## Forms of Employee Pay

**PRINT THIS DOCUMENT IN COLOR:** For differences in definitions, read statements of the same color.

<table>
<thead>
<tr>
<th>FTE-based Primary and Secondary Jobs, Exempt and Nonexempt: The Regular 40 Hour Job</th>
<th>Exempt Secondary Position – Pay in Addition to FTE Jobs: Outside the 40 Hour Job</th>
<th>Exempt Primary Job Recurring Pay: Allowances, Overloads: Approved Pay Addition to Title</th>
<th>Other Employee Payments</th>
</tr>
</thead>
</table>
| **FTE Note:** Primary plus Secondary Job FTEs must be ≤ 1.0 for an employee. | **For Exempt positions only, Additional pay, over and above the FTE appointments, such as:**
- Faculty paid for Chair duties
- Faculty recognized as Horn | **Exempt positions only. Allowances and periodic pay, over and above the FTE appointments. Occurs for 2 or more consecutive months.**
Uses the Primary Position Number with a unique Suffix – Description and (Earn Code) such as:

**Special Pays – Job Change Reason is Recurring Special Pay - RESPA:**
- P1 – Special Augmentation (SPA)
- P2 – Supplemental Retirement (SRC)
- P3 – Car Allowance (CAR)
- P4 – Housing Allowance (OTB)
- P5 – Cost of Living Differential (COL)

**Overload Pays – Job Change Reason is Overload - OVRLD:**
- L1 – General Overload Job (ADC)
- L2 – Supp. Distance Learning (SDE)

**Does not roll over in Salary Planner**
- Has zero FTE
- Banner Job Type is O (Overload)

**ePAF:** Started by a Primary Job
**Recurring Pay Exempt; ended by a Job Change – End.** |
<table>
<thead>
<tr>
<th><strong>Primary Job</strong></th>
<th><strong>Secondary Job</strong></th>
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</thead>
</table>
| “Home” or “Base” Position. First appointment; designates home department and employee work address. | An additional FTE position, differs from the Primary Job because one, or both, of these items occurs:
- Different Job Title
- Different employing department
Examples: A SA for two departments; or a Faculty with two titles. |
| Has a unique Position Number and 00 Suffix (Earn Codes RGS or RGH) | Has a unique Position Number and 00 Suffix with an Earn Code such as:
- Administrative Duties (ADM)
- Interim Duties (INT)
- Endowed Chair (ECH)
- Endowed Professor (EPR)
- Supplement Distance Ed (SDE)
- Teaching Duties (ADC)

**Follows Primary Job and rolls over in Salary Planner with the Primary Job** |
| Rolls over in Salary Planner Has an FTE | **Banner Job Type is S (Secondary)**
**ePAF: Started by an Add Secondary Position; ended by a Job Change – End.** |
| **Secondary Job** | **ePAF:** Started by an Add Secondary Job; stopped by the Job Change – End. |

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### Other Employee Payments

**EOPS, Employee One-time Payment System**

One time payments are for unusual tasks or short projects completed in 30 days by an employee with an active job at time of payment. Maximum of two payments in a semester.

Attend the **Employee One-time Payment System (EOPS)** class to learn about the online request that is routed electronically for approval. Once approved, payment is scheduled and included with the employee’s next regular pay check (or direct deposit).

**Manual Check Requests**

Manual Check Requests are for missed pay checks. The department creates a Request for each missed pay period. The employee must have an active job at the time of payment.

Manual Check Requests received in Payroll by Friday will pay the following Friday.