



Batch Process for Creating/Adding Additional Pays

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Things to Know

- Earning codes allowed for Add'l Pays are based on employee group (see table below)
- Some earning codes in employee groups require a justification on the Add'l Pay. Those would have to be on the spreadsheet to prevent an error (see table below).
- Quarterly SPNSR Incentives are only to be paid on the designated payroll as noted on the End User Payroll Calendar.

Batch Process

Overview

Batch processing allows Add'l Pay initiators to populate and submit many forms at once. This document will describe the excel file template, how to create .csv files from the template, and how to upload, prepare, and process the files.

File Template

An excel file template is provided for the Add'l Pay ePAF that has preformatted fields on the Template tab. This template is in .xlsx format and includes features to assist users with data entry such as prompts and instructional text. **DO NOT alter the formatting on these templates.**

Line 1 of this template represents the PeopleSoft coding titles. Line 2 represents the field titles on the ePAF that you are familiar with. To ensure you get the information in the correct excel cell, use line 2 as your guide.

Use the following to help enter data into the template.

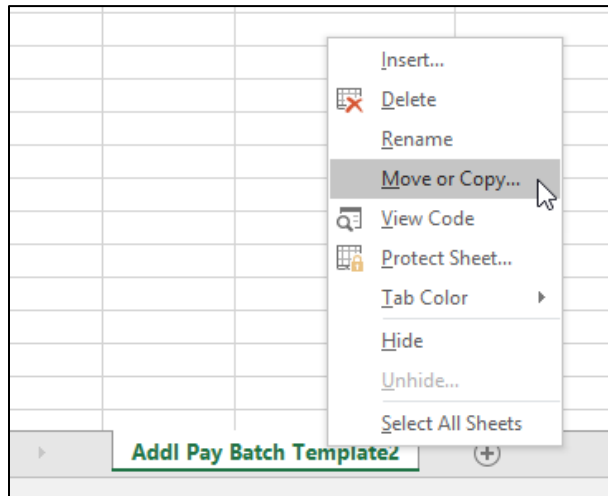
- **For HSC employees: please only use 0 as the Employee Record.**
- **For both campuses:**
 - **The number of payments, please enter 1. Reoccurring payments are not allowed in the Batch Tool.**
 - **The Pay Period End Date must be in the format: YYYY-MM-DD**
 - **Other dates on the spreadsheet including Work Begin Date and Work End Date need to be in the format: MM/DD/YYYY.**

	B	C	D	E	F	G	H	I
1	EMPL_RCD	GSEARNINGS_DATE	ERNCD	GSAP_NUM_PAYMENT	DEPTID	OTH_PAY	START_DATE	END_DATE
2	Emp Record	Pay Period End Date	Earnings Code	Number of Payments	Department	Amount Per Paycheck	Work Begin Date	Work End Date
3								

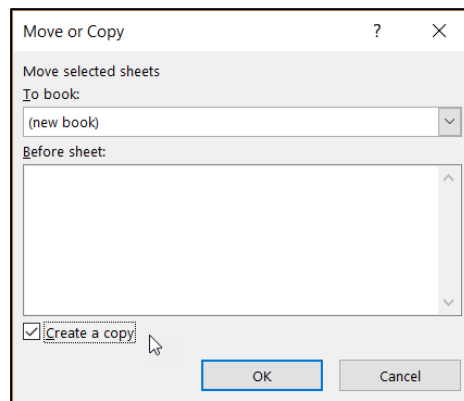
Creating CSV Files for Upload

The Batch Process tool reads .csv files. To convert the excel template to a .csv file, follow the procedure below.

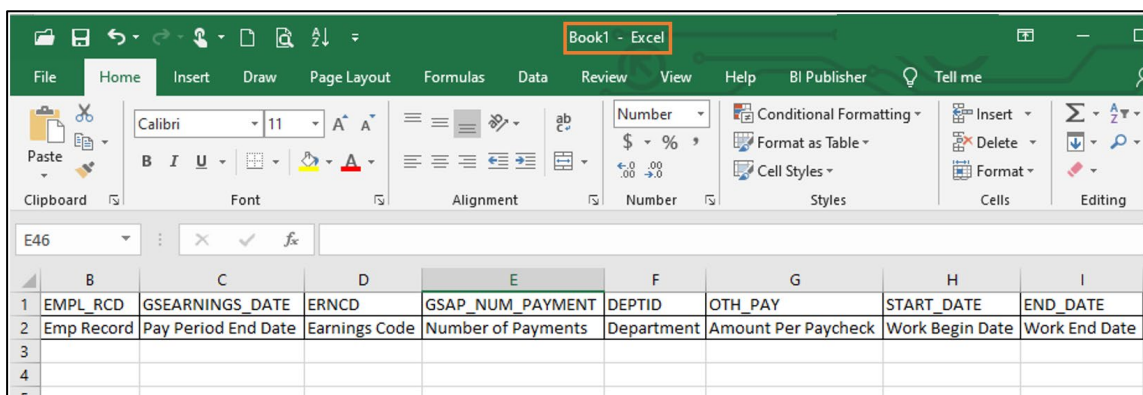
1. Enter your data into the excel template. Save this somewhere safe so you can use it again in the future without having to reenter all data.
2. Right click on the Template tab and select 'Move or Copy...'



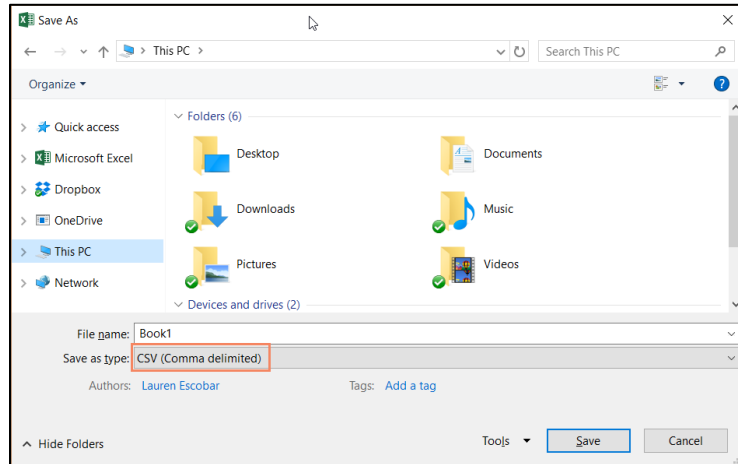
3. Select '(new book)' and check 'Create a copy'



4. A new excel window will open



5. Click on File > Save As
6. Choose a location and file name, then select 'CSV comma delimited' from the 'Save as type' dropdown.



Note: Once the file is saved as CSV file, it should NOT be reopened to verify anything as it will cause the leading zeros to drop off the template. To reuse the template again for another transaction, save the file in xlsx file *prior to saving as a csv file* and reuse as often as needed.

Processing a File

New

To upload, prepare, and process a new batch file, follow the procedure below.

1. Navigate to Main Menu > Manage GT eForms 3.x > Batch > Process Batch
2. Select 'Add a New Value'.

Process Batch

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Search by: begins with

Find an Existing Value | Add a New Value

3. The Batch ID will default to a blank field. Do not enter a value in this field. Click 'Add.'

Process Batch

Find an Existing Value

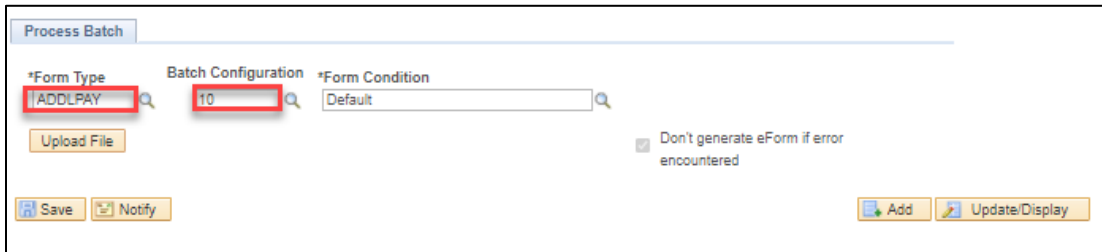
Add a New Value

Batch ID

Add

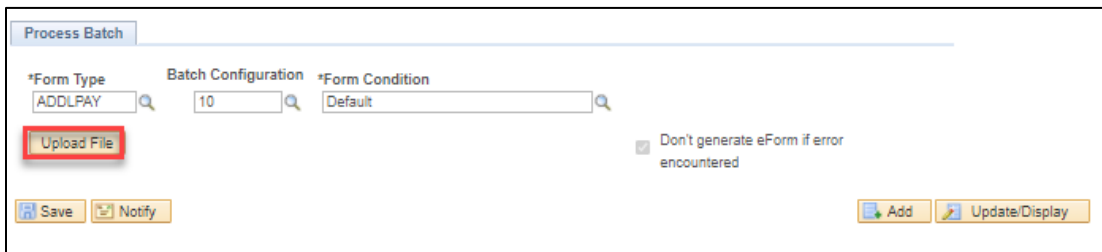
Find an Existing Value | Add a New Value

- Click on the magnifying glass to open the Form Type prompt and select 'ADDLPAY' Form Type. Click on the magnifying glass to open the Batch Configuration prompt and select '1' for the template with 5 chartfields or '10' for the template with 10 chartfields.



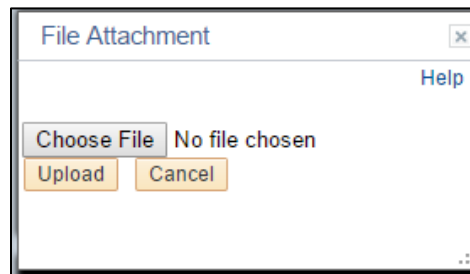
The screenshot shows the 'Process Batch' form. It has three input fields: '*Form Type' with 'ADDLPAY', 'Batch Configuration' with '10', and '*Form Condition' with 'Default'. Each field has a magnifying glass icon to its right. Below the first two fields is an 'Upload File' button. At the bottom left are 'Save' and 'Notify' buttons. At the bottom right are 'Add' and 'Update/Display' buttons. A checkbox labeled 'Don't generate eForm if error encountered' is checked.

- Click 'Upload File'



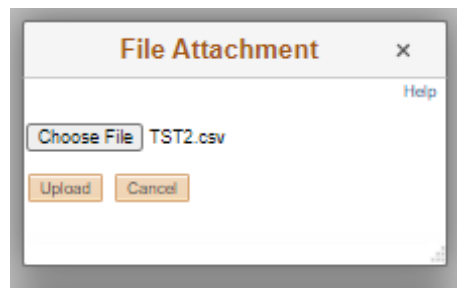
This screenshot is identical to the previous one, but the 'Upload File' button is now highlighted with a red box.

- A File Attachment dialog will open. Click 'Choose File' and select an appropriate .csv file.



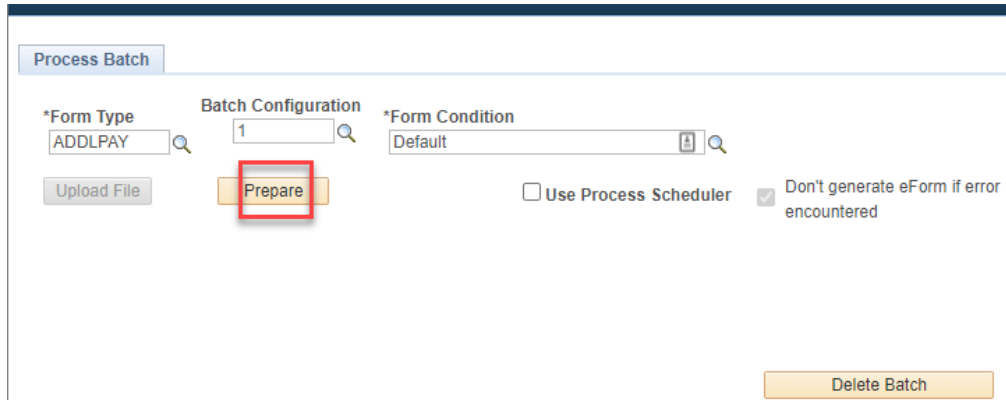
The 'File Attachment' dialog box is shown. It has a title bar with a close button. Below the title bar is a 'Help' link. The main area contains a 'Choose File' button, the text 'No file chosen', and 'Upload' and 'Cancel' buttons.

- The name of the file will populate. Click 'Upload' to continue.



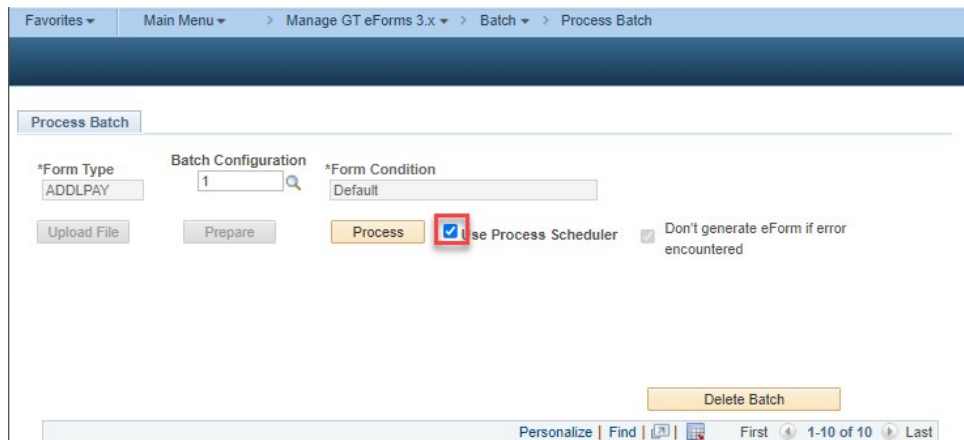
The 'File Attachment' dialog box is shown again, but now the text 'TST2.csv' is displayed next to the 'Choose File' button. The 'Upload' and 'Cancel' buttons are still present.

8. Note that the Batch ID is now assigned, and the Batch Status is 'Loaded'. Click 'Prepare'.



The screenshot shows the 'Process Batch' interface. It includes fields for '*Form Type' (ADDLPAY), 'Batch Configuration' (1), and '*Form Condition' (Default). There are buttons for 'Upload File', 'Prepare', and 'Delete Batch'. A checkbox for 'Use Process Scheduler' is unchecked, and a checkbox for 'Don't generate eForm if error encountered' is checked. The 'Prepare' button is highlighted with a red box.

9. When processing a large number of forms, select "Use Process Scheduler" to avoid system timeout issues.



The screenshot shows the 'Process Batch' interface with the 'Use Process Scheduler' checkbox checked. The 'Process' button is highlighted with a red box. The interface also shows a breadcrumb trail: 'Favorites > Main Menu > Manage GT eForms 3.x > Batch > Process Batch'. At the bottom, there is a status bar with 'Personalize | Find | First 1-10 of 10 Last'.

10. Note that the status is now 'Prepared' and a total count is displayed. If you wish to preview the data to be loaded, click on the batch line number. To continue and process the file, click 'Process'

Process Batch

*Form Type: ADDLPAY Batch Configuration: 1 *Form Condition: Default

Upload File Prepare **Process** Use Process Scheduler Don't generate eForm if error encountered

Delete Batch

Batch ID	1	Status	Form ID	Date	Line Error Text
1 00001383	1	Prepared		03/09/2022	
2 00001383	2	Prepared		03/09/2022	
3 00001383	3	Prepared		03/09/2022	
4 00001383	4	Prepared		03/09/2022	
5 00001383	5	Prepared		03/09/2022	
6 00001383	6	Prepared		03/09/2022	

Save Notify Add Update/Display

11. Click run

G3BATCH_RC

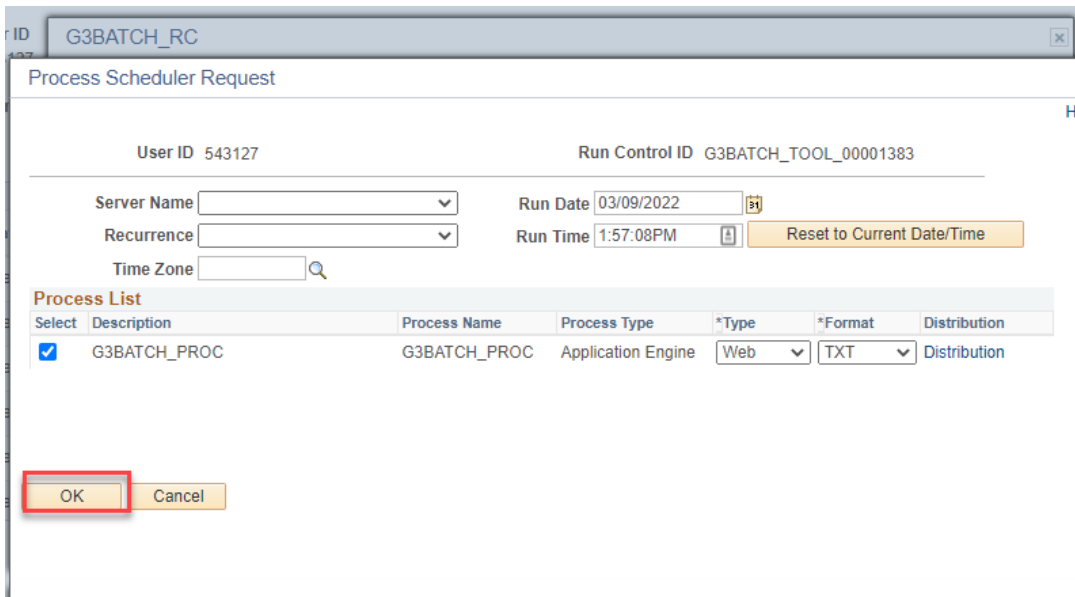
G3batch Rc

Run Control ID: G3BATCH_TOOL_00001383 Report Manager Process Monitor **Run**

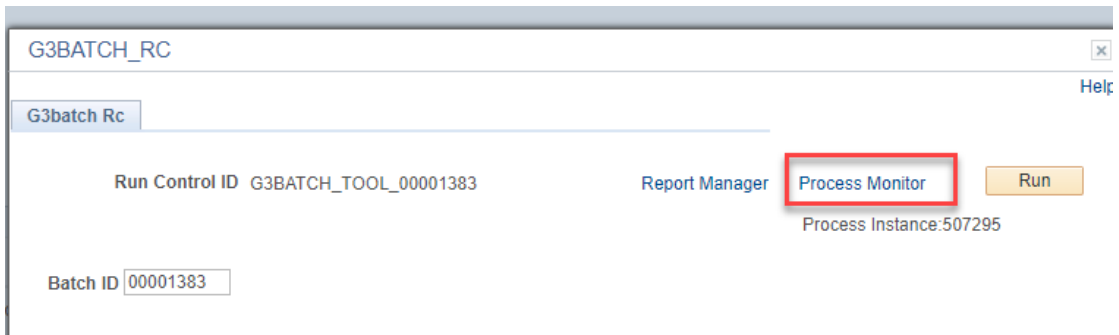
Batch ID: 00001383

OK Cancel Apply

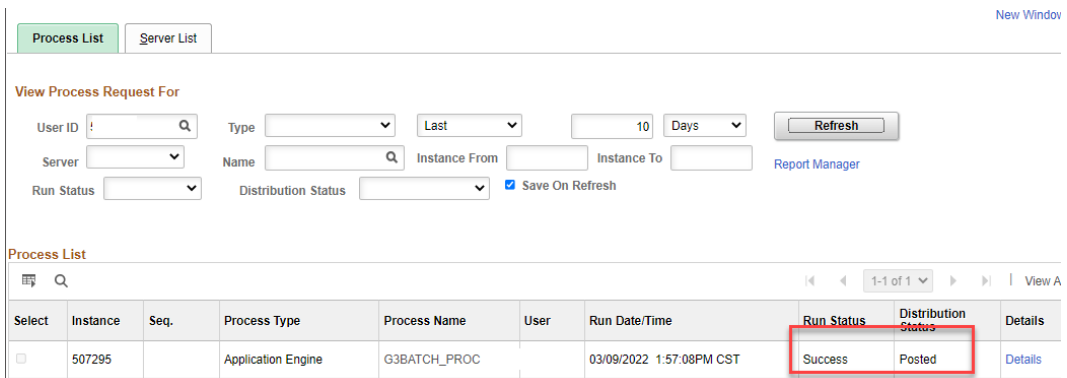
12. Click ok



13. You will select process monitor to ensure process has ran to success.



14. Verify process ran to success and posted.



15. Navigate back to the batch that you processed to review for any errors and obtain all successfully loaded eforms. You can either search by Batch ID or employee ID.

16. Note that the batch status may now be 'Partial' or 'Complete'. If there are errors, you will see a count as well as Line Error Text. Complete rows will update with a corresponding eForm ID.

Batch ID	1	Status	Form ID	Date	Line Error Text
1	00000078	1	Error	04/29/2021	Pending Form Exists. Unable to Submit (24844,54)
2	00000078	2	Error	04/29/2021	Pending Form Exists. Unable to Submit (24844,54)

The procedure is now complete. For information on reviewing and resolving errors, see the **Troubleshooting** section.

Existing

To review an existing batch, follow the procedure below.

1. Navigate to Main Menu > Manage GT eForms 3.x > Batch > Process Batch
2. Search for an existing batch by ID number, or click on the Advanced Search link to search by additional criteria. If all criteria are left blank, and 'Search' is clicked, all batches that have been loaded by the operator will result. Note that the search is restricted by Operator ID.

Process Batch

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: begins with

[Find an Existing Value](#) | [Add a New Value](#)

3. Choose the desired Batch ID and click on the link to review.

Process Batch

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: begins with

Search Results

View All First 1-11 of 11 Last

Batch ID	User ID	Ex. Of Date	Batch Status	Line Count	Error Count	Complete Count
00000078	7	04/29/2021	Partial	2	2	0
00000077	7	04/23/2021	Complete	2	0	2
00000076	7	04/23/2021	Complete	3	0	3
00000075	7	04/15/2021	Prepared	88	0	0
00000074	9	02/08/2021	Partial	22	1	21
00000073	4	02/08/2021	Partial	18	3	15
00000072	3	02/02/2021	Partial	16	1	15
00000071	5	04/29/2021	Partial	44	5	0

4. Review the batch.

The screenshot shows the 'Process Batch' interface. At the top, there are fields for 'Form Type' (ADDLPAY), 'Batch Configuration' (10), and 'Form Condition' (Default). Below these are buttons for 'Upload File', 'Prepare', and 'Process', along with checkboxes for 'Use Process Scheduler' and 'Don't generate eForm if error encountered'. A summary section displays 'Batch ID' (00000078), 'User ID', 'Date' (04/29/2021), 'Batch Status' (Partial), 'Count' (2), 'Errors' (2), and 'Completed' (0). A table below lists two batch lines, both with status 'Error' and the message 'Pending Form Exists. Unable to Submit (24844.54)'. The table has columns for 'Batch ID', 'Line ID', 'Status', 'Form ID', 'Date', and 'Line Error Text'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

5. Select a batch line ID to see more information.

This screenshot is identical to the previous one, but the '2' in the second row of the batch lines table is highlighted with a red box, indicating it has been selected for further review.

6. The Line Error Text box will note the issue with the form. For information on reviewing and resolving errors, see the **Troubleshooting** section. Note that the 'Launch Form' link is only visible after successfully processing a line.

The screenshot shows the 'Batch Line Details' interface. It displays 'Batch ID' (00000026), 'Line' (3), 'Form Type' (ADD), 'Form ID' (100129), 'Task' (ID), 'Batch Line Status' (Error), and 'Date' (12/01/2020). A 'Process' button and a 'Launch Form' link are visible. Below this is a 'Line Error Text' box containing the message: 'Percent Total must equal 100% (24847.4)'. At the bottom, there is a table with columns for 'Num', 'Input Field ID', 'Input Field Label', and 'Input Field Value'. The table contains five rows of data:

Num	Input Field ID	Input Field Label	Input Field Value
1	1 EMPLID	Employee	
2	2 EMPL_RCD	Emp Record	0
3	3 GSEARNINGS_DATE	Pay Period End Date	12/31/2020
4	4 ERNCD	Earnings Code	SUP
5	5 GSAP_NUM_PAYMENT	Number of Payments	1

The procedure is now complete.

Deleting a Batch

How to delete a Batch

Batches can be deleted to just clean up the list of batches you see. It is not required. Leaving a batch in the list will not affect anything and nothing in the batch can be reprocessed again once its processed on a form.

NOTE: deleting a batch **WILL NOT** stop any forms that have already been submitted. Once a form ID is assigned on the Batch ID line the only way to stop that form is to go to the form individually and withdraw the form.

The screenshot shows the 'Process Batch' interface. At the top, there are search fields for 'Form Type' (containing 'ADDPAY'), 'Batch Configuration', and 'Form Condition' (containing 'Default'). Below these are buttons for 'Upload File', 'Prepare', and 'Process', along with checkboxes for 'Use Process Scheduler' and 'Don't generate eForm if error encountered'. The interface displays the following information:

Batch ID: 00000002
User ID: 474888
Date: 12/31/2020
Batch Status: Prepared
Count: 9

A 'Delete Batch' button is highlighted with a red box. Below this is a table with the following data:

Batch ID	1	Status	Form ID	Date	Line Error Text
1	00000002	1	Error	12/31/2020	Earn code is not valid for employee's group and campus (0,0)
2	00000002	2	Prepared	12/31/2020	
3	00000002	3	Prepared	12/31/2020	
4	00000002	4	Prepared	12/31/2020	
5	00000002	5	Prepared	12/31/2020	
6	00000002	6	Prepared	12/31/2020	
7	00000002	7	Prepared	12/31/2020	
8	00000002	8	Prepared	12/31/2020	
9	00000002	9	Prepared	12/31/2020	

At the bottom of the interface are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Troubleshooting

Batch Line Errors

If a batch line is in Error status, follow the procedure below to resolve it.

1. Select the batch line ID number to go to the Batch Line Details screen

Process Batch

*Form Type: ADDLPAY Batch Configuration: 10 *Form Condition: Default

Upload File Prepare Process Use Process Scheduler Don't generate eForm if error encountered

Batch ID: 00000078 User ID: Date: 04/29/2021

Batch Status: Partial Count: 2 Errors: 2 Completed: 0

Batch ID	1	Status	Form ID	Date	Line Error Text
1	00000078	Error		04/29/2021	Pending Form Exists. Unable to Submit (24844,54)
2	00000078	Error		04/29/2021	Pending Form Exists. Unable to Submit (24844,54)

Save Notify Add Update/Display

- Review the error message(s). In this scenario, the error message “Percent Total must equal 100%” indicates that all the distribution amounts do not equal the Amount Per Paycheck Amount.

Batch Line Details

Batch ID: 00000026 Line: 3 Form Type: Form ADD Form 100129 Task: ID: Date: 12/01/2020

Process Batch Line Status: Error Launch Form

Line Error Text
Percent Total must equal 100% (24847,4)

Num	Input Field ID	Input Field Label	Input Field Value
1	1 EMPLID	Employee	
2	2 EMPL_RCD	Emp Record	0
3	3 GSEARNINGS_DATE	Pay Period End Date	12/31/2020
4	4 ERNCD	Earnings Code	SUP
5	5 GSAP_NUM_PAYMENT	Number of Payments	1
6	6 DEPTID	Department	ADCTPES
7	7 OTH_PAY	Amount Per Paycheck	500.000000
8	8 START_DATE	Work Begin Date	12/1/2020
9	9 END_DATE	Work End Date	12/31/2020
10	10 GSAP_WORK_PERFORM	Justification	
11	11 DIST_AMOUNT1_1	Dist Amount	100.000000
12	12 ACCOUNT_1	Account	511011
13	13 FUND_CODE_1	Fund	EDGEN
14	14 DEPTID_CF_1	Org	ADN01001
15	15 PROGRAM_CODE_1	Function	00116
16	16 CLASS_FLD_1	Entity	00000
17	17 CHARTFIELD1_1	Source	

- Correct the applicable field(s).

11	11 DIST_AMOUNT1_1	Dist Amount	100.000000	+ -
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- Click 'Process.'

- If the line processes successfully, the status will update to 'Complete' and a 'Launch Form' link will appear. If there is still an error(s) continue to correct errors and process until 'Complete.' Items can be left in 'Error' status; it will not prevent those that are in 'Complete' status to launch the ePAF.

The screenshot shows a 'Batch Line Details' window with the following information:

Batch ID	Line	Batch Source
00000058	12	Mass

Below this, there is a 'Process' button and a 'Launch Form' link. The 'Batch Line Status' is 'Complete', the 'Date' is '06/14/2017', and the 'eForm ID' is '227709'.

The 'Line Error Text' section contains the message: 'Pay period end date adjusted from 2017-05-27 to 2017-06-24'.

Common Errors and Troubleshooting

Line Text Error	What It Means	Steps to Resolve the Error
Fetching array element 2: index is not in range 1 to 1. While fetching the value of an array element, the index was not within the length of the array.	This means the spreadsheet loaded was not saved as a CSV prior to loading.	Save xlsx file to CSV (do not open afterwards) and then load.
Combination Not Found on General Ledger, Please SELECT CANCEL, check your entry, if it matches the paperwork please contact department for correct Chartfield spread (0,0)	The Combination Code that is attempting to be used or created is not valid in the Financials system.	Contact the department for additional help if you believe this is a valid combo code.
Earn code is not valid for employee's group and campus (0,0)	The earnings code that is selected is not valid based on the employee's campus and employee group.	The earnings code will need to be changed to a valid code.
Unable to Submit (24844, 54)	The form cannot be submitted as another pending form currently exists using the same earning code.	The pending form will need to be reviewed and the payment balance fully paid before another form for that same earnings code can be submitted.
Invalid account specified for earn code. (0,0)	The selected earnings code has a current restriction on the Account within the funding chartstring that is not valid.	The account code will need to be updated and the valid Account code needs to be used.
Invalid account specified for employee group. (0,0)	The selected GL Account is not valid based on the employee group.	The GL account code will need to be updated and the valid GL Account code needs to be used.
Only one-time additional payments are allowed via mass load. (0,0)	Reoccurring payments are not allowed in the Batch Tool.	Update the Number of Payments field to 1.

Line Text Error	What It Means	Steps to Resolve the Error
Percent Total must equal 100% (24847,4)	The distribution amounts do not equal the Amount Per Paycheck Amount.	Review the Distribution Amount fields as the sum should equal the Amount Per Paycheck field.
The earn code specified cannot be used for mass upload. (0,0)	The requested payment uses an earnings code that is not allowed in the Batch Tool.	This payment will need to be entered through the Additional Pay eForm rather than the Batch Tool process.
Invalid Pay Period End Date (24844,63)	The Pay Period End date is not valid for this transaction.	The Pay Period End Date must be the end date of the current pay period of either of the next two pay periods.
Justification Required (24844,64)	This earning code requires a justification for the payment.	Enter a justification.
Start date must be before end date. (0,0)	The Work End Date is before the Work Start Date.	Review the Work Start Date and Work End date and ensure the Work End date is before the Work Start Date.
Error resolving default smart source for PAY_END_DT: Invalid date. (180,112)	The Pay Period End Date is in the wrong format.	Correct the Pay Period End Date so the date is in the format: YYYY-MM-DD

Employee Groups

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
Faculty Salaried	ADS , Temporary Addtl Dutes-Salary. Justification required APE , Artistic Performance AWD , Award FCR , Family Care Resources FSP , Supplemental Earnings – Faculty HON , Honorarium. Justification required ICE , Intercampus Earnings. Justification required. OLB , Over Load Base. ORE , Other Earnings. Justification required ORS , Other Earnings-SPNSR. Justification required OTE , Other Taxable Expense. Justification required OTM , One-Time Merit Recognition. Justification required OUW , Wellness Incentive	109 , Other Taxable Expense. Justification required 160 , Incentive Earns-Faculty-SPNSR 200 , Professional Practice Plan 201 , PPP Monthly Affiliate 202 , PPP Other Clinical 203 , PPP Production 204 , PPP QMP 205 , PPP Non Clinical ADS , Temporary Addtl Dutes-Salary. Justification required AWD , Award. Justification required AWS , Award Supplemental Tax FCR , Family Care Resources HON , Honorarium. Justification required ICE , Intercampus Earnings. Justification required. ORE , Other Earnings. Justification required

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
	<p>PFS, Part Time Faculty Supplemental RTP, Retropay SIO, Sign On Incentive. Justification required SUM, Summer Money. Justification required SWC, Severe Weather Coordinator</p>	<p>ORS, Other Earnings-SPNSR. Justification required OTM, One-Time Merit Recognition. Justification required Ouw, Wellness Incentive RTP, Retropay. Justification required SIO, Sign On Incentive. Justification required</p>
Faculty Hourly	<p>APE, Artistic Performance AWD, Award FCR, Family Care Resources HON, Honorarium. Justification required ICE, Intercampus Earnings. Justification required. OLB, Over Load Base. ORE, Other Earnings. Justification required ORS, Other Earnings-SPNSR. Justification required OTE, Other Taxable Expense. Justification required OTM, One-Time Merit Recognition. Justification required Ouw, Wellness Incentive PFS, Part Time Faculty Supplemental RTP, Retropay SIO, Sign On Incentive. Justification required SUM, Summer Money. Justification required TMP, Temp Payment</p>	<p>109, Other Taxable Expense. Justification required 160, Incentive Earns-Faculty-SPNSR 200, Professional Practice Plan 201, PPP Monthly Affiliate 202, PPP Other Clinical 203, PPP Production 204, PPP QMP 205, PPP Non Clinical AWD, Award. Justification required AWS, Award Supplemental Tax FCR, Family Care Resources HON, Honorarium. Justification required ICE, Intercampus Earnings. Justification required. ORE, Other Earnings. Justification required ORS, Other Earnings-SPNSR. Justification required OTM, One-Time Merit Recognition. Justification required Ouw, Wellness Incentive RTP, Retropay. Justification required SIO, Sign On Incentive. Justification required</p>
Salaried Staff	<p>ADS, Temporary Addtl Dutes-Salary. Justification required APA, Athletics Pay by Agreement APE, Artistic Performance APP, Athletics Performance Pay ASB, Athletic Stay Bonus CEC, Cert/Education Completion FCR, Family Care Resources HWD, Holiday/Weather Differential. Justification required ICE, Intercampus Earnings. Justification required. ORE, Other Earnings. Justification required</p>	<p>109, Other Taxable Expense. Justification required 143, Technology Allowance 147, On Call - HSC 163, Incentive Earns-OUP Tulsa. Justification required ADS, Temp Addtl Duties-Salary. Justification required APE, Artistic Performance. Justification required AWD, Award. Justification required AWS, Award Supplemental Tax CEC, Cert/Education Completion FCR, Family Care Resources</p>

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
	ORS , Other Earnings-SPNSR. Justification required OTE , Other Taxable Expense. Justification required OTM , One-Time Merit Recognition. Justification required Ouw , Wellness Incentive RTP , Retropay SIO , Sign On Incentive. Justification required SOG , Sign On-Contingency SUP , Supplemental Earnings-Staff SWC , Severe Weather Coordinator VEH , Vehicle	HWD , Holiday/Weather Differential. Justification required ICE , Intercampus Earnings ORE , Other Earnings. Justification required ORS , Other Earnings SPNSR. Justification required OTM , One-Time Merit Recognition. Justification required Ouw , Wellness Incentive RTP , Retropay. Justification required SFT , Shift Differential. Justification required SIO , Sign On Incentive. Justification required
Hourly Staff	AWD , Award. Justification required CEC , Cert/Education Completion FCR , Family Care Resources HWD , Holiday/Weather Differential. Justification required ICE , Intercampus Earnings. Justification required. ORE , Other Earnings. Justification required OTE , Other Taxable Expense. Justification required OTM , One-Time Merit Recognition. Justification required Ouw , Wellness Incentive PSL , PEAK Supplemental Pay RTP , Retropay SIO , Sign On Incentive. Justification required SWC , Severe Weather Coordinator TMP , Temp Payment	025 , Additional Duty-Hourly. Justification required 109 , Other Taxable Expense. Justification required 143 , Technology Allowance AWD , Award. Justification required AWS , Award Supplemental Tax CEC , Cert/Education Completion. Justification required FCR , Family Care Resources HWD , Holiday/Weather Differential. Justification required. ICE , Intercampus Earnings ORE , Other Earnings ORS , Other Earnings SPNSR OTM , One-Time Merit Recognition Ouw , Wellness Incentive RTP , Retropay. Justification required SIO , Sign On Incentive STU , Summer Students. Justification required TIN , Temporary Instructor. Justification required
Peak	RTP , Retropay PSL , PEAK Supplemental Pay. Justification required	
Police	AWD , Award FCR , Family Care Resources ICE , Intercampus Earnings. Justification required ORE , Other Earnings. Justification required	025 , Additional Duty-Hourly. Justification required 109 , Other Taxable Expense. Justification required AWD , Award. Justification required AWS , Award Supplemental Tax

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
	OTM , One-Time Merit Recognition. Justification required Ouw , Wellness Incentive RTP , Retropay SUP , Supplemental Earnings - Staff	FCR , Family Care Resources ICE , Intercampus Earnings. Justification required ORE , Other Earnings. Justification required OTM , One-Time Merit Recognition. Justification required Ouw , Wellness Incentive RTP , Retropay. Justification required SIO , Sign On Incentive
Student Salaried	Justification is required for all codes. ADS , Temporary Addtl Dutes-Salary. Justification required APE , Artistic Performance AWD , Award GCF , Graduate College Fellowship ICE , Intercampus Earnings. Justification required. ORE , Other Earnings. Justification required OTE , Other Taxable Expense. Justification required RTP , Retropay SAJ , Student Additional Job SUM , Summer Money SUP , Supplemental Earnings-Staff	Justification is required for all codes. 109 , Other Taxable Expense ADS , Temp Addtl Duties-Salary. AWD , Award. AWS , Award Supplemental Tax ICE , Intercampus Earnings ORE , Other Earnings PIN , Performance Incentive PPC , Dental Payment Per Piece RTP , Retropay. SAJ , Student Additional Job
Student Hourly	APE , Artistic Performance AWD , Award, Justification required OTE , Other Taxable Expense. Justification required RTP , Retropay SAJ , Student Additional Job TMP , Temp Payment	Justification is required for all codes. 025 , Additional Duty-Hourly 109 , Other Taxable Expense AWD , Award AWS , Award Supplemental Tax PPC , Dental Payment Per Piece. RTP , Retropay SAJ , Student Additional Job SFT , Shift Differential
Resident/Fellow Salaried		109 , Other Taxable Expense. Justification required 146 , Resident Extra Duty ADS , Additional Duties-Salary AWD , Award. Justification required AWS , Award Supplemental Tax FCR , Family Care Resources ORE , Other Earnings ORS , Other Earnings SPNSR OTM , One-Time Merit Recognition. Justification required

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
		OJW , Wellness Incentive RTP , Retropay. Justification required SIO , Sign On Incentive
Resident/Fellow Hourly		109 , Other Taxable Expense. Justification required 146 , Resident Extra Duty AWD , Award. Justification required AWS , Award Supplemental Tax FCR , Family Care Resources ORE , Other Earnings ORS , Other Earnings SPNSR OTM , One-Time Merit Recognition. Justification required OJW , Wellness Incentive RTP , Retropay. Justification required SIO , Sign On Incentive
Temporary	APE , Artistic Performance AWD , Award, Justification required ORE , Other Earnings ORS , Other Earnings SPNSR OTM , One-Time Merit Recognition OTE , Other Taxable Expense. Justification required RTP , Retropay TMP , Temp Payment	Justification is required for all codes. 025 , Additional Duty Hourly 109 , Other Taxable Expense. Justification required AWD , Award AWS , Award Supplemental Tax ORE , Other Earnings ORS , Other Earnings SPNSR OTM , One-Time Merit Recognition PPC , Dental Payment Per Piece RTP , Retropay STU , Summer Students TIN , Temporary Instructor