

PTREARN CODE	PTREARN SHORT DESC	PTREARN LONG DESC	DESCRIPTION OF HOW EARN CODE SHOULD BE USED
100	Regular	Regular	Retirement: Default for permanent employees on MN payroll
101	2/12Yr1	2/12th Faculty 1st Year	Retirement: Used in first year of employment for new employee's in F1 and F2 perm positions with < 12-month appointment and paid over 12 months who starts employment after beginning of standard contract period.
103	FlatRate	Regular Flat Retirement	Retirement: Default for permanent employees on MN payroll with NBAJOBS ECLS XC or SS
105	Reg Hrly	Regular Hourly	Non-Retirement: Default for SH - hourly temporary employees on BW payroll
110	Regular	Regular Adjunct	Non-Retirement: Default for FA - flat-rate adjunct employees on MN payroll
115	Reg Stu	Regular Student	Non-Retirement: Default for UG, WS - hourly student employees on BW payroll
120	FRNoRet	Reg Flat Rate Non Retirement	Non-Retirement: Default for GR, UF, TS - flat-rate temporary and student employees on MN payroll
122	PartPay	Partial Pay - Retirement	Retirement: Flat amount partial pay, use for missed or prorated hours for new hires or terminations, lump sum payments.
123	ParNoRet	Partial Pay - Non Retirement	Non-Retirement: Flat amount partial pay, use for missed or prorated hours for new hires or terminations, lump sum payments
125	RetroCFY	Retro LI Pay Current FY	Retirement: Code has attributes to be used with rule codes & PHPRETO to apply changes by ECLS (See Earn Code 625 for Non LI Retro)
130	RetroPFY	Retroactive Pay Prior FY	Banner Required Earn Code - NEVER USE cannot adjust prior fiscal year in Finance per state of North Carolina
200	Vacation	Vacation	Retirement: Vacation taken reduces BASE PAY and reduces VACA leave bucket
205	Sick	Sick	Retirement: Sick taken reduces BASE PAY and reduces SICK leave bucket
210	Holiday	Holiday	Retirement: Holiday pay reduces BASE PAY (use is optional - can enter via leave reports or EHOL)
211	HldyWork	Holiday Worked	Retirement: Holiday pay reduces BASE PAY and comp time accrues to CTGP leave bucket (211 straight time)
212	Hol Prem	Holiday Premium Pay	Retirement: Holiday premium pay for permanent employees (212 is .5 for premium pay)
213	Hol Prem	Holiday Premium Non Retirement	Non-Retirement: Holiday premium pay for hourly student and hourly temporary employees (213 is .5 for premium pay)
215	Comm	Community Service Leave	Retirement: Community Service taken reduces BASE PAY and reduces COMM leave bucket
216	PrsObsLv	Personal Observance Leave	Retirement: Personal Observance Leave reduces BASE PAY and reduces OBSV leave bucket. All leave earning employees are awarded 8 hrs annually on a calendar-year basis. Use for any single day of personal significance, which includes, but is not limited to, days of cultural or religious importance. This leave may not be used for the same purposes as sick leave. Personal Observance Leave shall not be applied to existing negative leave balances. This Leave shall not be donated under the Voluntary Shared Leave policy. New hires after the date of implementation of policy are eligible. Leave must be used in one work shift. Not paid out upon separation. If an employee moves from one institution to another, this leave will transfer, transferring to a participating state agency/university. If not used, it expires at the end of the calendar year and is not paid out. NEVER PAID OUT
217	Reserv1	Reserve Leave 1 FOR FUTURE USE	RESERVED FOR FUTURE USE
218	Reserv2	Reserve Leave 2 FOR FUTURE USE	RESERVED FOR FUTURE USE

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220	Military	Military Leave	Retirement: Used for Reserves 2-week training reduces BASE PAY
221	Mil Diff	Military Differential	Not-Retirement: Differential between Military Pay and State salary for active duty is not Retirement Eligible until the employee returns IF they return on the designated date scheduled for return to work. At that time the institution must submit the paperwork to pay the Employee and Employer Contributions for the Employee. Loss Earnings should be calculated and the additional contribution for LEC should be made to Employee's Account.
222	MilComb	Military Diff Combat	Not-Retirement: Differential between Military Pay and State salary for active duty assigned to Combat zones (not SS/Mcare taxable) Reported on W2 on Box 12Q to distinguish variance in FICA wages. Military Diff Combat is not Retirement Eligible until the employee returns IF they return on the designated date scheduled for return to work. At that time the institution must submit the paperwork to pay the Employee and Employer Contributions for the Employee. Loss Earnings should be calculated and the additional contribution for LEC should be made to Employee's Account.
225	Shared	Voluntary Shared Leave Taken	Retirement: Shared [donated] taken reduces BASE PAY and reduces SHAR leave bucket
230	Adv Wthr	Adverse Weather Leave Taken	Retirement: Adverse Weather taken reduces BASE PAY and goes into ADWL leave bucket as negative
235	AW Mkup	Adverse Weather Make - Up	Non Retirement: NonCash Earn Code: Adverse Weather Make Up clears negative balance in ADWL leave bucket
237	EmEvComp	Emergency Event Hours Earned	Retirement: Emergency Event reduces BASE PAY and creates Comp added to CTUC leave bucket (Essential Personnel Only)
238	OtherLv	Other Leave	Retirement: Reduces BASE PAY only used by SmartTime & LawTime
240	Civil	Civil Leave	Retirement: Jury duty or Summons of 3rd party witness reduces BASE PAY
250	Bonus	Bonus Leave	Retirement: Bonus Leave reduces BASE PAY and BONU leave bucket [often saved for payout at termination] NEVER EXPIRES ELIGIBLE FOR PAYOUT
252	Incentiv	Incentive Leave	Retirement: Incentive Leave reduces BASE PAY and reduces INCT leave bucket [provides additional leave as lump sum number of hours to new hire] (Strict approval process to offer). NEVER PAID OUT
256	SpLvTk	Special Leave Taken	Retirement: Special Leave awarded July 1, 2017 NEVER EXPIRES - NEVER PAID OUT
257	SpLv2Tkn	Special Leave 2 Taken	Retirement: Special or Bonus Leave awarded July 1, 2018 NEVER EXPIRES - NEVER PAID OUT
260	PLvRecup	Parental Leave Recuperation	Retirement: Paid Parental leave for recuperation period of time.
261	PrLvBond	Parental Leave Bonding	Retirement: Paid Parental leave for bonding period of time.
300	Leave	Leave w/Pay w/Benefits	Retirement: Pays full salary Note: LEO injured on the job who meets first and second criteria of eligibility for LEO Salary Continuation should be placed on Leave with Pay with Benefits on PEAEMPL and NBAJOBS (for up to two years). For PEAEMPL, Select Reason Code: LE [Desc: LEO Salary Continuation/Paid]. For NBAJOBS, Select Job Change Reason Code 50310 [Desc: LWP - LEO Sal Continuation]
305	Leave	Leave w/ partial pay w/benefit	Retirement: Retirement: Pays 50% of salary
315	Leave	Leave w/o Pay w/ Benefit	Non-Retirement: NonCash Earn Code: Default Earn Code 100 remains ACTIVE. Leave Code on PEAEMPL and NBAJOBS must be the same. Attribute converts to Earn Code 315 and pulls in EMPLOYER Healthcare in PHAHOURL. Manual Entry in PHAHOURL of approved pay using appropriate STD code.
320	Leave	Leave w/o Pay w/o Benefits	Non-Retirement: NonCash Earn Code: Default Earn Code 100 remains ACTIVE. Leave Code on PEAEMPL and NBAJOBS must be the same. Attribute converts to Earn Code 320 in PHAHOURL. Manual Entry in PHAHOURL of approved pay using appropriate STD code.
330	STD	STD Short Term Disability	Non-Retirement: Fully taxable Short Term Disability (used within the first 6 months from date of disability)

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335	STD	STD No FICA/Medicare	Non-Retirement: Not subject to FICA/Medicare (used after 6 months from date of disability)
340	STD	STD No FICA/Med/State	Non-Retirement: Not subject to FICA/Medicare/State use after 6 months from date of disability and Bailey vested (government employees who were vested in the retirement system as of August 12, 1989 are covered by the Bailey Act).
345	STD	STD No State	Non-Retirement: Not subject to State tax Bailey vested (use within the first 6 months from date of disability)
350	WCSupp	Workers Comp Supplement	Non-Retirement: Based on OSHA'S Annual Schedule, Employees can use 1 to 3 hours of vacation or sick leave to supplement their pay. Leave Keepers must manually update PLEAV buckets for vacation or sick used. To download the current schedule, go to oshr.nc.gov/policies In Search box enter 20xx Supplemental Leave Schedule
400	OT 1.5x	Overtime Pay 1.5x	Retirement: MN OT 1.5 Overtime Pay is calculated by Leave Solution and inserts OPR for Premium Pay in PHAMTIM
405	OT .5x	Overtime .5x	Non-Retirement: BW pays ALL hours at Straight time - Manual entry of hours over 40 to pay premium pay
410	OT 1.0x	Overtime Pay 1.0x	Retirement: MN GAP hrs - hours paid at straight time until worked hours exceed 40. Leave Solution calculates and inserts Earn Code 410
414	CTEX Tkn	CompTime Taken - Exempt	Retirement: Comp Straight time for Exempt EEs taken reduces BASE PAY and reduces CTEX leave bucket
415	Comp1X	Comp Time Taken 1.0x	Retirement: Comp Time taken for GAP Hours reduces BASE PAY and reduces CTGP leave bucket
416	Comp1.5X	Comp Time Taken 1.5x	Retirement: Comp OT taken reduces BASE PAY and reduces CTOT leave bucket
417	OCTK	On Call Comp Time Taken	Retirement: Comp On Call taken reduces BASE PAY and reduces OCCT leave bucket
418	EmEvTkn	Emergency Event Hours Taken	Retirement: Comp Emergency Closing taken reduces BASE PAY and reduces CTUC leave bucket
420	Comp 1.5	Comp Time Earned 1.5X	Non-Retirement: NonCash Earn Code: Comp OT 1.5 earned accrues to CTOT leave bucket
425	CTE1x	Comp Time Earned 1.0x	Non-Retirement: NonCash Earn Code: Comp GAP 1.0 earned accrues to CTGP leave bucket
426	OC Comp	On Call Comp Time	Non-Retirement: NonCash Earn Code: Comp On Call earned accrues to OCCT leave bucket
427	CTEX-Ern	CompTime Earned 1.0 Exempt	Non-Retirement: NonCash Earn Code: Comp Straight time for Exempt EEs accrues to CTEX leave bucket NEVER PAID OUT
500	Dock	Dock Pay	Non-Retirement: NonCash Earn Code: Reduces BASE PAY
600	Supp 1	Supplemental 1	Campus Specific (SSC to review impact to Orbit Reporting and Retirement Eligibility)
601	Supp 2	Supplemental 2	Campus Specific (SSC to review impact to Orbit Reporting and Retirement Eligibility)
602	Supp 3	Supplemental 3	Campus Specific (SSC to review impact to Orbit Reporting and Retirement Eligibility)
603	Supp 4	Supplemental 4	Campus Specific (SSC to review impact to Orbit Reporting and Retirement Eligibility)
604	Supp 5	Supplemental 5	Campus Specific (SSC to review impact to Orbit Reporting and Retirement Eligibility)
605	Supp 6	Supplemental 6	Campus Specific (SSC to review impact to Orbit Reporting and Retirement Eligibility)

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606	Supp 7	Supplemental 7	Campus Specific (SSC to review impact to Orbit Reporting and Retirement Eligibility)
607	Supp 8	Supplemental 8	Campus Specific (SSC to review impact to Orbit Reporting and Retirement Eligibility)
608	Supp 9	Supplemental 9	Campus Specific (SSC to review impact to Orbit Reporting and Retirement Eligibility)
609	Supp 10	Supplemental 10	Campus Specific (SSC to review impact to Orbit Reporting and Retirement Eligibility)
610	ChrStpd	Chair/Prg Director Stipend	Retirement: Temporary compensation for additional duties assigned to employees that serve as a chair and/or director of a department. Generally, these payments are made under NBAJOBS ECLS XC since they represent extra compensation.
615	Overload	Overload	Retirement: Temporary supplemental pay for faculty members teaching academic courses over and above their regular load. Normally full-time faculty members teach a total of 12 credit hours if the individual teaches additional credit hours additional compensation is given. Generally, these payments are made under NBAJOBS ECLS XC since they represent extra compensation.
620	DualEmpl	Dual Emplmnt-Parent Agency	Non-Retirement: Employees who work for a "borrowing" institution over and above working their primary job. Parent agency reimbursed Gross & FICA. Employees contribute to Retirement 100% with their home "parent" agency, therefore additional wages are not retirement eligible.
625	RetroPay	RetroPay-NotLI or BackPay	Retirement: Retro Payments not a result of Legislative Increase or BackPay Awards. Can be used for large amounts of missed pay or rate corrections.
630	LEO Sep	LEO Separation Allowance	Non-Retirement: Law Enforcement Separation Allowance
700	ShiftPay	Shift Differential Premium	Retirement: Shift pay calculated at 10% of Base Pay
701	ShftDP15	Shift Differential Premium-15	Retirement: NCAT only campus that uses for one group of EEs calculated at 15% of Base Pay
710	On Call	Premium On Call .94	Retirement: Premium On Call Pay is calculated by the Leave Solution and inserts earn code and hours in PHAMTIM
715	On Call	Premium On Call 2.00	Retirement: Premium On Call Pay is calculated by the Leave Solution and inserts earn code and hours in PHAMTIM
720	On Call	Premium On Call 3.00	Retirement: Premium On Call Pay is calculated by the Leave Solution and inserts earn code and hours in PHAMTIM
725	LE_EDSUP	LE Educ Supplement (Spec Rate)	Retirement: Sworn Law Enforcement with Bachelors degree are eligible for the Education Supplement (\$1,500) or Graduate degree are eligible for Education Supplement (\$3,000) per month. The supplement is included calculation of shift pay, overtime/comp time payout rate and included in the overtime premium earnings rate. This supplement is not included in the calculation of the longevity pay, is not Included in salary when calculating promotional increases, is not Included as part of the life insurance salary coverage amount. Refer to policy https://myapps.northcarolina.edu/hr/class-comp/classification/ for full policy.
800	B Payout	Bonus Leave Payout	Retirement: Bonus Leave payout reduces leave BONU bucket. Taxed at Supplemental rate.
810	CMP 1.0x	Comp Time Payout 1.0x	Retirement: Comp GAP 1.0 payout reduces CTGP leave bucket. Taxed at Supplemental rate.
811	CMP 1.5x	Comp Time Payout 1.5x	Retirement: Compt OT 1.5 payout reduces CTOT leave bucket. Taxed at Supplemental rate.
815	V Payout	Vacation Payout	Retirement: Vacation payout reduces VACA leave bucket. Taxed at Supplemental rate.
820	WCPO	Workers Comp Sick Payout	Non-Retirement: If EE does not return after WC ends, Sick leave EARNED while on WC is paid out - reduces SICK leave bucket. Use Earn Code 350 for employees using vacation or sick to supplement salary while on Workers Comp. Taxed at Supplemental rate.

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821	Backpay	BackPay Awards	Retirement: EE is fully reinstated - calculate leave, retirement, medical less wages from other ER and Unemployment [Campus must provide PD14 to RSD for review to issue Cost Estimate]. Employee and Employer Contributions are withheld but not included on interface or entered in CSI so amount is not drafted. There will be a balance in the liability accounts that will be cleared when Campus issues check to NC Retirement Services upon receipt of Cost Estimate. Taxed at Supplemental rate.
822	LglNoRet	Legal Settlement-No Retirement	Non-Retirement: Settlement instructed to pay from Legal. This payment may be negotiated through the court system or by the institutions Legal Affairs office. Taxed at Supplemental rate.
823	LegalRet	Legal Settlement-Retirement	Retirement: Retirement eligible employee has not had a break in service and receives a Legal Settlement to be reported on W2. Taxed at Supplemental rate.
830	SgnBnsNR	Sign-On Bonus Non Retirement	Non-Retirement: A sign-on bonus is a discretionary bonus that serves as a recruitment incentive. This initiative aids in the employment of individuals for critical positions that have labor market shortages which affect the business needs of the agency and impair the delivery of essential services. Details on sign-on bonuses for SHRA employees is available through the Office of State Human Resources (OSHR) policy at https://oshr.nc.gov/media/4778/open. Information on ERHA sign-on bonuses is published in Section 300.2.14.2 [R] of UNC Policy Manual and Code https://www.northcarolina.edu/apps/policy/index.php#policy-tab Taxed at Supplemental rate.
835	RetBnsNR	Retention Bonus Non Retirement	Non-Retirement: Retention bonuses are discretionary bonuses that may be granted by an agency when an employee would be likely to leave the agency in the absence of a retention incentive. A retention bonus is a discretionary bonus that serves as a retention incentive. This initiative aids in the employment of individuals for critical positions that have labor market shortages which affect the business needs of the agency and impair the delivery of essential services. Details on retention bonuses for SHRA employees is available through the Office of State Human Resources (OSHR) policy at https://oshr.nc.gov/media/4778/open. Information on ERHA retention bonuses is published in Section 300.2.14.2 [R] of UNC Policy Manual and Code https://www.northcarolina.edu/apps/policy/index.php#policy-tab Taxed at Supplemental rate.
840	PrfrmBns	EHRA Performance Bonus RET	Retirement: EHRA Performance Bonus is only for EHRA permanent employee classes. Performance-based bonuses are designed to reward performance and retain talent while ensuring equal opportunity and consistent application across similarly situated employees and positions. Details on EHRA Performance Bonus is published in Section 300.2.14.2 [R] of the UNC Policy Manual and Code https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=3043 Taxed at Supplemental rate.
895	CntrFill	Contract Fulfillment	Retirement: Used to pay Employees with contract clause that allows for a bonus, e.g. coaches entitled to end of season bonus based on season success. Taxed at Supplemental rate.
898	FRIP	FRIP Retirement Incentive	Non-Retirement: The purpose of the Early Retirement Incentive Program is to incentivize certain eligible tenured faculty members to retire early in return for a one-time severance payment from the University. All FRIP offers and severance payments must be fully accomplished by JUNE 30, 2025. In addition to the severance payment, some employees may be eligible to receive an amount equivalent to 12 months of the full employer contribution to the employee health insurance premium. This amount is added to the retirement incentive amount and is paid using FRIP Earn Code. Taxed at Supplemental rate.
899	EHRADisc	EHRA Discontinuation	Retirement: For EHRA Employees Lump Sum Payment "in lieu of working notice". This is NOT Severance Pay. Payment should be included with last paycheck but no later than the following month when Leave is paid out. Benefits end on the last day worked and are not deducted from Lump Sum Payments. NOTE: Employees receiving "in lieu of working notice" monthly - up to 3 months are paid using Earn Code 100 and Benefits and Retirement are deducted. Taxed at Supplemental rate.
900	Lngvity	Longevity Premium	Retirement: Longevity Payment
905	Sev Pay	Severance Pay	Non Retirement: Default for RF for SHRA employees. Severance is not considered compensation. Taxed at Supplemental rate.
907	AttyFees	Attorney Fees Reportable	Non-Retirement: NonCash Earn Code: Attorney Fees paid on behalf of Employee are Federal and State Reportable Income, but no tax is withheld - Reported on W2 in Box 14A (Attorney will receive 1099 from Accounts Payable)

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920	CmpBonus	Compensation Bonus	Non-Retirement: Eligible Bonus - RESTRICTED USE: Use only when directed by Legislature NOTE: Earn Code can be used for Bonuses awarded by Legislature for Special Programs
925	MeritBon	Merit Bonus	Non-Retirement: Eligible Bonus - RESTRICTED USE: Use only when directed by Legislature
940	FMLA Tkn	FMLA Hours Used	Non-Retirement: NonCash Earn Code: - Used to track FMLA Hours Used
951	Moving	Taxable Moving	Non-Retirement: All Moving Expense MUST BE PAID through PAYROLL because taxes are required to be withheld at the time of reimbursement. Reimbursement CANNOT be paid through Accounts Payable. Employees Eligible for this reimbursement are E1, EHRA Tier I, E2, EHRA Tier II, and EN, EHRA Non-Faculty. Taxed at Supplemental rate.
960	CarNonC	Car Allowance - Non-Cash	Non-Retirement: Non Cash Earn Code: Imputed Income for Personal Use of Car
961	CarCash	Car Allowance - Cash	Non-Retirement: Cash Allowance for Car - This is a taxable fringe benefit
962	CPAllow	Cell Phone - Allowance	Non-Retirement: Cell Phone Allowance - This is a taxable fringe benefit
963	QMCDAll	Qualified MCD Allowance	Non-Retirement: Non Taxable Cell Phone Allowance (plan approved by OSBM)
965	HouAllow	Allowance - Housing	Non-Retirement: NonCash Earn Code: Imputed Income for Housing Allowance
970	MealNonC	Meal Allowance - Non Cash	Non-Retirement: NonCash Earn Code: Imputed Income for Meal Allowance
975	Tuition	Tuition Taxable Benefit-NonCsh	Non-Retirement: NonCash Earn Code: Imputed Income for Tuition Assistance
985	OthTxNC	Other Taxable Benefits-Non Csh	Non-Retirement: Non Cash Earn Code: Imputed Income for Other Taxable Benefits
998	Adjust	Adjustment	Retirement: Various use by each campus
999	Special	Special Payments	Retirement: Various use by each campus
OCP	CTOT-PP	OT Comp Prem Internal Use Only	Retirement: Premium Pay Calculation for Earn Code 811. PWPOCPP calculates comp time premium and inserts record in PHAHOUR.
OPR	OPR	OT Prem Rt - Internal Use Only	Retirement: Premium Pay Calculation for Earn Code 400. PWPSMRT and PWPLAWT calculates overtime premium for adjusted rate of pay for other income and inserts record in PHAMTIM