

INSTRUCTIONS FOR COMPLETING SPECIAL PAYMENT FORM

1. In Section I, enter staff member's UMID, name and Employment Record number. Indicate staff member's usual payday.
2. In Section II, enter earnings code, department code, shortcode, amount and hours. For transactions initiated by Hospital departments, enter hourly rate.

See EARNINGS CODE CHART below for details. The "Xs" in the Chart represent the fields that must be completed for each earnings code.

Record fractional hours to nearest tenth of hour; e.g. 2.75 hours = 2.8 hours. Six minutes equal one-tenth hour.

Minutes	Tenths	Minutes	Tenths
1 – 6	1	31 – 36	6
7 – 12	2	37 – 42	7
13 – 18	3	43 – 48	8
19 – 24	4	49 – 54	9
25 – 30	5	55 – 60	1.0

3. In Section III, enter the date worked, hours worked and earnings code if this data is required to support the payment request. Provide explanation of payment.
4. In Section IV, enter approval information.

EARNINGS CODE CHART - Data required for each Earnings Code

Description	Earnings Code	Shortcode	Hours	Amount
Additional Services Recognition-dollars*	ASD	X		X
Additional Services Recognition-hours*	ASH	X	X	
House Officer Extra Duties	HOE	X		X
House Officer Holiday	HOH	X		X
On Call	ONC	X	X	
Orientation	ORE	X		X
Overtime 1.0 rate	OTR	X	X	
Overtime 1.5 rate	OTP	X	X	
Shift Evening – Straight Time	S01	X	X	
Shift Night – Straight Time	S02	X	X	
Shift Evening – Temp	S03	X	X	
Shift Night – Temp	S04	X	X	
Shift Evening – CWS	S05	X	X	
Shift Night – CWS	S06	X	X	
Shift Evening – 1.5 Overtime	T01	X	X	
Shift Night – 1.5 Overtime	T02	X	X	
Shift Evening – Temp – 1.5 Overtime	T03	X	X	
Shift Night – Temp – 1.5 Overtime	T04	X	X	
Shift Evening – CWS – 1.5 Overtime	T05	X	X	
Shift Night – CWS – 1.5 Overtime	T06	X	X	
Tips	TIP	X		X
Taxable Expense Reimbursement	TEA	X		X
Tuition Refund –Graduate Non taxable	TRT	X		X
Tuition Refund-Undergrad Non taxable	TRN	X		X
Tuition Refund-Graduate Taxable	TRS	X		X

* Earnings Codes ASD and ASH can only be used for staff members who are classified "exempt" for FLSA.