

# Forms of Employee Pay

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

<b>FTE-based Primary and Secondary Jobs, Exempt and Nonexempt: Regular 40 Hour Job</b>	<b>Exempt Secondary Position – Pay in Addition to FTE Jobs: Outside the 40 Hour Job</b>	<b>Exempt Primary Job Recurring Pay: Allowances, Overloads: Pay Addition to Primary Job</b>	<b>Other Employee Payments</b>
<p><b>FTE Note:</b> Primary plus Secondary Job FTEs must be ≤ 1.0 for an employee.</p> <p>***** <b>Primary Job</b> *****</p> <p>“Home” or “Base” Position. First appointment; designates home department and employee work address.</p> <p>Has a unique Position Number and 00 Suffix (Earn Codes RGS or RGH for pay, and HLD or HLN for longevity)</p> <p><b>Rolls over in Salary Planner</b> Has an FTE Banner Job Type is P (Primary)</p> <p>ePAFs: A Primary Job starts with a New Hire, Transfer Gaining, or Job Change Begin; it ends with a Job Change End, Transfer Losing, or Termination.</p> <p>***** <b>Secondary Job</b> *****</p> <p>An additional FTE position, differs from the Primary Job because one, or both, of these items occurs:</p> <ul style="list-style-type: none"> <li>• Different Job Title</li> <li>• Different employing department</li> </ul> <p>Examples: A SA for two departments; or a Faculty with two titles.</p> <p>Has a unique Position Number and 00 Suffix (Earn Codes RGS or RGH)</p> <p><b>Rolls over in Salary Planner</b> Has an FTE Banner Job Type is S (Secondary)</p> <p>ePAF Choice: Started by an Add Secondary Job; stopped by the Job Change – End.</p>	<p>For <b>Exempt</b> positions only. <u>Additional pay</u>, over and above the FTE appointments, such as:</p> <ul style="list-style-type: none"> <li>• Faculty paid for Chair duties</li> <li>• Faculty recognized as Horn</li> </ul> <p>Has a unique Position Number and 00 Suffix with an Earn Code such as</p> <ul style="list-style-type: none"> <li>• Administrative Duties (ADM)</li> <li>• Interim Duties (INT)</li> <li>• Endowed Chair (ECH)</li> <li>• Endowed Professor (EPR)</li> <li>• Supplement Distance Ed (SDE)</li> <li>• Teaching Duties (ADC)</li> </ul> <p><b>Follows Primary Job and rolls over in Salary Planner with the Primary Job</b> Has zero FTE Banner Job Type is S (Secondary)</p> <p>ePAF: Started by an Add Secondary Position; ended by a Job Change – End.</p>	<p><b>Exempt</b> positions only. <u>Allowances</u> and periodic pay, over and above the FTE appointments. Occurs for 2 or more consecutive months.</p> <p>Uses the Primary Position Number with a unique Suffix – Description and (Earn Code) such as:</p> <p><u>Special Pays – Job Change Reason is Recurring Special Pay - RESPA:</u></p> <p>P1 – Special Augmentation (SPA) P2 – Supplemental Retirement (SRC) P3 – Car Allowance (CAR) P4 – Housing Allowance (OTB) P5 – Cost of Living Differential (COL)</p> <p><u>Overload Pays – Job Change Reason is Overload - OVRLD:</u></p> <p>L1 – General Overload Job (ADC) L2 – Supp. Distance Learning (SDE)</p> <p><b>Does not roll over in Salary Planner</b> Has zero FTE Banner Job Type is O (Overload)</p> <p>ePAF: Started by a Primary Job Recurring Pay Exempt; ended by a Job Change – End.</p>	<p>***** <b>EOPS, Employee</b> *****</p> <p><u>One-time Payment System</u></p> <p>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.</p> <p>Attend the <u>Employee One-time Payment System (EOPS)</u> 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).</p> <p>***** <b>Manual Check Requests</b> *****</p> <p>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.</p> <p>Manual Check Requests received in Payroll by Friday will pay the following Friday.</p>