

Earning Codes - Definitions

** Guidelines are below the list of Earning Codes

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
ADC**	Additional Compensation	LWP	Leave Without Pay & Benefits
ADG	Assistance Dog Training Leave	MDP	Military Differential Pay
ADM	Administrative Duties	MEL**	Military Emerg Leave
AWD**	Award	MEX**	Military Emergency Leave Exmpt
BMT	Bone Marrow Transplant Leave	MIL	Military Leave
BRD	Board Member HLTH Benefits	MIN	MPIP Insurance
CAR	Car Allowance	MLS	Meals
CLO**	Clothing Allowance	MOV**	Moving Expense
COL**	Cost of Living	MSC	Misc Fringe Benefit
CYR	Current Year Retro Pay	NFL	NonPay Frozen Lng for OTP Calc
DBD	Blood Donor Leave	NLP	Non Pay Longevity for OTP Calc
DBS	Death Benefit Sick Pay	NPH	Non Pay Hazardous for OTP Calc
DBX	Blood Donor Leave Exempt	NPL	Non Paid Leave
DOC	Docked Pay	NTM	Non Taxable Moving
DPA	Deferred Pay Amount	OMC	Overtime Manual Calculation
DPO	Deferred Pay Out	OMP	One Time Merit
DTB	Death Benefit Vacation Pay	ORL	Organ Donor Leave
ECH	Endowed Chair	OTB**	Other Taxable Benefit
EMG	Emergency Pay	OTP	Overtime Hourly
EPR	Endowed Professor	PBA	Payback Adjustment
FFL	Firefighter EMS Leave	PTC	Parent Teacher Conference
FFX	Firefighter EMS Leave Exempt	PTX	Parent Teacher Conf Exempt
FNL	Funeral	PYR	Prior Year Retro Pay
FNX	Funeral Exempt	RDC	Red Cross Leave
FPT	Foster Parent	RET	Retiree with Health Benefits
FPX	Foster Parent Exempt	RGA	Regular Pay Adjustment
FRL	FrozenLongevity Retiree/Police	RGH	Hours Worked
FTO**	Field Training	RGS	Regular Salaried
GFT	Gift	RSS	Regular Summer School discontinued
HAZ	Hazardous Duty	SCK	Sick Leave
HCP	HSC HolidayComp	SDE	Supp Dist Learn
HLD	Hazard or Longevity Eligible	SEL	Service Excellence Leave Award
HLN	Hazard or Longevity NonEligibl	SHD	Shift Differential
HOL	Holiday	SHI	Shift Incentive
HOU	Housing Allowance	SLE	Sick Leave Exception
INT	Interim Duties	SLP	Sick Leave Pool
JDX	Jury Duty Exempt	SPA**	Special Augmentation
JDY	Jury Duty	SRC	Supplemental Ret Compensation
LFP	Leave With Full Pay & Benefits	SSE	Salary Supplement Executive
LNG	Longevity	SSR	Salary Supplement Regular
LOD	Lodging	TIP**	Tip Wages Payment
LPP	Leave w/Partial Pay & Full Ben	TRV	Taxable Travel
LSP**	Lump Sum Payment	VAC	Vacation Pay
LSV	Lump Sum Vacation	VEH	Vehicle
LWB	Leave Without Pay w/Benefits	VOT	Voting
		VOX	Voting Exempt

Earning Codes - Definitions

Additional Compensation – ADC: See OP 70.16: Additional Compensations paid to employees that are exempt from the Fair Labor Standard Act. This payment is for work performed outside of normal duties and outside the employee Home Department. This payment is for completion of a project or assignment. Payment is made upon completion of the project or assignment. Payment may be broken into two (2) payments per semester. If payment is from a SPAR account, a second attachment must be completed. **Approvals required: Account Manager, Dept Head/Chair, Provost/Vice Pres/Vice Chancellor, Research if from a Research account, OP Administrator.**

Cash Awards – AWD: See OP 69.02: This form replaces the approval portion of the OP Attachment. The OP Attachment can be used as a guide as to what information should be included on the One Time Payment Form. The OP Attachment can be completed and approval Signatures are required only on the One-Time Payment Form. **Approval required: Account Manager, Department Head/Chair, Next level Management, Provost/Vice President/Vice Chancellor.**

Cost of Living – COL: Limited use for Non-exempt employees. The use of this type of payment, the amount to be PAID and length of eligibility requires Human Resource approval. Approvers required: Dept Head, Provost/Vice President/Vice Chancellor and Human Resource Compensation.

Clothing – CLO: This type of payment is used to fund the purchase of new and/or replacement uniforms and accessories for the officers in the University Police Department and selected HSC Clinical Departments. **Approvals required: Department Head, next level Management.**

Officer Training Pay (Police Dept) – FTO: Field Training Officer Pay is allowed when a peace officer or communications employee has been given the task of giving training to another officer or communications employee. FTO Pay is for a specified period of time and for training one officer/employee at a time. Complete the explanation part of the form identifying the person trained and type of training. FTO pay usually lasts for a period of 6 weeks or less. **Approvals required: Chief of Police, next level Management/Vice President Administration & Finance.**

Lump Sum Payment – LSP: A Lump Sum Payment is paid to a non-exempt employee who has completed a project or assignment that was performed outside of the Home Department and is paid at the completion of the project or assignment. Payment may be broken up into two (2) payments per semester. The value of the project or assignment is set by the job not by the hour. If payment is from a SPAR account, a second attachment must be completed. **Approvals required: Account Manager, Dept Head/Chair, Provost/Vice President/Vice Chancellor, Research if from a Research account, OP Administrator.**

Military Pay Non-Exempt – MEL: See OP 70.04: Departments with employees that have been called to active duty must contact the Human Resource Office at TTU (742-3851), Ext 222 or at HSC (743-4747). The appropriate Human Resource Office will determine if the employee is eligible for Military Emergency Leave payments.

Military Pay Exempt – MEX: See OP 70.04: Departments with employees that have been called to active duty must contact the Human Resource Office at TTU (742-3851), Ext 222 or at HSC (743-4747). The appropriate Human Resource Office will determine if the employee is eligible for Military Emergency Leave payments.

Earning Codes - Definitions

Taxable Moving Expense – MOV: See OP 72.10: This One-Time Payment Form only replaces attachment A from the OP. Documentation must be attached. Read OP instructions carefully. **Approvals required: Account Manager, next level Management.**

Other Taxable Benefits – OTB: See OP 72.10: This One-Time Payment Form only replaces Attachment A from the OP. Documentation must be attached. Read OP instructions carefully. **Approvals required: Account Manager, next level Management, Provost/Vice President/Vice Chancellor.**

Special Augmentation – SPA: In the School of Medicine this is a special pay approval by the MPIP Plan. Complete the Form and include a statement of duties the employee performed for this type of pay. **Approvals required: Department/Regional Chair, Assistant Dean Finance, Regional Dean, Dean.**

Tips – TIP: See OP 69.09: In a limited number of locations TIPS are received. All TIPS are collected and are paid out to individuals through the Payroll process with Vice President/Provost approval. Should any employee exempt from the Fair Labor Standards Act receive a TIP, it must be surrendered and should not be paid back as wages. This Form replaces the Attachment in OP 69.09. **Approvals required: Account Manager, Department Head or Chair or next level Management.**