

Definitions of Earnings Codes

Definitions of Earnings Code - Effective 01/30/2012 - Additional Pay Workflow					
Earn Code	Long Description	Active vs. Inactive	Earnings Code Used To Pay	FLSA CAT	Supp Tax Y/N
ADD	Added Duties Differential	Active	Payment for duties done by FLSA non-exempt individuals who temporarily perform additional responsibilities that are not typically part of their regular classification.	Other	
ADM	Administrative Differential	Active	Payment for duties done by FLSA exempt individuals who temporarily perform responsibilities that are typically part of a higher University classification. (For example, when someone's on an interim director role, they may receive a 10% admin diff).	Other	Y
ASD	Add'l Serv Recognition/dollars	Active	Additional service recognition for FLSA exempt employees. Considered a discretionary, one-time dollar amount.	Other	Y
BAL	Benefit Allowance	Active	Payment as salary for benefits the employee is not eligible for due to appointment split with other hospital(s).	Other	Y
DFC	Dearborn Faculty Senate Chair	Active	Payment to the Chair of the Dearborn Faculty Senate.	Other	Y
FAH	Faculty Honor	Active	Additional pay web page entry by department for Faculty Honor.	Other	Y
FEN	Fellowship NRA	Active	Additional Pay web page entry by department to pay fellowship payments to Non-resident aliens through the appointment process.	Other	
HAD	Housing Advisor/Counselor Camp	Active	This earnings code will be used in additional pay for lump sum payments for housing advisor/counselors for summer camps.	Reg	
HAS	Housing Assistance	Active	Records housing assistance that is being paid to the employee as taxable income.	Other	Y
HOE	House Officer Extra Duties	Active	Allows House Officer Lump Sum payment for performing extra duties		
HOH	House Officer Holiday	Active	House Officer union allows HO employees to receive 8 hours pay for their birthday as a holiday	Other	
INB	Incentive, Dept Goals Yr	Active	Payment to recognize individual achievements as they relate to departmental goals that are part of a formal incentive plan. Payment is made on a annual basis. University Payroll Office must be notified about the payment schedule to ensure that overtime is recalculated correctly for non-exempt staff. This is a non-discretionary payment.	Other	Y
INC	Incentive Pay I	Active	Additional Pay web page entry by department to designate an amount of incentive pay (Risk Level I) for Medical School faculty.	Other	Y
INQ	Incentive, Dept Goals QTR	Active	Payment to recognize individual achievements as they relate to departmental goals that are part of a formal incentive plan. Payment is made on a quarterly basis. University Payroll Office must be notified about the payment schedule to ensure that overtime is recalculated correctly for non-exempt staff. This is a non-discretionary payment	Other	Y
INT	Incentive Pay II	Active	Additional Pay web page entry by department to designate an amount of incentive pay (Risk Level II) for Medical School faculty.	Other	Y
LAB	LPN Annual Shift Bonus	Active	Works 4 out of 5 quarters on evening (\$1000) or night (\$1600) shift	Other	Y
LEC	LEO Collegiate Lecturer Award	Active	Lump sum payment made to Collegiate Lecturers appointed by the Provost.	Other	
LEO	LEO Contractual Payment	Active	Used to pay a LEO member when a commitment has been made for teaching and that commitment becomes unavailable.	Other	
LEP	LEO Late Layoff Payment	Active	Lump-sum payment made to LEO Lecturers I-IV for layoff notice received after contractual deadlines.	Other	
LER	LEO Adjunct Review Payment	Active	Lump sum payment made to LEO Adjunct Lecturers who successfully complete an adjunct review.	Other	
LGV	Longevity	Active	Paid to employees who are members of specific unions and who have worked a specified number of years. It is a percentage of the previous year W-2 earnings; normally paid through a batch process initiated by Human Resources.	Other	Y
LSA	LPN Qtr Eve Shift Bonus	Active	In addition to shift premium, bonus \$100 per quarter	Other	Y
LSB	LPN Qtr Night Shift Bonus	Active	In addition to shift premium, bonus \$200 per quarter	Other	Y
MBS	Temp Central Staff Bonus	Active	Bonus figured on point system within Central Staffing	Other	Y
MCS	MNA Central Staffing Bonus	Active	Central Staffing Department use ONLY		

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MQA	MNA Qtr Evening Shift Bonus	Active	In addition to shift premium, Per nursing contract paragraph # 114 \$200	Other	Y
MQB	MNA Qtr Night Shift Bonus	Active	Per nursing contract paragraph # 111 \$300	Other	Y
MQC	FNS Quarterly Bonus (\$500)	Active	Nursing Contract	Other	Y
MSB	MNA Annual Shift	Active	Works 4 out of 5 quarters evening (paragraph # 115 \$1500) or night shift (paragraph # 111 \$2000)	Other	Y
NCC	Non-Credit Course-empree	Active	Current faculty or staff teaching a non-credit course in addition to effort for their base appointment.	Other	Y
NHS	Non UM Hospital Salary	Active	To be taxed as base pay to individuals who are working in Emergency Rooms at Foote Hospital (Jackson), Hurley Hospital (Flint) and UofM as a result of a contract with those hospitals.	Reg	
NTA	Non-tax Expense Allow	Active	Used to record a payment to an employee that is for expenses that are not considered taxable to the employee.	Other	
OCS	OCBonus \$1.25 over 156hr	Active	Nursing Contract	Other	Y
OCT	OCBonus \$1.75 over 312hr	Active	Nursing Contract	Other	Y
ONC	On Call Hours	Active	Pays table rate when employee needs to remain available for work on short notice. Regular employees	Other	Y
ORE	Orientation Help	Active	Temporary employees who assist during Orientation	Other	
PRQ	Chaplain Perquisite	Active	Additional Pay web page entry by department to record the perquisite amount for chaplains at the hospital.	Other	
PRU	Prior Period Union	Active	Pay adjustment due to union employees for a prior pay period adjustment; usually paid in a batch process due to a contract implementation plan	Reg	
PSS	Professional Specialist	Active	Additional Pay web page entry by department for a payment to a position classified as a Professional Specialist, e.g. Clinical Psych Intern.	Other	
REM	Remote Pay	Active	Additional Pay web page entry by department to pay Remote Location Pay.	Other	
RSB	Ross Sch Scholarly Activity	Active	The purpose of this earnings code RSB is for regular faculty appointments at the Ross School of Business during the summer months supported by a type of research fund that is not appropriate for retirement contributions, with an amount to be defined by the Ross School of Business.	Other	Y
SAL	Salary Supplement	Active	Part of a budget process where a flat amount is given the employee rather than a percentage. Can be used at other times for discretionary, lump sum payments that relate to the employee's appointment.	Other	Y
SSP	Salary Shift Premium	Active	Used to pay shift premium to exempt staff. Usually submitted via Special Payment Form.	Other	Y
TEA	Taxable Expense Allow	Active	Used to record a cash amount that is paid to an employee as a taxable expense allowance.	Other	Y
TPN	Tuit Ref UnderGrad NonTaxed Flt	Active	USE ONLY ON FLINT CAMPUS. Used to record an amount of undergraduate tuition that has been waived for courses that the employee has taken at U of M Flint that can be considered as eligible under the Tuition Reimbursement Plan.	Other	
TPS	TuitRef Graduate Tax Flt	Active	USE ONLY ON FLINT CAMPUS. Value of graduate tuition waiver, on Flint campus, that exceeds \$5,250.00 per calendar year	Other	Y
TPT	Tuit Ref Graduate Non Taxed Flt	Active	USE ONLY ON FLINT CAMPUS. Used to record an amount of graduate tuition that has been waived for courses that the employee has taken at U of M Flint that can be considered as eligible under the Tuition Reimbursement Plan.	Other	
TRN	Tuition Ref UnderGrad NonTaxed	Active	Used to reimburse an amount of undergraduate tuition that can be considered as non-taxable under the Tuition Reimbursement Plan.	Other	
TRS	Tuition Ref Graduate Taxed	Active	Used to pay tuition reimbursement over limit that should be taxed	Other	Y
TRT	Tuition Ref Graduate NonTaxed	Active	Used to reimburse an amount of graduate tuition that can be considered as non-taxable under the Tuition Reimbursement Plan.	Other	
TTA	Technology Equip Allowance	Active	Repay individual for business use of personal equipment (cell phone, laptop, etc.)	Other	Y

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TTN	Telecommunications Device Stp	Active	This earnings code is used to pay employees non-taxable stipends for portable telecommunications device that are owned personally and used for business reasons.	Other	
TTV	Technology Equip Imputed Value	Active	Impute value of personal use of University owned equipment (cell phone, laptop, etc)	Other	Y
UNA	Uniform Allowance	Active	Uniform allowance for certain groups of employees	Other	Y
UNG	OA Bonus \$2.50 AC Only	Active	Nursing Contract	Other	Y
UNH	OT Bonus \$2.50 AC Only	Active	Nursing Contract	Other	Y
UNS	Services unrelated to appt.	Active	Current faculty or staff performs services that are not related to their base appointment	Other	Y
VNH	Visiting Nurse Holiday Premium	Active	Michigan Visiting Care Use ONLY	Other	Y