Using PHAHOUR *the Online Time Entry Form*

Completing time Entry for an Employee

Appendix A: PHAHOUR Examples

Appendix B: Earn Code Tables

Completing Time Entry for an Employee

PHAHOUR—Online Time Entry Form

PHAHOUR allows monthly entry of hours for hourly employees, exception time for salaried employees, changes in time/labor distribution, and entry of leaves accrued and taken.

Access the Online Time Entry Form by typing *PHAHOUR* in the *Direct Access* field of the initial Banner screen and pressing Enter.
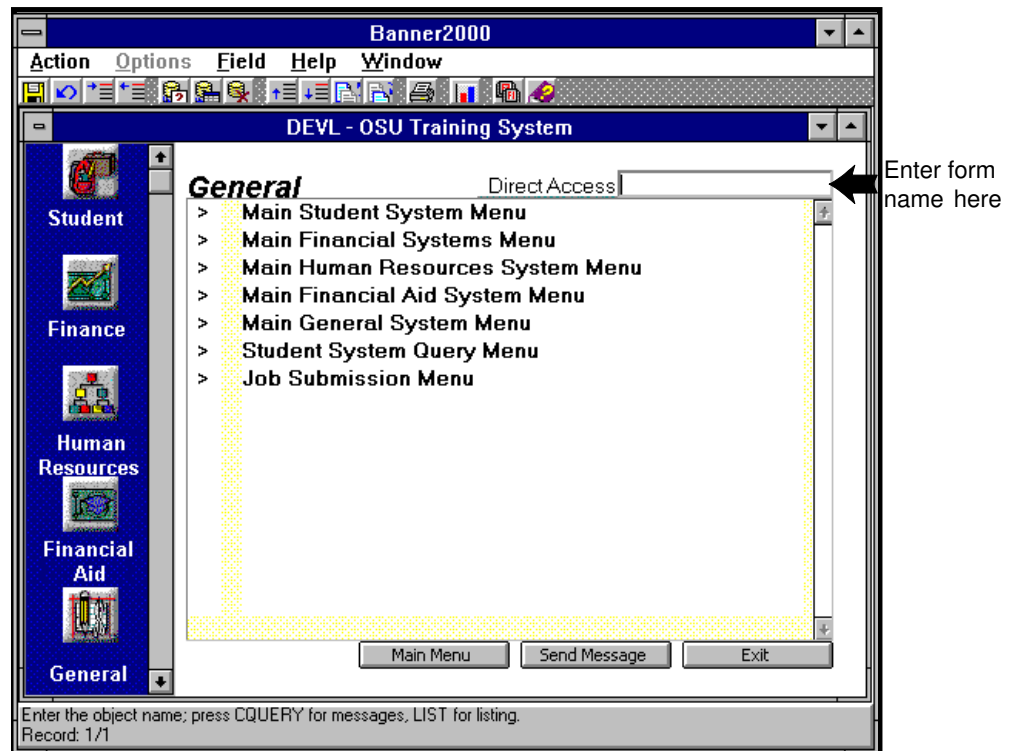
Step ONE: Complete *Key Block*

A. In PHAHOUR's ***root window***, enter the three ***Key Block*** fields for the current pay period:

YEAR — four digits (e.g., 1998)

PAYROLL ID — always "MO" (monthly payroll)

PAYROLL NUMBER — calendar months 1 through 12 (e.g., 1 = January)

Menu Bar with Drop-down Menus →

Complete 3 Key Block fields here. →

Click to open *Time Entry Selection Criteria* Window.

History Jobs Block →

History Earnings Block →

Time Distribution Block →

Online Time Entry Form   [PHAHOUR 3.0)[DEVL]

Year: 1998   Payroll ID: MO   Payroll Number: 4   Selection

History Jobs

ID: Org: Disp:

Posn: Status: Eff Date: Rate: Detail

History Earnings

Total Units: Total Hours:

Code Shft Hr/Unit Gen Sp Rate Amount Atnd

Time Distribution

Hours Percent C Index Fund Orgn Acct Prog Actv Locn

Totals

Deductions Leaves Attend Reextract Rollback Save Exit

Payroll Number; press LIST for valid options.
Record: 1/1

B.   [Tab] to open the ***Time Entry Selection Criteria*** window (or click the Selection button). The Begin, End, and Check dates for the pay period defined in the ***root window*** default to the first three fields of this window. The cursor will be located in the first blank field (COA).

These 3 dates default from the ***root window.*** →

Time Entry Selection Criteria   (PHAHOUR 3.0.0.3)[DEVL]

Begin: 01-JUN-1998   End: 30-JUN-1998   Check: 30-JUN-1998

Time Sheet Department   Employee

COA: ID: 223334444

Orgn: 410000   Last Name: Doe

Time Sheet Method: (None)

Time Sheet
Roster
Organization
(None)

Click for list of entry methods.

OK   Cancel

COA: Chart of Accounts — Need not be entered. [Tab] to next field.

Orgn: Enter Employees' Home Org Number. Cursor moves to next field.

NOTE: Org-level security limits you to a specific range of organization numbers. If you enter an org number outside of the range for which you have been approved, you will receive an error message: <Query caused no records to be retrieved>.

Time Sheet Method: Click arrow for list of entry methods.

- If you selected <u>Time Sheet</u>: In the ***Time Entry Selection Criteria*** window, click [OK]. You will be returned to the ***History Jobs*** block where the first record in the alpha-list of **hourly** employees for the specified "Orgn" will display.

- If you selected <u>Organization</u>: In the Time Entry Selection Criteria window, click [OK]. You will be returned to the ***History Jobs*** block, where the first record in the alpha-list of **salaried** employees for the specified "Orgn" will display.

- If you selected <u>None</u>: In the Time Entry Selection Criteria window, click [OK]. You will be returned to the ***History Jobs*** block, where the first record in the alpha-list of **salaried and hourly** employees for the specified "Orgn" will display.

- Roster is not a valid OSU option.

You may also [Tab] to the ID field of the ***Time Entry Selection Criteria*** window and enter the employee's ID number to call a specific employee's record.

If you know the employee's last name, you may also [Tab] to the Last Name field of the ***Time Entry Selection Criteria*** window and enter the name. Click OK or press Enter twice. The <u>first</u> employee with that last name displays in the ***History Jobs Block.*** The Record Indicator in the ***Auto Help Line*** shows the number of records that exist under that last name. [Record>Next Record] or Arrow Down to the name you need and continue to Step Two.

Step TWO: Verify Data in *History Jobs* Block

A.   Employee data defaults to the History Jobs Block.

Check Disp field (B)

```
┌─────────────────────────── History Jobs ───────────────────────────┐
│  ID:   223334444   │Doe, Joyce F.        Org:  410000  Disp:  20  │Proof  │
│  Posn: C32086  00  Status:  A  Eff Date: 01-JUL-1997  Rate:  10.529049  │Detail│
└─────────────────────────────────────────────────────────────────────┘
```

Check Status field (C)   Check Rate field (D)

B.   Check the Disp field. The disposition indicates the status of a specific record within the payroll process.

               * 05 =   Error exists in employee pay record
               10 =   Waiting for time entry
               15 =   Time has been entered but needs correction. Re-enter hours.
               20 =   Salaried employee; time may be added

     * PHAHOUR will not allow you to save records that are at disposition 05.

. Contact the Payroll Office for further instruction.

C.   Check the Status field. *FYI: This status code matches the job status on PEAEMPL and NBAJOBS.*

               A = Active
               B = Leave without pay with benefits
               F = Leave with full pay with benefits
               L = Leave without pay without benefits
               P = Leave with partial pay with benefits
               T = Terminated

    *NOTE: When a job has a status of B, F, L, or P, earn codes other than "REG" or "SAL" will default in the **History Earnings** block. Do **not** change default earn codes.*

D.   Check the Rate field to verify that the job pay rate is correct. *NOTE: Due to the PHAHOUR calculation process, the rate will display **six** decimal places.*

E.   If hours have defaulted for the first employee, **and** if no exception time needs to be reported, arrow down, page down, or click the [Next Record] button on the toolbar to move to the next employee's time entry record.

F.   If hours did not default, or if there is exception time to be reported for an employee, click the [Next Block] button on the toolbar or **Ctrl+PgDn** to move to the **History Earnings** block*.*

    NOTE: You may click the [Detail] *button for limited additional information, such as contract type and employee class.*

Step THREE: Complete *History Earnings* Block

A. **Total Units:** Records units for unit-based earn codes.

    Total Hours: Defaults. Amount changes with the entry of exception and leave hours.

    Code: REG (Regular earnings code) or SAL (Salary Earnings Code) are common defaults. Other earn codes may default for grad students, stipends, etc. *NOTE:This is not applicable for hourly employees.*

    Shft: "1" defaults. If field does not reflect "1," it must be entered.

    Hr/Unit: If the code is REG or SAL <u>and</u> you selected [Organization] or [None] in the ***Time Entry Selection Criteria*** window <u>and</u> the employee is a salaried employee, then the Hr/Unit and Amount fields will default the correct information. Verify the information and enter or edit hours as necessary. *NOTE:* ***<u>Do not edit SAL Hrs.</u>*** *Edits to SAL, or other job rate earn codes on unclassified and grad students, will **not** change total pay; it will only affect the rate Banner uses to calculate salary.*

    Gen: Not a valid OSU field. [Tab] to next field.

    Sp Rate: Certain earn codes will require that the user input a corresponding rate in the Sp Rate (Special Rate) field. *NOTE: Backspacing from the Sp Rate field will call "Deemed." This is not a valid field. Backspace again to call the Hrs field.*

    Amount: After saving, this field will fill only for earn codes that use a special rate. For earn codes that use job or table rates, the field will remain blank after saving.

    Atnd: Not a valid OSU field.

B. To enter additional hours, e.g., overtime, shift differential, etc.:

    The "greater than" caret at the left of the [Code] field indicates the active record. [Down Arrow] to move to the next line. Enter

new code. You will find a list of valid earn codes in Appendix B. **Only those codes listed are valid OSU codes.**

[Tab] to Hr/Unit field and enter number of hours.
[Tab] to Sp Rate field and input special rate, if applicable.

After all earn codes are entered, place cursor in one of the fields within the block just completed and . . .**SAVE!**

[Next Block] to move to *Time Distribution* block.

Step FOUR: Complete *Time Distribution Block*

Hours	Percent	C	Index	Fund	Orgn	Acct	Prog	Actv	Locn	
6.25	25	C	MSA036	001100	160030	10503	09000			
18.75	75	C	ED019D	ED019D	410500	10503	40800			
25.00	100		Totals							
Deductions		Leaves		Attend		Reextract		Rollback		Save	Exit

A. [Next Block] or click to place cursor in the Index field. Verify that the Index, Account Code, and optional Activity codes are correct. If data is correct, you may go to Step 5.

If data is incorrect, input appropriate changes. Notice that any changes made in the Index field will also require input to the Acct field and Actv (Activity Code) field.

Click to place cursor in the Hours field. The Hours and Percent fields reflect calculations for data entered in Step Three. The > in the History Earnings block indicates the specific earn code for which data is currently displayed in the **Time Distribution** block. Change percent distributions if necessary. Calculations will change automatically. (See Appendix A, Example 2, for procedures to follow when earn codes require percent distribution changes.)

The percent column must always equal 100. The hours must equal the hours entered in the **History Earnings** block. If, after completing the *Time Distribution* block, the percent column does **not** equal 100, or History Earnings Hrs. don't match those in the Time Distribution block Hours column, take the following steps to correct:

• Make sure you are in the first record of the *Time Distribution* block.

- Click on the Options selection on the Menu Bar and select "Correct Labor Distribution Dollars." The labor distribution amount will automatically round correctly.

B.   Before entering earn codes to reflect leave taken (vacation, sick, etc.), access the Leave Balances window by clicking the Leaves button at the bottom of the PHAHOUR form and confirm current available balances.

Code	Description	Curr Avail	Hrs Accrued	Hrs Banked	Hrs Taken	Beg Balance	Activity Date
ASIC	Sick Leav	24	16	0	0	8	04-AUG-98
AVAC	Vacation	45	30	0	0	15	04-AUG-98
FLSA	FLSA Comp	0	0	0	0	0	14-AUG-98
NFLS	Non FLSA	0	0	0	0	0	14-AUG-98
XMIL	Military	0	0	0	0	0	14-AUG-98
XSPE	Special D	0	0	0	0	0	14-AUG-98

Leave Balances — Find [%] — Find — OK — Cancel

The data columns of the Leave Balances window provide the following information:

- **Current Available:** Current available balance reflects previous month balance, plus current month accrual.

- **Hours Accrued:** Total number of hours accrued since the beginning of fiscal year. (Not used at OSU.)

- **Hours Banked:** Hours not added into the current available balance. Not available for use until added to Hours Accrued.

- **Hours Taken:** Total number of hours taken since the beginning of fiscal year. (Not used at OSU.)

- **Beginning Balance:** Total number of hours available for employee use since beginning of fiscal year. (Not used at OSU.)

- **Activity Date:** Date record was last updated. (Not used at OSU.)

  NOTE: If current available leave balances are insufficient, refer to Appendix A, Example 4, for further instructions.

When Time Distribution and Leave Entry is complete . . .

SAVE!

C.   If entering another earn code for the same person, click in the next blank record under Code to return to the ***History Earnings*** block and continue. *NOTE: When you move to the **Time Distribution** block, be certain you are entering information for the record designated by the "greater than" sign in the **History Earnings** block.*

When the employee's time entry record is complete...

SAVE!

NOTE: You may receive a message that says, <No Change to Save>, this means the information just entered was saved automatically. Do not rely on this! Please save your work!

Step FIVE: Go to Next Record or Exit

A.   To go to the next employee in the alpha list, place the cursor in the field next to the ID button in the ***History Jobs*** block. Arrow down to select the next employee. You may also enter the employee's ID and [Tab] to bring in the new employee's data.

B.   When all employees are entered and saved, exit PHAHOUR by clicking the [Exit] button on the lower right-hand corner of the form. You will return to the initial Banner screen.

Step SIX: Submit a Report to Audit Input Data

A.   In the Direct Access field of the initial Banner screen, type PHR0030 to move to the Job Submission form, GJAPCTL.

B.   The form opens to process PHR0030, the Time Entry Audit Report. [Next Block] to the Submit Time field in the ***Printer Control*** block. Backspace to delete the default settings and [Next Block] to enter the current time. Today's date, with a submit time of 18:00:00, displays and the cursor moves to the ***Parameters Values*** block.

Jobs are usually set to run off-shift (after 6:00 p.m. and before 6:00 a.m.) Monday through Friday and anytime on Saturday and Sunday. **However, due to the short time window for entering time and leave, you should enter the current time so the report will print immediately**. (See the HRIS document, *Using the Job Submission Forms,* for more information on printing reports.)

C.   To select a printer, [Previous Block] to return to the ***Printer Control*** block and click the Printer button. A pop-up window displays the printers you can access. Highlight a printer selection and click OK. *NOTE: Your Departmental Computer Administrator (DCA) may help you add your printer to the selection list.*

Process Submission Control Form [GJAPCTL 3.0][DEVL]

| Process: | PHR0030 | Time Entry Audit Report | Parameter Set: | |

Printer Control

| Printer | Job Options | Lines | Submit Time |
| *(Your Printer)* | | | 16-JUL-1998 08:00:00 |

Parameter Values

	Parameters	Values	
01	Payroll Year	1998	
02	Pay ID	MO	
03	Pay Number	7	
04	Orgn code	410000	

Submission

☐ Save Defaults   As: [   ] [   ]   ○ Hold   ◉ Submit

[Rollback] [Save] [Exit]

D.   [Next Block] to the ***Parameter Values*** block. Some values may display from the system or from your last Job Submission session.

Click in each Values field and enter the value for the Time Entry just completed. Click the Values button for a list of Time Entry Audit Report values for each field.

E.   When all Values are entered, [Next Block] to the Submission block. Click the Submit button and [Save] to send the job to the print queue. If there are no errors, the cursor is returned to the Job Name field in the ***Key Block*** and you may [Exit] GJAPCTL. (See "Using the Job Submission Forms" for more information.)

You're done!

See Appendix A for examples of possible scenarios that may occur as you complete your monthly time entry. You may also check the PHAHOUR "Frequently Asked Questions" (FAQ) section of the HRIS web site for further information.

Appendix A: PHAHOUR Examples

Example 1:

Employee Submits Multiple Rates within Same Job

A student employee submits the following data on the appropriate Timesheet.

Hours	Rate
10	**6.00**
15	**6.50**
20	**8.50**

Steps:

1. **Determine correct earn code for each rate on the timesheet, RST, RS1, RS2, etc. Refer to the earn code Descriptions, also available on the Web.**

2. **Enter the first earn code and the corresponding hours and rate in the** *History Earnings* **block.**

3. **[Next Block] to the** *Time Distribution* **block and update the labor distribution. Remember: The labor distribution will only show the hours and earn code for the earn code marked by the caret (>).**

SAVE!

4. **[Next Block] to the** *History Earnings* **block and enter the second line of pay.**

5. **Repeat Steps 2 and 3.**

6. **Continue until all pay has been entered.**

7. **Check your work and . . .**SAVE!

Example 2:

Pay Is Split by Percentage (Work-Study)

A work-study student submits the following data on the Federal Work-Study Program Time Certificate:

Hours	Rate
10	6.50

Steps:

1. Repeat Step 1 from Example 1.

2. Enter the earn code and the corresponding hours and rate in the *History Earnings block.*

3. [Next Block] to the *Time Distribution* block.

Hours	Percent	C	Index	Fund	Orgn	Acct	Prog	Actv	Locn
2.5	25	C	MSA036	001100	160030	10503	09000		
7.5	75	C	ED019D	ED019D	410500	10503	40800		
10.00	100	Totals							

Deductions | Leaves | Attend | Reextract | Rollback | Save | Exit
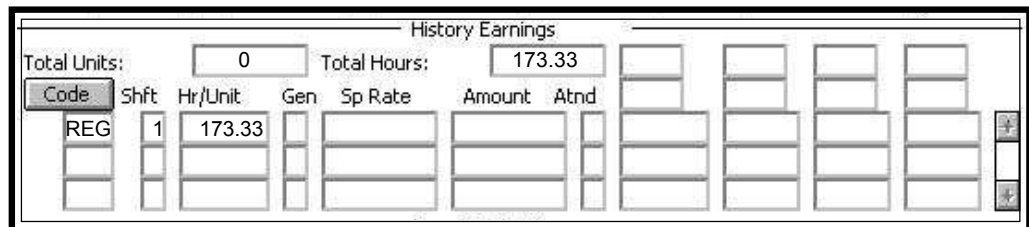
4. Verify that both Index numbers are correct. If not, enter appropriate Indexes.

5. You will need to re-enter the Account Code and Activity Code if any changes are made to the Index.

6. [Tab] to the Percent field in the first line of the *Time Distribution* block.

7. Enter the percentage in the Percent field. Work-study is a 25/75% split.

8. Repeat steps 2-7 if there are additional earn codes. See Example 3 for completed entry.

9. Verify that Total Percent = 100
Verify that Total Hours = *History Earnings* block hours.

10. If Percent or Total Hours appears incorrect in the Time Distribution block, go to the Options menu and select Correct. Enter correct hours and/or percent. *(For complex rounding errors, you may have to do this more than once before the Percent equals 100.)*

11. Check your work and . . . **SAVE!**

Example 3:

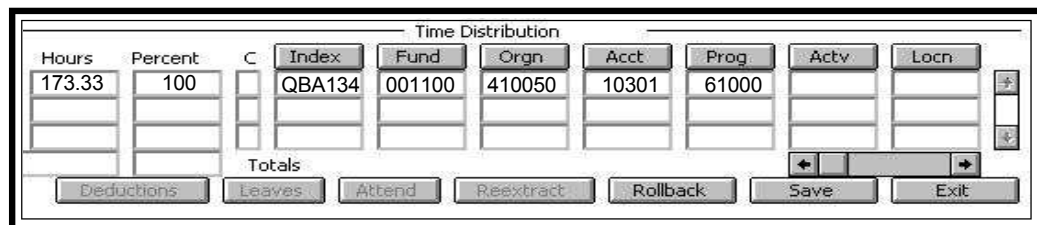Classified/Academic Default Hours with Different Labor
Distribution

Steps:

1. **REG/SAL hours default into the first line of the Code field of the**
    History Earnings **block**.

2. **[Next Block] to the** *Time Distribution* **(labor distribution) block**.

3. **Verify that the Index is correct. If not, enter appropriate Index.**

4. **You will need to re-enter the Account Code (Acct) and Activity
    Code (Actv) if any changes are made to the Index.**

5. **[Tab] to the Percent field in the first line of Time Distribution.**

6. **Enter the first percentage in the Percent Field.**

7. **Repeat steps 3 through 6 as necessary.**

8. **Verify that Total Percent = 100**
    Verify that Total Hours = Hr/Unit in the *History Earnings* **block.**

9. **If Percent or Total Hours appear incorrect in the Time Distribu-
    tion block, go to the Options menu and select Correct Labor
    Distribution Dollars. Enter correct hours and/or percent. For
    rounding errors, you may have to do this more than once before
    the Percent equals 100.**

10 **Check your work and . . .** SAVE!

Example 4:

Classified/Academic with One or More Leave Codes

An employee submits the following data on the appropriate Timesheet:

> Vacation Leave Taken   16 hrs

1. REG/SAL hours will default into the first line of the Code field in the ***History Earnings*** block*.*

2. Arrow Down to the next line of the Code field. Enter the first Leave earn code.

3. [Tab] to the Hr/Unit field. Enter leave taken. If insufficient leave balance exists, a warning message will appear. **Be aware** that if you choose to ignore the message, pay will be docked. You may click the Leave button at the bottom of the screen to verify leave balances. Balances reflect previous month's balance plus current month's accrual.

(continued, next page)

4. Do not make changes in the Time Distribution unless you have changed the default labor on the REG/SAL pay.

5. Repeat steps 2 and 3 as needed and . . .

SAVE!

Please refer to Earn Code Tables for correct earn code information.

Example 5:

Classified/Academic with One or More Earn Codes

An employee submits 8 hours of Overtime on the appropriate Timesheet:

> Overtime   8

Steps:

1. REG/SAL hours will default into the first line of the Code field in the **History Earnings** block.

2. Arrow Down to the next line of the **History Earnings** block.

3. Enter earn code.

4. [Tab] to the Hr/Unit field. Enter hours of Overtime earned.

SAVE!

5. Verify that the information in the **Time Distribution** block is correct and . . .**SAVE!**

6. Enter next earn code.

7. [Tab] to the Hr/Unit field. Enter hours.

8. Verify that information in the **Time Distribution** block is correct.

SAVE!

Please refer to Earn Code Tables for correct earn code information.

Example 6:
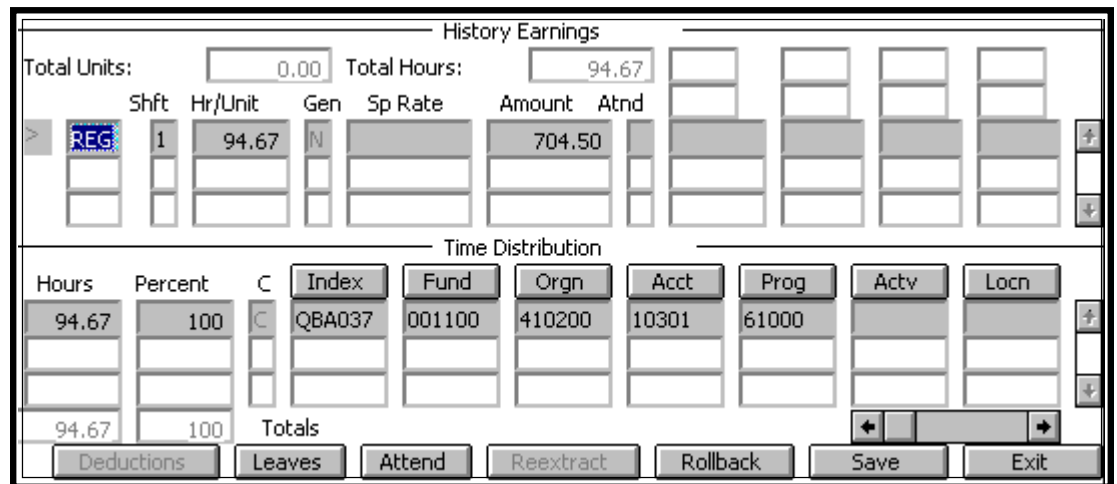
Part-Time Classified/Default Hours with Additional Regular Hours

A part-time classified employee, 50% appointment percent (FTE), submits the following data on the appropriate Timesheet:

> 8 hours additional

Steps:

1. REG Hours will default into the first line of the Code field in the *History Earnings* block. Default hours for part-time classified are based on the Standard Hours in the month.

2. Add the **additional** REG hours worked (8) to default REG hours (86.67). Enter new total (94.67) in the Hr/Unit field of the *History Earnings* block and . . . **SAVE!**

3. A Warning message appears. This indicates more hours are being paid than have been defaulted or "forecast." Click OK.

3. Verify that the time distribution in the *Time Distribution* block is correct, and **SAVE!**

Example 7:

Employee with Incorrect Job Default Rate
(earn codes that do not require a special rate)

Steps:

Submit the appropriate paperwork that reflects the new rate or salary.

1. If the default rate is incorrect, department paperwork may not have been submitted in a timely manner. This will result in underpayment of an employee and must be made up in the **following month** by using one or more of these earn codes:

   • SLP, Salary Unclass Prior Month, if employee is unclassified.

   • RGP, Regular Prior Month Pay, for Classified/Temps, Students, and Grads.

   • OTP, Overtime Prior Month, if overtime earnings are involved.

   • DPP, Differential Pay Prior Month, if a shift differential for a classified employee is involved.

2. The **following month**, enter the appropriate earn code, the number of hours in Hr/Unit, and, in SpRate, the **difference** between the old rate and the new, as in the *Example* below.

Example: The old rate was $10.00 in September; the new rate should have been $10.50; 100 hours were worked.

1. Submit the 100 hours in September with the job default rate of $10.00 (in the ***History Earnings*** block). Employee will receive regular payment at end of month.

2. In October, submit the number of hours worked **in October** at the new default rate of 10.50. (You must have submitted the appropriate paperwork or the rate will not have changed.)

3. **SAVE**, edit labor distribution if needed, and **SAVE**.

4. Go to next line of the ***History Earnings*** block.

    •   Enter earn code RGP, or other prior month earn codes as appropriate.

    •   Enter the hours underpaid from the prior month, in this example, 100 hours (September hours)

    •   Enter Rate as 0.50, the difference per hour from the September and the new October rate.

5. **SAVE,** edit labor distribution as needed, and . . .

SAVE!

The employee will receive the correct October pay plus the amount due from September.

NOTE: The prior month earn codes may only be used for pay that is for the immediate prior month. If a new hire is late and was not yet on payroll, these earn codes may be used to pay the employee the following month after they are added to the database.

Example 8:

Exception Hours Taken Greater Than Default Hours

Affected: **Full-time Classified**
Full-time Unclassified
Part-time Unclassified

An employee submits the following data on the appropriate Timesheet.

	Hours
Regular hours worked	0
Sick leave taken	176

If the employee's total paid leave taken is greater than their default hours, the difference should be entered using a leave adjustment code.

Steps:

If the month had 176 hours, and the employee took the entire month as sick leave, you should make the following entries:

1. Enter 173.33 hours of sick leave taken (LTS). This will reduce SAL/REG hours to 0.

2. Enter 2.67 (176 - 173.33) hours of sick leave adjustment (LAS).

3. Click [Next Block] icon

4. Verify/Enter time distribution.

5. **SAVE your work!**

NOTE: If an employee is a part-time monthly salaried employee, you should enter all paid leave over their default hours using a leave adjustment code.

Appendix B: Earn Code Tables

	Classified Earn Codes
REG	**10301 Staff - Classified** Compensation paid to classified employees in permanent positions. It includes pay for holiday time taken during the normal course of employment. This code excludes the following: • Vacation pay at time of termination and cash payments made to prevent the loss of vacation leave credit (see LPV) • Compensatory pay in lieu of time off (see LPC) • Overtime pay (see OTM, OTP) • Sick leave and vacation pay (see LTS, LTV) • Holiday worked pay (see OTM, OTP)
RGP*	**10301 Classified Employees - Prior Month** Payment to classified employees for work performed in the prior month. It includes holiday time taken during the normal course of employment. Payment for services performed in months previous to the prior month must be submitted to the Payroll Office for payment. This code **excludes the following**: • Vacation pay at time of termination and cash payments made to prevent the loss of vacation leave credit (see LPV) • Compensatory pay in lieu of time off (see LPC) • Overtime pay (see OTM, OTP) • Holiday worked pay (see OTM, OTP) • Sick leave and vacation leave taken (see LTS, LTV)
RGP*	**10410 Temporary Employees Pay - Prior month** Payment for services of temporary employees for work performed in the prior month. Payment for services performed in months previous to the prior month must be submitted to the Payroll Office for payment.

* Throughout the Earn Code Tables, an asterisk indicates that use of the earn code <u>requires</u> the Timekeeper to enter a special rate.

OCH	**10410 Temporary Employees Regular Hourly Pay** Payment for services of temporary classified employees for the current month. The new OCH earn code uses the Job default rate. OCH replaces the Reg earn code for temporary classified employees. **Note this is a change.**
OCP*	**10301 Other Classified Pay, <u>Units based</u>** This earn code should <u>only</u> be used <u>during summer</u> to pay academic-year, classified appointments that work in their regular academic-year position during the summer. This is payment to classified employees for services not covered by their appointments that do not exceed full-time employment for the months to which the contract pertains. **Medical/ Dental Benefit deductions are <u>excluded</u>** from this earn code. Use at any other time may result in errors in the employee's benefits and deductions.
OCP*	**10410 Other Temp Pay, <u>Units based</u>** Pay to temporary employees for services being paid by the unit. This earn code is not used for temporary appointment hourly pay. (See OCH.)
OCS*	**10410 Temporary Employees Regular Pay - Special rates** Payment for services of temporary classified employees for the current month. The new OCS earn code requires rates to be entered at time entry thus allowing a second rate to be entered at time entry.
LPV	**10411 Vacation Pay - Classified** Payments of accrued vacation made to classified employees upon termination. Excludes pay to an employee on regular vacation (see LTV).
LPC	**10412 Compensatory Pay - Classified** For use in comp time payoffs of terminating classified employees, who are FLSA eligible, in lieu of time-off. Not used for actual leave taken (see LTC).
DWC*	**10414 Work Out-of-Class** Payments to classified employees for a limited period, working more than 10 consecutive days in higher classifications.
LPS*	**10415 Shore Leave Pay** Pay for shore leave earned by OSU ships' crew (including Captain and Port Engineer) when the ships are out of home port. The accrual rate and use of shore leave are specified under bargaining agreement provisions.

DBL	**10416 Bilingual Differential Pay, Premium** A differential of two and one-half percent (2.5%) over base rate paid to employees in positions which specifically require and have been recruited for bilingual skills (i.e., translation to and from English to another language, or the use of sign language) as a condition of employment.
FAC*	**10417 Classified Award Pay - Cash** Amount awarded to classified staff in recognition of special service or accomplishments. This pay is subject to income tax, social security and Medicare withholding; it must be included in employee's gross income for year-end W-2 reporting and is exempt from retirement contribution and employer pick-up.
OTD*	**10419 FLSA Overtime on Differential Pay - Classified** Payment for time worked during which an employee satisfies these criteria: • is subject to FLSA overtime • works more than 40 hours in any work week • has premium pay on DDV, DGA, DHW, DLW, DPP, DSG, DSH, DWC, PSB, PSU. Entered as units and special rate.
PCB*	**10420 Penalty Pay - Call-Back Pay** Penalty pay to classified employees under bargaining agreement provisions for call-back. Pay is calculated at one and one-half times the rate entered.
PRC*	**10420 Penalty Pay - Reporting Compensation** Penalty pay to classified employees under bargaining agreement provisions for call-back. Pay is calculated at straight time.
OTM	**10421 Overtime - Classified - Current Month** Payment for time worked in excess of eight hours per day (10 hours per day for a four-day schedule, etc.) or in excess of 40 hours per week within the employee's basic work week. Pay is calculated at one and one-half times the rate entered.
OTP*	**10421 Overtime - Classified - Prior Month** Payment for time worked in excess of eight hours per day (10 hours per day for a four-day schedule, etc.) or in excess of 40 hours per week within the employee's basic work week. Pay is calculated at one and one-half times the rate entered.

DEL	**10425 OPEU Electrician Differential, Premium** A 5% differential for employees whose work assignment requires that they be licensed as a supervisory electrician by the university.
DDV	**10432 Special Duty Pay - Diving** A $5.00 per hour differential for employees whose work assignment requires the use of underwater diving equipment and who pass current certification for the use of such equipment. Pay is for active diving time only.
DHW	**10432 Special Duty Pay - High Work** A $1.00 per hour differential when employees are required to perform work more than 20 feet above ground where safety ropes, scaffolds, boatswain chairs or similar safety devices are required.
DLW	**10433 Lead-Work Differential, Premium** A 5% differential is a base pay supplement for employees formally assigned lead-work duties by their supervisors and meeting the necessary criteria in the bargaining agreement. Lead-work differential is not computed at the rate of time and one-half for overtime or holiday work.
DSH	**10435 Shift Differential Pay - Current Month** Shift differential is a 50 cent per hour premium pay for work performed between 6 p.m. and 6 a.m. and weekends. This code applies to any classified employee whose job classification is allocated to salary range 22 or below. It excludes employees with temporary appointments. The following apply to shift differential: • Shift differential is not computed at the rate of time and one-half for overtime or holiday work. • Shift differential is not paid for periods of leave of absence with pay, such as vacation and sick leave.
DSG	**10435 Shift Differential Pay - GCIU** Shift differential is a 45 cent per hour pay for evening and weekend work. The following apply to shift differential: • Shift differential is not computed at the rate of time and one-half for overtime or holiday work. • Shift differential is not paid for periods of leave of absence with pay, such as vacation and sick leave. See GCIU bargaining agreement for applicable hours.

DPP*	**10435 Shift Differential Pay - OPEU, Prior Month** Shift differential is a 50 cent per hour pay for work between 6 p.m. and 6 a.m. and on weekends. This code applies to any classified employee, whose job classification is allocated to salary range 22 or below. It excludes employees with temporary appointments. The following apply to shift differential: • Shift differential is not computed at the rate of time and one-half for overtime or holiday work. • Shift differential is not paid for periods of leave of absence with pay, such as vacation and sick leave.
PSU	**10436 Show-up Compensation** Payment to Classified employees who are scheduled to work, show up for work and are released. Paid the equivalent of two (2) hours at the appropriate rate.
PSB	**10436 Stand-By/On-Call Pay** Payment to classified employees for stand-by or on-call time, paid at the rate of one hour for each six (6) hours of assigned stand-by, (straight rate) under the following conditions: • An employee is on stand-by when required to be available for work outside his or her normal working hours. • An employee is not on stand-by once he or she begins performing assigned duties and is accruing pay for the time worked. • Stand-by pay applies to those classified employees who are eligible for overtime pay. • Stand-by is not counted as time worked when computing overtime pay. Submit <u>all</u> time during which an employee was on call or stand-by. System will calculate pay at the one hour for every six rate.
DGA*	**10437 Geographic Area Pay** Payment to non-resident classified employees for work performed in a geographical area requiring differential pay. The amount of the differential pay cannot exceed 25% of the employee's base rate of pay.

DNA	**10446 Differential - Charge Nurse 1, Premium** An additional 5% above current rate of pay for Licensed Practical Nurses who are assigned and are performing charge duties. Applicable to all hours worked during the assignment.
DNB	**10446 Differential - Charge Nurse 2** An additional $0.33 per hour for Staff Nurses and Registered Nurses who are assigned and are performing charge duties.
DSN	**10446 Differential - Shift Nurse** A shift differential of $1.35 per hour for Registered Nurses, Nurse Practitioners and Licensed Practical Nurses.
DCS	**10480 Differential - Campus Security, Premium** 10% differential for employees who are designated as special campus security officers per ORS 352.385.
DNL	**10481 Differential - Nuclear License, Premium** A 5% differential paid to nuclear reactor operators under OPEU contract.

(Additional Classified Earn Codes, next page)

LAC	**Comp Time Adjustment** This code is used only for adjustments made to employee's compensatory time leave balance. Not to be used for actual leave earned (see LEC) or actual leave taken (see LTC)
LAS	**Sick Leave <u>Balance Adjustment</u>** This code is used only for adjustments made to employee's sick leave balance. Not to be used for actual leave taken (see LTS).
LAV	**Vacation Leave <u>Balance Adjustment</u>** This code is used only for adjustments made to employee's vacation leave balance. Not to be used for actual leave taken (see LTV).
LEC	**Comp Time <u>Earned</u>, Exempt (Non-FLSA)** Hours input are actual hours earned; Banner updates balance at 1½ times the hours input.
LEE	**Exchange Time <u>Earned</u>** Hours input are actual hours earned and are not adjusted by Banner.
LEF	**Comp Time <u>Earned</u>, Non-exempt (FLSA eligible)** Hours input are actual hours earned; Banner updates balance at 1½ times the hours input.
LTC	**Comp Time <u>Taken</u> (Non-FLSA)** Actual compensatory time taken (at straight time). This earn code reduces base salary.
LTD	**Donated Time <u>Taken</u>** Actual donated time taken. This earn code reduces base salary.
LTE	**Exchange Time <u>Taken</u>** Actual exchange time taken (at straight time). This earn code reduces base salary.
LTF	**Comp Time Taken (FLSA)** Actual compensatory time taken (at straight time). This earn code reduces base salary.
LTM	**Military Leave <u>Taken</u>** Actual military leave time taken. This earn code reduces base salary.

LTP	**Personal Leave <u>Taken</u>** Actual compensatory time taken. This earn code reduces base salary.
LTR	**Pre-retirement Leave <u>Taken</u>** This earn code reduces base salary.
LTS	**Sick Leave <u>Taken</u>** Actual sick leave time. This earn code reduces base salary.
LTV	**Vacation Leave <u>Taken</u>** Actual vacation leave time. This earn code reduces base salary.
LTX	**Special Day Leave <u>Taken</u>** Actual special day leave time. This earn code reduces base salary.

Unclassified Earn Codes	
SAL	**10101 Staff - Unclassified Salaries- Current Month** Salaries paid to full- or part-time unclassified employees. This code should not be used for amounts paid in excess of an employee's budgeted salary (see OVX, SMN, SUM).
SLP*	**10101 Staff - Unclassified Salaries- Prior Month** Salaries paid to full- or part-time unclassified employees for work performed in the prior month. Payment for services performed in months previous to the prior month must be submitted to the Payroll Office for payment. This code should not be used for amounts paid in excess of an employee's budgeted salary (see OVX, OVP, SMN, SUM).
RFA	**10105 Foreign Assignment - Unclassified Salaries** Basic salary for persons on long-term international assignments. Internationally sponsored projects call for a clear distinction between salaries of those paid for on-campus work and those paid on long-term international assignments.
STI*	**10107 Other Unclassified Pay - Stipend** Payments to unclassified staff members for services that are part of their appointment but not part of their base pay (e.g., department chair).
SEA*	**10108 Variable Stipends - Endowments and Awards** Payment of endowments and/or teaching awards for academic employees. Payments are considered a part of the "other pay" category and should not be considered as "regular salary."
SAB	**10123 Sabbatical Leave** Payment to unclassified employees while on sabbatical leave.
OVX*	**10201 Overload Unclassified Pay - Instructional** Special or additional pay to compensate unclassified staff members for instructional services rendered that exceed full-time employment (e.g., when additional service causes a faculty member's "term" FTE to exceed 1.00). If the employment contract period is shorter than 12 months, the provision applies only for the months to which the contract pertains. Note: Pay for which this transaction code is used is not considered salary for retirement purposes.

OVP*	**10202 Overload Unclassified Pay - Non-Instructional** Special or additional pay to compensate unclassified staff members for non-instructional services rendered in excess of full-time employment (e.g., when the additional service causes a faculty member's "term" FTE to exceed 1.00). If the employment contract is shorter than 12 months, this provision applies only for the months to which the contract pertains.
SUM*	**10203 Summer Unclassified Pay - Instructional** Payment to nine-month unclassified staff members who serve in instructional capacities. Applies to summer only and should not be used for employees on 12-month appointments. Not to be used for service exceeding the full-time summer term appointment (see OVX).
SMN	**10204 Summer Unclassified Pay - Non-Instructional** Payment to nine-month unclassified staff members serving in a non-instructional capacity. This account code applies to summer only and should not be used for services by unclassified staff members on 12-month appointments. Not to be used for service exceeding the full-time summer term appointment.
FAC*	**10207 Academic Award Pay - Cash** Amounts awarded to academic employees in recognition of special service or accomplishments. This pay is subject to income tax, social security and Medicare withholding; it must be included in employee's gross income for year-end W-2 reporting and is exempt from retirement contribution and employer pick-up.
OAP*	**10209 Other Unclassified Pay, <u>Hour-based</u>** Payment to unclassified staff members for services not covered by their appointments that do not exceed full-time employment for the months to which the contract pertains. This code includes pay to teachers supervising student teachers for non-instructional services.

ONB*	**10209 Other Unclassified Pay, No Benefits** Payment to unclassified staff members for services not covered by their appointments who are benefit ineligible (do not exceed .5 FTE for the months to which the contract pertains). This code includes pay to Board members.
OAU*	**10209 Other Unclassified Pay, <u>Unit-based</u>** Payment to unclassified staff members for services not covered by their appointments that do not exceed full-time employment for the months to which the contract pertains. This code includes pay to board members and to teachers supervising student teachers for non-instructional services.
LPV	**10211 Vacation Pay - Academic** Payments for accrued vacation to academic employees on 12-month appointments. Payments are made when an employee terminates or when an employee transfers to a nine-month academic appointment. If the employee transfers to a classified position, vacation accrual rate and pay are regulated by applicable collective bargaining unit agreements.
DFP*	**10220 Post - Differential Unclassified Pay** Additional compensation to employees for service in foreign areas where environmental conditions are difficult, physically demanding or potentially unhealthy.
DSU	**10221 Sunday Pay - Unclassified Pay** Sunday premium pay is to be used for individuals paid from sponsored funds and only to the extent allowed by the sponsoring agency and contractual agreement. It is authorized by 5 U.S.C.5546 and is specified in US Agency for International Development Handbook 26. Sunday premium pay is authorized for any full-time employee whose basic workweek includes any work time on Sunday. Premium pay is at a rate equal to 25% of the rate of basic pay for each regular hour of Sunday work.

DSP*	**10230 Sea Pay** Premium pay given to OSU academic employees who have no professional rank (such as research assistants) for each day at sea in excess of six consecutive days.
OTM	**10231 Unclassified Academic FLSA Overtime eligible - Current Month** Used to record unclassified academic overtime pay due to FLSA requirements for the current month. Pay is calculated at one and one-half times the rate entered.
OTP*	**10231 Unclassified Academic FLSA Overtime - Prior Month** Used to record unclassified academic overtime pay due to FLSA requirements for a prior month. Pay is calculated at one and one-half times the rate entered.
LPC	**10232 Comp Time Payoff - Unclassified** For use in comp time payoffs for terminating unclassified academics who are FLSA eligible, or the payoff of former management service balances carried forward. Not to be used for actual leave taken (see LTC).
LPS*	**10415 Shore Leave Pay** Payment for shore leave earned by OSU ships' crew (including Captain and Port Engineer) when the ships are out of home port. The accrual rate and use of shore leave are specified under bargaining agreement provisions.

(Additional Unclassified Earn Codes, next page)

LAS	**Sick Leave <u>Balance</u> Adjustment** This code is used only for adjustments made to employee's sick leave balance. Not to be used for actual leave taken (see LTS).
LAV	**Vacation Leave <u>Balance</u> Adjustment** This code is used only for adjustments made to employee's vacation leave balance. Not to be used for actual leave taken (see LTV).
LEC	**Comp Time <u>Earned</u> (Non-FLSA)** Hours input are actual hours earned; Banner updates balance at 1 1/2 times the hours input.
LEF	**Comp Time <u>Earned</u> (FLSA eligible)** Hours input are actual hours earned; Banner updates balance at 1 1/2 times the hours input.
LTC	**Comp Time <u>Taken</u>** Actual compensatory time taken (at straight time). This earn code reduces base salary.
LTM	**Military Leave <u>Taken</u>** Actual military leave time taken. This earn code reduces base salary.
LTR	**Pre-retirement Leave <u>Taken</u>** This earn code reduces base salary.
LTS	**Sick Leave <u>Taken</u>** Actual sick leave time. This earn code reduces base salary.
LTV	**Vacation Leave <u>Taken</u>** Actual vacation leave time. This earn code reduces base salary.
LTX	**Special Day Leave <u>Taken</u>** Actual special day leave time. This earn code reduces base salary.

Graduate Student Earn Codes

FAC*	**10507 Student and Graduate Employee Awards - Cash** Amount awarded to student employees or graduate students in recognition of special service or accomplishments. This pay is subject to income tax, social security and Medicare withholding and must be included in employee's gross income for year-end W-2 reporting.
GRX	**10609 Pharmacy Trainees, Interns and Residents** Salaries paid to pharmacy trainees, interns and residents in programs working at OHSU.
GVM	**10610 D.V.M. Clinicians** Salaries paid to post-doctoral D.V.M. clinicians with a rank of clinical fellow at OSU. Benefits for students enrolled in the OSU PhD program in Comparative Veterinary Medicine are treated the same as those for medical and dental clinical fellows.
GTA	**10620 Graduate Teaching Assistants** Pay to teaching assistants serving under academic appointments. This code should not be used for stipends or other support expenditures. Fee remission on this earn code will be charged to the pay account (see GTF).
GTF	**10622 GTA Requiring Fee Remission Subsidy** Payment to graduate teaching assistants serving under academic appointments on grants, contracts or cooperative agreements for which fee remission costs are not an allowable expenditure. Related fee remission costs are charged to accounts other than the pay accounts (see GTA).
GTS	**10623 Summer Graduate Teaching Assistants** Payment to nine-month graduate teaching assistants on summer appointments. Fee remission on this earn code will be charged to the pay account. This code is not used for graduate teaching assistants on 12-month appointments.

GRS	**10625 Summer Graduate Research Assistants** Payment to nine-month graduate research assistants on summer appointments. This code should not be used for services by graduate research assistants on 12-month appointments. Fee remission on this earn code will be charged to the pay account.
GRA	**10630 Graduate Research Assistants** Payment to graduate research assistants serving under academic appointments. This code should not be used for stipends or other support expenditures.
GRF	**10632 GRA Requiring Fee Remission Subsidy** Payment to graduate research assistants serving under academic appointments on grants, contracts or cooperative agreements for which fee remission costs are not an allowable expenditure. Related fee remission costs are charged to accounts other than pay accounts. (See GRA).
RGP*	**106xx Graduate Pay - Prior month** Payment for graduate students for work performed in the prior month. Enter the appropriate graduate appointment account code. Payment for services in months previous to the prior month must be submitted to the Payroll Office for payment.

Undergraduate Student Earn Codes	
REG	**10501 Student** Payment to students, with 1 job and a unique position number. Earn code uses job default rate, which cannot be overridden. See RST and RS1-5.
RST* **RS1*** **RS2*** **RS3*** **RS4*** **RS5***	**10501 Student** Payment to students, part-time or full-time, who perform work for the institution. Codes are established using "special rate" to permit varying hourly rates. Can be used in conjunction with each other. Useful for pooled student positions.
RSB*	**10501 Student Bonus** Bonus pay to students, part-time or full-time, who perform work for the institution.
RSC*	**10501 Student Commission** Commission pay to students, part-time or full-time, who perform work for the institution.
RGP*	**10501 Student Pay - Prior month** Payment to students for work performed in the prior month. Payment for services performed in months previous to the prior month must be submitted to the Payroll Office for payment.
RSU*	**10501 Student - Unit-based** Payment to students for unit-based pay (i.e., stipends, units sold, etc.)
RWS* **RW1*** **RW2*** **RW3*** **RW4*** **RW5***	**10503 Federal College Work Study Program, Student** Payment to students awarded and authorized to receiveWor-Study funds. Codes are established using "special rate" codes to permit multiple work study jobs and varying hourly rates. Can be used in conjunction with each other or the RS* series if WS award limit reached during a pay period. Useful for pooled student positions.

FAC*	**10507 Student and Graduate Employee Awards - Cash** Amount awarded to student employees or graduate students in recognition of special service or accomplishments. This pay is subject to income tax, social security and Medicare withholding and must be included in employee's gross income for year-end W-2 reporting.
OTM	**10521 Overtime - Student, Current Month** Payment to students for overtime worked in excess of 40 hours per week. Pay is calculated at one and one-half times the rate entered.
OTP*	**10521 Overtime - Student - Prior Month** Payment for time worked in excess of 40 hours per week. Pay is calculated at one and one-half times the rate entered.