

USNH Web Time Entry - Earnings Definitions						
Employee type/ ECLS	Earn Code - Name	FLSA OT add HRS	FLSA OT blended rate add \$	Rate	Explanation	Policy Reference - USY V Personnel Policies
Operating Staff (H1/H2)						
	120-Hourly Earnings (OS)	add	add	R	Operating Staff (OS) Regular scheduled hours per position	
	310-Add'lHrsWorkedOverRegular	add	add	R	Hours worked by OS in addition to their regular scheduled position hours. For example: if normally scheduled to work 7.5 hours per day and work 8 hours in any one day you should enter the additional half hour as "310-Add'lHrsWorkedOverRegular"	F.7.3.1
	520-Earned Time Use - 3P	no	no	R	Hours taken for vacation, sick leave, interim disability, bereavement, maternity, and short term military leave. See USNH policy for use requirements or restrictions. Time must be used in units of one-quarter hour or more.	A.11.1 A.11.4
	156-RetroHRS-NewHire/LateEntry	no	no	R	Hourly employee: Hours not paid in previous pay period, normally results because of a late job record creation or missed/late time entry. Sum of the hours must be entered on a day where other hours were not worked.	
	157-RetroHours-OT Current Year	no	no	R	Current Fiscal Year - Hours due for a previous pay period that would have generated premium overtime if they had been processed on time. Premium overtime due when employee works > 8 hours in a day and > 40 hours in a week. For retro hours, system does NOT generate premium OT hours therefore they must be manually calculated.	
	158-RetroHours - OT Prior Year	no	no	R	Prior Fiscal Year - Hours due for a previous pay period that would have generated premium overtime if they had been processed on time. Premium overtime due when employee works > 8 hours in a day and > 40 hours in a week. For retro hours, system does not generate premium OT hours therefore they must be manually calculated.	
	312-CallBackPay(1.5*base,3 hr)	no	no	R	Hours worked by an OS or hourly employee who has been called back to work after having left for the day which precedes the start of the next regular work day. Employee guaranteed minium of 3 hours and will be paid at 1.5 time their basehourly rate.	F.7.3.3

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	313-Call Back Holiday	no	no	R	Hours worked on a holiday when an employee was unexpectedly called in to work, not scheduled. Pay at double their base rate for a minimum of 3 hours.	F.7.3.1.2.1
	314-Holiday Pay (not worked)	add	add	R	OS hours to be paid due to Campus or System Holiday; hours treated in Banner the same as "regular" benefits eligible hours	F.7.3.6
	315-Holiday - Not Eligible OT	no	no	R	OS hours paid in lieu of Holiday - when employee's normal off-day falls on a Holiday and by agreement between supervisor and employee. The employee will be paid for the hours instead of exchanging another normal day for the Holiday.	A.10.5
	316-Holiday - Worked	no	add	R	Previously scheduled hours worked on a holiday. Pay will be at 1.5 times the base rate for all hours worked. This is in addition to any paid holiday hours.	F.7.3.1.2 F.7.3.6
	318-Stand-by call in	add	add	R	Hours worked upon being called back to work while on stand-by. To be paid at their base hourly rate for a minimum of 2 hours.	F.7.3.3
	319-Stand-by @\$0.80	no	add	T	Hourly compensation at \$.80 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to emergency situations.	F.7.3.2
	321-Stand-by @ \$2.00	no	add	T	Hourly compensation at \$2.00 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to emergency situations.	F.7.3.2
	322-Stand-by @ \$1.50	no	add	T	Hourly compensation at \$1.50 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to emergency situations.	F.7.3.2
	323-Stand-by @ \$1.00	no	add	T	Hourly compensation at \$1.00 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to emergency situations.	F.7.3.2
HE ECLS ONLY	329-Police Court & Special Detail			R		
	350-Comp Time Payout	no	no	R	Hours to payout accrued compensatory time balance (COMP) - payout occurs at 6/30 each year or upon transfers to new department or terminates, or in some instances when an employee has accrued a balance but is unable to reach an agreement with the supervisor for when to use.	F.7.3.1.3
	542 - Sick Pool Use Pay - 3P	no	no	R	Hours taken as sick pool use due to an extended period of illness or injury. Generally sick pool use begins with the sixth consecutive day of absence from work due to illness or injury. See USNH policy for use requirement.	A.11.5
					Leave Accrual is prorated based on contribution. Consult HR for assistance	

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	543-Sick Pool Use- 3P Family Leave	no	no	R	Hours taken as sick pool use for family leave. See policy for use requirements or restrictions. Leave Accrual is prorated based on contribution. Consult HR for assistance.	A.11.5.10
	522-Curtailed Operations-3P	no	no	R	OS hours to be paid for hours not worked due to Curtailed Operations	F.5.3
	911-Comp Time Accrual - 1:1	no	no	R	Accrues Compensatory Time (COMP) at a 1 to 1 ratio and coded when the compensatory time is for time earned that is not subject to premium time.	F.7.3.1.3
	912-Comp Time Accrual - 1:1.5	no	no	R	Accrues Compensatory Time (COMP) at a 1 to 1.5 ratio and coded when the compensatory time is for time earned that is subject to premium time.	F.7.3.1.3
	914-Comp Time Usage - 3P & WTE	no	no	R	Reduces the Compensatory Time (COMP) balance at a 1:1 ratio. If the usage is coded for more than the available balance then the COMP balance will be reduced to zero and the remaining usage will be paid out from the Earn Time balance.	F.7.3.1.3
	533-Jury Earnings (Hourly)	no	no	R	Hours taken while on Jury Duty or as a subpoenaed witness for the time required for jury service.	A.19.1

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Hourly Staff (CH, DH, JH)						
	131-Hourly PT-FT Temp-Casual	add	add	R	Hourly employee hours worked (note: Employee may or may not also have a benefitted position.)	
	156-RetroHRS-NewHire/LateEntry	no	no	R	Hourly employee: Hours not paid in previous pay period, normally results because of a late job record creation or missed/late time entry. Sum of the hours must be entered on a day where other hours were not worked.	
	157-RetroHours-OT Current Year	no	no	R	Current Fiscal Year - Hours due for a previous pay period that would have generated premium overtime if they had been processed on time. Premium overtime due when employee works > 8 hours in a day and > 40 hours in a week. For retro hours, system does not generate premium OT hours therefore they must be manually calculated.	
	312-CallBackPay(1.5*base,3 hr)	no	no	R	Hours worked by a OS or hourly employee who has been called back to work after having left for the day which precedes the start of the next regular work day. Employee guaranteed minimum of 3 hours and will be paid at 1.5 time their base rate.	F.7.3.3
	318-Stand-by call in	add	add	R	Hours worked upon being called back to work while on stand-by. To be paid at their base hourly rate for a minimum of 2 hours.	F.7.3.3
	319-Stand-by @\$0.80	no	add	T	Hourly compensation at \$.80 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to emergency situations.	F.7.3.2
	321-Stand-by @ \$2.00	no	add	T	Hourly compensation at \$2.00 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to emergency situations.	F.7.3.2

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	322-Stand-by @ \$1.50	no	add	T	Hourly compensation at \$1.50 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to emergency situations.	F.7.3.2
	323-Stand-by @ \$1.00	no	add	T	Hourly compensation at \$1.00 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to emergency situations.	F.7.3.2

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Student employees (SH, SW, SX)						
	131-Hourly PT-FT Temp-Casual	add	add	R	Hourly employee hours worked (note: Employee may or may not also have a benefitted position.)	
	156-RetroHRS-NewHire/LateEntry	no	no	R	Hourly employee: Hours not paid in previous pay period, normally results because of a late job record creation or missed/late time entry Sum of the hours must be entered on a day where other hours were not worked.	
SW, SX	157-RetroHours-OT Current Year	no	no	R	Current Fiscal Year - Hours due for a previous pay period that would have generated premium overtime if they had been processed on time. Premium overtime due when employee works > 8 hours in a day and > 40 hours in a week. For retro hours, system does not generate premium OT hours therefore they must be manually calculated.	
	312-CallBackPay(1.5*base,3 hr)	no	no	R	Hours worked by a OS or hourly employee who has been called back to work after having left for the day which precedes the start of the next regular work day. Employee guaranteed minium of 3 hours and will be paid at 1.5 time their base rate.	F.7.3.3
	318-Stand-by call in	add	add	R	Hours worked upon being called back to work while on stand-by. To be paid at their base hourly rate for a minimum of 2 hours.	F.7.3.3
	319-Stand-by @\$0.80	no	add	T	Hourly compensation at \$.80 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to <u>emergency situations.</u>	F.7.3.2
	321-Stand-by @ \$2.00	no	add	T	Hourly compensation at \$2.00 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to <u>emergency situations.</u>	F.7.3.2

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	323-Stand-by @ \$1.00	no	add	T	Hourly compensation at \$1.00 for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to emergency situations.	F.7.3.2

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<u>REQUEST FOR PAYMENT or an EPAF to pay as NBAJOBS Default Earnings</u>						
<u>will need to be submitted to USNH Payroll for paymet of the following:</u>						
h1, h2	159-RetroHours-NonRegorStandby	no	no	S	Retroactive pay amount due for stand-by compensation that had not been paid during the appropriate payroll period.	F.7.3.2
h1, h2, sh, sw	311-Additional duties - Temp	no	add	S	Compensation provided on a per payment basis for temporary upgrade for a period of six months or less because staff is assigned duties and repsonsibilities that exceed their classification of benefitted position.	F.7.5.4
ch, dh, h1, h2,jh,sh, sw, sx	317-Stand-by Pay	no	add	S	Hourly compensation at hourly rate determined by institution for time that employee is requested by supervisor for restrictions and inconvenience to be able to provide immediate and safe response to emergency situations.	F.7.3.2
h1, h2	340-Longevity - Retro	no	no	S	Retroactive pay amount due for longevity when "adjusted service" date error which caused an incorrect generation of correct longevity payment.	F.7.5.7
h1, h2	347-Shift Retro Pay Due	no	no	S	Retroactive pay amount due because of incorrect shift code entry in prior pay period time entry.	F.7.3.4
ch, dh,jh	410-Bonus - Acting Appointment	no	add	S	Stipend paid for up to six months for assuming higher level responsibilites while keeping current responsibilites	F.7.5.3
ch, dh, jh, sh, sw	414-Incentive/Commission Pay	no	add	S	Payment due as incentive to employees. (i.e., UNH phoneathon staff for incentive when they reach established quotas, KSC for commission sales, etc.)	F.7.5
ch, dh, jh	921-NonCash Housing Comp	no	no	S	Non-cash income resulting when USNH provides housing/lodging to an employee, free of charge or at a rental rate that is less than fair market value.	
sw ??	925-NonCash Other Earnings	no	no	S	Other Earnings that were provided, generally a non-cash award where the value of tangible property is considered taxable income to recipient.	
<u>The following items are not processed via WTE and will be processed via KRONOS as direct Kronos Time sheet entry:</u>						
ch, dh,h1,h2,jh, sh, sw	930-NonCashTipEarning-Allocat	no	no	S	Value of IRS allocation when tipped staff do not report the IRS required amount as tip earnings during the calendar year.	
ch, dh,h1,h2,jh, sh, sw	931-NonCash Tip Earnings	no	no	S	Tip earnings reported on a biweekly basis. (Consult IRS requirements for details of what amount and when reporting has to occur.)	
sh, sw	932-NonCash TipEarn-FICAExempt	no	no	S	Tip earnings reported by student employees (registered, enrolled >half time and classes in session) on a biweekly basis that are exmpt from FICA tax withholding/reporting due to student status.	

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ch,dh, h1,h2, jh	325-PoliceOutsideDetailOfficer	no	no	T	Hours worked by Police outside detail Officer at an established rate.	
ch,dh, h1,h2, jh	326-PoliceOutsideDetail-Superv	no	no	T	Hours worked by Police outside detail supervisor at an established rate.	
ch,dh, h1,h2, jh	327-PoliceAuxiliaryDetail-Offic	no	no	T	Hours worked by Police auxiliary detail Officer at an established rate.	
ch,dh, h1,h2, jh	328-PoliceAuxiliaryDetail-Super	no	no	T	Hours worked by Police auxiliary detail Officer at an established rate.	