

**EARNINGS CODES:**

<b>Code</b>	<b>Description</b>	<b>Information</b>
LTS	Late Time Sheet	LTS is only available for 12H (hourly) and non-exempt employees. This code can be used to pay a timesheet employee for a previously missed timesheet. Up to 80 hours can be keyed using LTC. If you have more than 80 LTS hours, you must submit ALL hours via special pay.
OTA	Overtime Pay – 37.5 Std. Hours	<b>*OTA is only allowable for employees having 37.5 standard hours.</b> The employee MUST work 40 hours to receive overtime. You will receive an error message if you try to use the OTP code. (note: 37.5 is used to derive the hourly rate, which is why the employee must still work 40 hours to receive OT pay).
OTP	Overtime Pay	<b>*OTP is allowable for employees with standard hours other than 37.5.</b> The employee MUST work 40 hours to receive overtime. You will receive an error message if you try to use the OTA code.
REG	Regular	Regular earnings. Cannot exceed 80 hours.
RGS	Regular Pay 1042 – Student	International employees with RGS/RGT earnings types can ONLY receive RGS or RGT type pay in order to properly meet their International Tax Treaty requirements. Many edits have been added to the new entry panels to ensure proper data entry for these employees. If an employee has RGS or RGT earnings type in their Job Earnings Distribution Panel, they will come in pre-populated to the data entry panels. The earnings will appear in the Other Earnings section. Data can only be keyed in the “Other Earnings” section for these employees. Error messages will occur if earnings are keyed in the Regular Earnings section or if any other earnings type is keyed.
RGT	Regular Pay 1042 – Teaching	
SHF	Shift	SHF is for regular shift payable at \$0.20/hour. SHF should be connected to shift hours up to overtime status.
SHR	Shift – Redfern	SHR is a special code for Redfern shift payable at \$2.00/hour.
STO	Straight Time Over 80	<b>STO is allowable for any employee eligible for overtime. STO is given when employees have to work greater than 40 hours in a workweek due to vacation, sick, holiday, etc.</b> An example would be during a work week with a holiday, an employee works 35 hours and receives 8 hours holiday pay, for a total of 43 hours = 40 Regular and 3 STO hours.
SDO	Shift Differential Overtime	SDO is for Shift eligible employees in overtime status. SDO should be connected to the overtime hours. SDO is calculated at \$0.30/hour.

\*Only FLSA codes Nonexempt and No FLSA employees are eligible for overtime. This indicator is located in the top right corner of the data entry screen. If you receive an error message regarding eligibility for overtime, look at the message compared to the FLSA code for the employee to help with resolution.

Finance has created specific account codes for certain earnings types:  
Classified Employees

5002 Shift Differential  
5003 Overtime (and/or over 80)

**Data Entry for these earnings codes:**

1. North American Payroll – Payroll Processing – CU Payroll Processing – CU Payroll Data Entry
2. At this panel, you can press <Enter> to call up the entire Budget Center, key in a specific pay group, key in a specific department, or key in a specific person
3. Once you are in a person's record, click on the "+" sign to insert a row in the regular earning section, enter the appropriate account number. Then under "Other Earnings", select the appropriate information using the codes above.

**Error Messages will appear if:**

- Earn codes RGS, RGT and REG cannot be used together on the same person. Reg hrs and Reg amt Earnings (middle part of panel) are considered REG.
- Hourly (12H) employees cannot have REG/RGT/RGS hours sum up to over 80.
- Annual employees cannot have REG/RGT/RGS amounts exceed the biweekly rate.
- If amounts or hours are keyed, there needs to be an account code.
- Cannot have both hours and amounts on same record (Annuals).
- Must have amount if there is an earn code.
- Error if amount is entered for OTA, OTP, SHF, SHR, SDO AND STO. Must enter hours.

**Warning Messages will appear if:**

- If total REG/RGS/RGT hours are greater than Bi-Weekly hours.
- If total REG/RGS/RGT amount is less than Bi-weekly rate (not on hourly).