FOR TIME&LABOR DEPARTMENTS ONLY

SET UP INSTRUCTIONS FOR EARN CODES: UNI, HRL, CMB, & SEB

Because Time and Labor (T&L) only recognizes the regular default earn codes (e.g., T&L recognizes REX for the MON pay group and REG for BIW pay group), the job earnings distribution (JED) of the job record must be modified for the following earn codes: UNI, CMB, HRL, and SEB. Following is a description of how these appointments will be set up in the PeopleSoft database. **This change does not impact how departments process the paperwork for these appointments but it does impact where the information is found in PeopleSoft.**

For appointments that use the earn codes UNI, CMB, HRL, and SEB, Payroll will make the changes described below when the appointments are data entered into PeopleSoft (e.g., changing earn codes and creating additional pay records as appropriate.)

Note: For monthly paid employees paid on a salary basis, earn codes besides the regular default codes are generally acceptable when the monthly pay does not run through T&L Time Administration (e.g., in situation where you are not submitting paid time off through T&L). Therefore departments will continue to see earn codes besides REX in the JED for Monthly paid employees with an Employee Type of “Salaried” (e.g., SST (for part-time summer teaching appointments) and SEV (Transition pay for Monthly employees.))

Following is a description of how the records will be set up to assist departments in interpreting employee records and finding the information in PeopleSoft:

**HRL appointments (hourly pay for employees in the MON pay group)**
• Payroll will change the earn code in the job record from “HRL” to “REX.”
• The comp rate will continue to appear in the job record.
• Departments can identify a HRL appointment (as opposed to a unit pay appointment) because it is a monthly paid appointment with an Employee Type of “H” and there will be a comp rate of minimum wage or greater.
• Time and Labor (T&L): Time reporter (TR) will enter in and out times in the punch time sheet. TR does not enter a Time Reporting Code (TRC) for hours worked. The system will translate the time to “HRL” and that TRC will appear in Payable Time.

UNI appointments (unit pay for employees in the MON pay group)
• Payroll will change the earn code in the job record from “UNI” to “REX” and the comp rate will be changed to zero. The combination code (MoCode and Account) will be entered into the job record in the JED section.
• An additional pay record will be created by Payroll using the UNI earn code and the unit rate will be recorded in the field called “Hourly Rate.” The Combination Code will be entered in the additional pay record under Default Job Data.
• Departments can recognize a UNI appointment because it is a monthly paid appointment with an Employee Type of “H” and the comp rate will be zero.
• Time & Labor (T&L): The Time Reporter will select UNI from the dropdown TRC list and enter the quantity of units in T&L. The Time Reporter will receive a message which will ask them to verify the rate. The rate will be pulled into T&L from the additional pay record.

CMB appointments (unit pay for employees in the BIW pay group)
• Payroll will change the earn code in the job record from “CMB” to “REG” and the comp rate will be changed to zero.
The combination code (MoCode and Account) will be entered into the job record in the JED section.

- An additional pay record will be created using the CMB earn code and the rate will be recorded in the field called “Hourly Rate.” The Combination code will be entered in the additional pay record under Default Job Data.
- Departments can recognize CMB appointments because the comp rate will be zero. It is distinguishable from HRL and UNI appointments because the pay group will be BIW.
- Time & Labor: The Time Reporter will need to select CMB from the dropdown TRC list and enter the quantity of units in T&L. Time Reporters will receive a message which will ask them to verify the rate. The rate will be pulled into T&L from the additional pay record.

SEB appointments (Transition pay for employees in the BIW pay group)

- Payroll will change the earn code in the job record from “SEB” to “REG.” The comp rate will be retained in the job record at the appropriate hourly rate. The combination code (MoCode and Account) will be entered into the job record in the JED section.
- An additional pay record will be created using the SEB earn code and the rate will be recorded in the field called “Hourly Rate.” The Combination code will be entered in the additional pay record under Default Job Data.
- Departments can recognize SEB appointments because employee will be in a paid leave of absence with a reason code of TRN (Transition assistance.)
- Time & Labor: The Time Approver or the Time Keeper will select SEB from the dropdown TRC list and enter the number of hours to be paid the employee for transition pay for the pay period. All hours for the pay period may be entered on the same day. It is not necessary to enter hours on a daily basis for transition pay. Whoever is entering the time will
receive a message which will ask them to verify the rate. The rate will be pulled into T&L from the additional pay record.

NAVIGATION IN PEOPLESOFT:

- Additional Pay is found in PeopleSoft using the following navigation: Payroll for North America> Employee Pay Data USA > Create Additional Pay
- The field “Employee Type” is found in PeopleSoft using the following navigation: Workforce Administration>Job Information >Job Data> Payroll