

Most Commonly Used Earn Codes

- REG - Regular Pay
- HOL - Holiday
- OT - Overtime
- OTH - Other Time Off (i.e snow day)
- BER - Bereavement
- JUR - Jury Duty
- DOC - Docked Pay
- RTO - Reserved Time Off
- DBL - Disability Non-exempt staff
- DIS - Disability Exempt staff
- PXS - Executive Paid Time Off Scheduled
- PXU - Executive Paid Time Off Unscheduled
- PES - Exempt Paid Time Off Scheduled
- PEU - Exempt Paid Time Off Unscheduled
- PNS - Non-exempt Paid Time Off Scheduled
- PNU - Non-exempt Paid Time Off Unscheduled

The individual departments that have shift and on-call staff utilize the following earn codes. If you currently do not use these codes do not begin using them without first consulting with Payroll.

- SH2 - 2nd Shift (paid \$.50/hour)
- SH3 - 3rd Shift (paid \$.75/hour)
- SH4 - 2nd Shift Overtime (paid \$.75/hour)
- SH5 - 3rd Shift Overtime (paid \$1.125/hour)
- CAL - Call In Pay at straight time rate
- CL1 - Call In Pay at time and one half rate
- ONC - On Call (paid \$1/hour)