

## NonBase Compensation Earnings Codes

- 025: Temp Addtl Duties-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.
- 109: Other Taxable Expense** –Employee taxable reimbursements/expenses (previously sent through AP and subsequently taxed through future payrolls). An example may be a payment that exceeds the 120 day accountable plan rule.
- 143: Technology Allowance** –Information Technology use only
- 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. This should not be used for hourly employees. Hourly employee on call payments should be setup in TAL to calculate in accordance with FLSA.
- 160: Incentive Earns Faculty-SPNSR** – used for quarterly sponsor incentives for faculty. Code is only available during the pay period the payments are to be made.
- 163: Incentive Earns OU Physicians Tulsa** – only used to make monthly payments in conjunction with OU Physicians Tulsa Clinical incentive plan defined in conjunction with HR.
- 200: Professional Practice Plan (PPP)** –used to make qualified Professional Practice Plan payments.
- 201: PPP Monthly Affiliate** –used to make qualified Professional Practice Plan payments to employees in AFF (Affiliate) paygroup that are only paid PPP earnings on a monthly basis.
- ADS: Temp Addtl Duties-Salary** –used for salary employees who have taken on additional duties on a temporary basis, i.e. short term vacancies or projects.
- APE: Artistic Performance** – Use this code for musical or artistic performances performed by an employee.
- AWD: 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)
- CEC: Cert/Education Completion** –Use this code to pay an incentive for certification or education completion, and/or maintaining certification.
- FCR: Family Care Resources** – payments made by HR Office only for family care support payments applied for by employee and approved by administration.
- HON: Honorarium** – traditional used to pay faculty members for presentations, such as seminar series. HON payments are not allowed on SPNSR funds.
- HWD: Holiday/Weather Differential** - Use this code to pay a premium for working during a holiday or severe weather event. Note, these payments will require approval by HR and Dean/VP.
- ICE: Intercampus Earnings** – payments made for work performed on the other campus (HSC or Norman) which will be billed to the other campus for payment. Note, hourly employees should be clocking in/out as normal and this code should only be used if the regular base pay for the hourly employee is less than the amount paid by the other campus. Salary employees all pay is paid through add pay using this code.
- MER: 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.  
**\*NOTE\***: MER is taxed at the supplemental tax rate.
- ORE: Other Earnings** –payments approved under [OUHSC Administrative Policy Section 312](#) that don't fit in another category. This code can be used on a SPNSR fund as a non-base supplemental exception (so not related to effort).
- ORS: Other Earnings SPNSR** –payments approved under [OUHSC Administrative Policy Section 312](#) that don't fit in another category paid on SPNSR funds for all effort based supplemental exceptions.

**OTM: One-Time Merit Recognition** – One-time merit recognition payment that is not reoccurring (cannot be added to base).

**OUW: Wellness Incentive** –HR use only for OU Campus Wellness Program

**PIN: Performance Incentive** - Use this code to pay a performance incentive as part of an incentive program or agreement that pays to an employee for reaching certain goals. Attachment of agreement/program is required.

**PPC: Dental Payment Per Piece** –DENTISTRY ONLY – to be used for payment for making dental appliances and molds.

**RTP: Retro pay** –employee base pay “catch-up” payments such as raises approved by Regents after the effective date

**SAJ: Student Additional Job** – Use this code when a student employee is appointed to more than one position where one position is exempt (salaried) and the other position is non-exempt (hourly). This happens most often when students hold a teaching/research assistant position and also an hourly student job.

**SFT: Shift Differential** – used to make approved additional payments to employees who work on a shift other than a regular day shift

**SIO: Sign On Incentive** – Onboarding or other type agreement for employment with the University.

**SOG: Sign On Contingency** – Onboarding or other contingency type agreement that has a requirement to fulfill which could lead to a future reimbursement of expense if not met. SOG payments which have to be repaid in a different calendar year from receipt will be due at Gross to the University. Attachment containing the agreement is required.

**STU: Summer Students** – used for summer intern students that are in a contract pay (lump sum agreement) position for the summer.

**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.**

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