

## NonBase Compensation Earnings Codes

- 025: Additional Duty Hourly** –additional hourly pay for hourly employees temporarily performing additional duties due to departmental vacancies, etc. This is not for additional hours worked. Additional hours should be clocked in TAL.
- 030: Retro pay** –employee base pay “catch-up” payments such as raises approved by Regents after the effective date
- 031: Lump Sum (Non-Base) Payment** – One time additional salary payments approved in budget.
- 101: Wellness Incentive** –HR use only for OUHSC Campus Wellness Program
- 108: Moving Allowance** –Moving allowance to offset the new employees moving expenses. This amount is taxable and should be documented by attaching a letter of offer or other official communication to the add pay request.
- 109: Other Taxable Expense** –Employee taxable reimbursements/expenses (previously sent through AP and subsequently taxed through future payrolls). An examples may be a payment that exceed the 120 day accountable plan rule.
- 143: Technology Allowance** –Information Technology use only
- 144: Supplemental Exception** –payments approved under [OUHSC Administrative Policy Section 312](#). Can be used on a SPNSR fund as a non-base supplemental exception (so not related to effort).
- 145: Supplemental Exception SPNSR** – used for payments approved under [OUHSC Administrative Policy Section 312](#) paid on SPNSR funds for all effort based supplemental exceptions.
- 146: Resident Extra Duty** – RESIDENT pay code ONLY
- 147: On Call** – used to make payments for approved “on-call” (available outside of regular work hours) status; typically payments are in the \$1 to \$4 per hour range
- 148: Shift Differential** – used to make approved additional payments to employees who work on a shift other than a regular day shift
- 162: Incentive Earns OU Physicians** – only used to make semi-annual payments in conjunction with OU Physicians defined, employee incentive plan
- AWA: Awards** – used when paying an official (University recognized) award. Examples of awards to be paid using this code are: Employee of the Month, Presidential Professorship, George Lynn Cross, David Ross Boyd, Regents Awards, Employee of the Year, Resident Awards, and College/Department specific awards. Please refer to the link below for additional guidance. Using this code will require the award to be specified in the “comments” section.  
[http://www.ouhsc.edu/financialservices/documents/payroll/Faculty\\_Staff\\_Awards.pdf](http://www.ouhsc.edu/financialservices/documents/payroll/Faculty_Staff_Awards.pdf)
- SUM: Summer Students** – used for students working during summer term.
- TIN: Temporary Instructor** – used with job code 9508 Health Professions Educator, for those in “adjunct” type appointments. (This code allows the instructor to be paid only twice per semester. Although these positions are exempt from the new FLSA white collar regulations, hours must still be documented via a timesheet or reasonable method as defined by the ACA for reporting purposes)

**NOTE: Hourly employees receiving additional non-discretionary pay do require a recalculation of any overtime pay in the period worked. Please contact Payroll Services for assistance with this.**