

## 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.
- 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
- 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
- 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.
- 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)
- FCR: Family Care Resources** – payments made by HR Office only for family care support payments applied for by employee and approved by administration.
- 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.
- OUW: Wellness Incentive** –HR use only for OU Campus Wellness Program
- RTP: Retro pay** –employee base pay “catch-up” payments such as raises approved by Regents after the effective date
- SFT: Shift Differential** – used to make approved additional payments to employees who work on a shift other than a regular day shift
- 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.**