distributed. Reimbursement made after	Additional Pay.
TTE	NRA Travel Reimburse Taxable 18	Addl Pay	See Note	All	Department	employee in M18 or B18.	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.	
						Taxable reimbursement to an		
TVS	Reimbursement Taxable	Addl Pay	None, See Note	All	Department	employee for spousal travel or non- accountable plan.	Reimbursement made after 60-day time limit.	
					·	T	Employee received	Use TVW only when taxable
						Taxable value of reimbursement made outside of payroll (e.g.	reimbursement for non- accountable plan travel through	reimbursement was
			None.			accounts payable) to an employee for spousal travel / non-accountable	accounts payable; the amount must be included in W-2	erroneously paid outside of payroll system. Has no
	TRAVEL WITHHOLDING	Addl Pay	See Note	All	Department		earnings.	effect on Gross Pay.
UNE	Pay per unit M18	Kronos	Hours	Hourly	Department	D (		
						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	Faculty in one academic unit who	Examples continued: Graduate Research Assistant who receives
						to an exempt employee. Note: The	receives pay for grading papers	a monthly amount of salary
						number of hours an exempt employee can work in the	and the pay is based on a unit amount. Physician who receives	based on her/his contract amount for the semester and
						nonexempt hourly paid job is limited in order to protect the exemption	pay for working shifts in the Emergency Room that is based	who also has a job as a student assistant in which the pay is
UNI	PAY PER UNIT	PAF	Hours	Salaried	Department	status.	on a per hour rate.	based on hours worked.
VAC	VACATION NONEXEMPT	Add row WebTime	Hours	Hourly	Department	Vacation Time for nonexempt staff in Hospt.		Adds to gross pay.
		Add row				Vacation Time for nonexempt		
VAE	NRA VACATION NONEXEMPT 18	WebTime Add row	Hours	Hourly	Department	staff in pay group B18. Used to adjust the accrued		Adds to gross pay.
VAJ	VACATION LEAVE ADJUSTMENT	WebTime	Hours	All	Department	leave balance for Vacation.		Has no effect on gross pay.
							Payoff vacation balance when an employee transfers from a	Attach Addl Pay Form to the
\/AI	VACATION LIBAD SUBA	Add Dov	Hours	ΔII	Donortmont	Vacation Lump Cum Bayout	benefit eligible position to a non-	termination PAF. For use
VAL	VACATION - LUMP SUM	Addl Pay Add row	Hours	All	Department	Vacation Lump Sum Payout.	benefit eligible position.	only by HOSPT.
VAM	VACATION MONTHLY	WebTime Add row	Hours	Salaried	Department	Vacation Time for exempt staff. Vacation Time for nonexempt		Reduces REX pay.
VAS	NRA VACATION NONEXEMPT 17	WebTime	Hours	Hourly	Department	staff in pay group B17.		Adds to gross pay.
VBO VBS	BEN TO CONT BEN OTHR SP E BEN TO CONT BEN IS SP EMP	PAF PAF	None None					1099-R Box 7 Code=4 1099-R Box 7 Code=4
VDO	BEN TO CONT BEN 13 31 EWII		None			Used to record Vacation taken for		1000 K B0X 7 C00C=4
VHT	VACATION HOURS TAKEN	Add row WebTime	Hours	All	Department	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 Add row	None			Vacation Time for exempt staff		1099-R Box 7 Code=4
VME	NRA VACATION MONTHLY 18	WebTime	Hours	Salaried	Department	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.
		Add row				Used to track non productive paid time for time spent voting by		
VOT	VOTING NONEXEMPT	WebTime	Hours	Hourly	Department	nonexempt staff.		
		Add row				Used to track non productive paid time for time spent voting by exempt		
VTM	VOTING MONTHLY	WebTime	Hours	Salaried	Department			
VTO	Voting Overtime	Kronos	Hours	Hourly	Department	Used to pay weekend differential to		
WEB	WEEKEND DIFF HOURLY	Addl Pay	Hours	Hourly	Department	nonexempt staff at CRH.		
		Add row				Used to pay weekend differential overtime to nonexempt staff at		
WEO	WEEKEND DIFF HOURLY OVRTIME	WebTime	Hours	Hourly	Department	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.		
				,	, and the	Used to identify extra		
						compensation from extension or continuing education		
XNE	NRA Extension Extra Comp 18	PAF	None	Salaried	Department			
		-						
	SPECIAL NOTE FOR OTM, OVE, OVS, DF							
	Overtime (OTM, OVE, OVS, DFO) is temporate to ensure that only nonexempt staff receive			o ALL in Com	pany UM duri	ng the transition period for the ne	ew FLSA regulations. HR/Payr	oll Offices should monitor usag
	SPECIAL NOTE FOR EARN CODES AWD,	, CAR, CMP	, EFR, INC,				TVS, TVW, VAL	
	HR/Payroll Office instructions for Additional The row for this earnings will be displayed in					ngs that are for amounts. ens), but departmental users sho	uld not change the pre-printed	row.
	and damingd will be displayed if		,pi00			, sat doparamontal doors sno	2.2 St change the pre printed	