ADD	Additional Duty Pay	CSA: Temporary additional duties pay as identified by PACE Salary Schedule Policy. This may include: Additional Duty Pay and temporary Out-of-Class Pay. NFE: Temporary additional duty pay for work outside the normal duties.
ADJ	Adjustment Processing Payroll	This earnings code is established to use for a correction such as a manual check. It is based on the hourly rate.
ADL	Adj for Leave NA Spec Pay Plan	Leave adjustment.
ADM	Administrative Leave Paid	ARSD 55:01:22:14 Administrative leave shall be granted in the following situations, allowing an employee to receive compensation for the hours that the employee would normally have worked with no loss of leave: (1) An office is administratively closed; (2) An employee is a member of a volunteer fire department, reserve law enforcement unit, emergency search and rescue squad, or ambulance service and is called to emergency duty during working hours; (3) Pending an investigation of charges made against an employee upon which disciplinary action could be taken; and (4) For any other purpose that has been requested in writing and approved by the commissioner. The appointing authority shall grant administrative leave hours as straight time off at a later date or as cash payment at the regular hourly rate to employees who are required to work when an office is administratively closed. Appointing authorities shall inform the commissioner of all office closings.
ADN	Additional Duty Pay – OT Eligible	This is used by Banner to auto-calculate Additional duty pay when receiving additional duty pay. It cannot be used manually.
ADS	Adjustment Processing Payroll	This earnings code is established to use for a correction such as a manual check. It is based on a unit.
ALP	Annual Leave Paid Out	Annual Leave payout for those employees not eligible for the Special Pay Plan. This may even be used for annual leave that is over the limit of the Special Pay Plan.
ALS	Annual Leave Special Pay Plan	Annual leave payout for employees eligible for the Special Pay Plan.
ALT	Annual Leave Taken	Employee charge for taking annual leave. Web Timekeeping, PHATIME, PHAHOUR.
ATP	Terminal Leave Monthly Payment	Terminated employee who remains on payroll until accrued annual leave balance is depleted.

ASL	Adj Special Pay Plan Leave Pay	Special pay plan leave adjustments.
ASB	Asbestos Abatement	This is set up for employees that work for agencies or departments with Asbestos.
BBN	BHSU EE Benefit Payment (LOA)	Non--cash earnings code, intended to be used so benefit premiums can be sent to state via interface, institution is paid from employee to continue benefits.
BEN	EE Benefit Payment (LOA)	This earnings code is established for employees who have employee sponsored benefits. This code must be used for dollars employee is paying while on a LOA. This is to ensure their benefits stay intact and so BOP does not drop the benefits.
CJL	Court and Jury Leave Paid	State or Federal Court or Jury leave only.
CRT	Teacher Certification K12 Only	Special Schools Certification Earnings.
CT1	Comp Time Earned at Straight	Comp-time for employee's who work during a holiday and chose to take comp-time instead of regular pay.
CT5	Comp Time Earned at 1.5	Comp-time received in lieu of Overtime. http://www.sdbor.edu/policy/4-Personnel/documents/4-25.pdf.
CTA	Comp Time Accrual	This is an auto-calculation from Banner to calculate OT/CT. It cannot be used manually.
CTP	Comp Time Paid Straight Time	Comp-time taken at straight time.
CTT	Comp Time Taken at Straight Time	Comp-time banked taken at straight time. This is tied to the leave bucket.
DBN	DSU EE Benefit Payment (LOA)	Non--cash earnings code, intended to be used so benefit premiums can be sent to state via interface, institution is paid from employee to continue benefits.
DEC	Final Payment to Deceased EE	Payment made to beneficiary for last employment period.
DEF	Deferred Pay Correction Transition	Interim transaction for SDSMT and BHSU to correct FY07 deferral. This is set up to take dollars and bank for payout. Will go away in July of 2007.
DEP	Deferred Payout Transition	Interim transaction for SDSMT and BHSU to correct FY07 deferral. This is set up to payout during the off months. Will go away in July of 2007
DOC	Dock Pay - Unapproved Absence	Docking pay for unapproved absences.
DPA	Deferred Pay Amount	Deferral set up for payment of salary over 12 months. Only to be used for less than 12 month to be paid over 12 month.

DPO	Deferred Pay Out	Deferral payment to allow payment of salary over 12 months. Only to be used for less than 12 month to be paid over 12 month.
EDL	Education Improvement Leave	In accordance with BOR Policy 4:15, http://www.sdbor.edu/policy/4-Personnel/documents/4-15_000.pdf.
EDU	Educational Leave (3 hr/wk)	In accordance with BOR Policy 4:17, http://www.sdbor.edu/policy/4-Personnel/documents/4-17.pdf.
ERR	Previous Period Correction	This earnings code is established for overtime eligible staff that did not submit timesheet in accordance with SDBOR policy (missing pay period).
FLX	Flexible Work Week	This earning code is established for overtime eligible employees who with approval use an alternative workweek during a pay period crossover. This is a Leave without Pay, but accrues leave.
FMA	FMLA Annual Leave	This earnings code is tied to the Annual Leave bucket and is used by the HR end user to populate on NBAJOBS or PHAHOUR.
FMC	Family Medical Leave with Comp Time	HR end user to populate on NBAJOBS or PHAHOUR.
FML	Family Medical Leave without Pay	HR end user to populate on NBAJOBS or PHAHOUR.
FMP	Family Medical Leave Personnel Leave	HR end user to populate on NBAJOBS or PHAHOUR.
FMS	FMLA Sick Leave	This earnings code is tied to the Sick Leave bucket and is used by the HR end user to populate on NBAJOBS or PHAHOUR.
HBN	SDSD EE Benefit Payment (LOA)	Non-cash earnings code and are not intended to be earnings for the employee.
HOL	Holiday Pay	This is a default earnings code and would not be used unless back pay of Holiday would need to be paid.
HRF	BOP Incentive Refund	This is where an employee saves the state money on an overbilling for health. BOP will notify when this occurs.
INC	Inconvenience Pay	In accordance with BOR Policy 4:25, http://www.sdbor.edu/policy/4-Personnel/documents/4-25.pdf.
K12	Div III Sec VIII Leave K12 Only	Special Schools FUM leave. This has a Leave Category Rule and Validation bucket.
LGE	Longevity Eligibility	This is an earn code that is used on NBAJOBS Default Earning to calculate an employee's longevity amount. This must be on default earnings with a premium category on Payroll Default to ensure longevity is paid.
LGS	Longevity Payout (Last Month)	This is the earn code that is used in conjunction with the last longevity payout that is not eligible for the special pay plan.

LLS	Longevity Special Pay Plan Payout	This is the earn code that is used in conjunction with PTRBDCA 160. It can only be used to pay out earning for the special pay plan.
LNG	Longevity Pay	In accordance with ARSD, http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=55:06&Type=Rule. This is the earn code for the annual longevity payment (on-going).
LWB	Leave WO Pay Approved w/Benefits	Leave without pay Approved with Benefits. If for a window of time for more than three months, must use NBAJOBS and on PEAEMPL. If less than three months only need to use on NBAJOBS. This earn code is established to automatically reduce Regular earnings.
LWE	Leave without Pay, Excused	This earning code is established for leaves less than 3 days in length.
LWM	Military Leave without Pay	Leave without pay Approved may be with or without Benefits. If for a window of time for more than three months, must use NBAJOBS and on PEAEMPL. If less than three months only need to use on NBAJOBS. This earn code is NOT established to automatically reduce Regular earnings. Therefore, will need to end the Regular earnings on NBAJOBS and replace with LWM.
LWO	Leave WO Pay Appvd w/o Benefits	Leave without pay Approved without Benefits. If for a window of time for more than three months, must use NBAJOBS and on PEAEMPL. If less than three months only need to use on NBAJOBS. This earn code is established to automatically reduce Regular earnings.
MBN	SDSMT EE Benefit Payment (LOA)	Non-cash earnings code, intended to be used so benefit premiums can be sent to state via interface, institution is paid from employee to continue benefits.
MLT	Military Leave Paid	In accordance with SDCL and BOR Policy. http://www.sdbor.edu/policy/4-Personnel/documents/4-16.pdf.
NBN	NSU EE Benefit Payment (LOA)	Non-cash earnings code, intended to be used so benefit premiums can be sent to state via interface, institution is paid from employee to continue benefits.
NMA	Non-taxable Moving Allowance	This is for use in reporting moving allowance on the W2.
NND	Noon Duties - K12 Only	Special Schools for afternoon duties.
NSA	Non-taxable Health Savings Account	This is for use in reporting HSA from Employer on the W2.
OT	Overtime Paid at 1.5 Rate	Overtime over 40 hours worked.

OTA	Overtime Adjustment	In the event additional duty pay is retroactive (RTR) then institutions may need to use OTA to payout missed overtime payments.
OTD	Overtime Paid at Double Rate	In accordance with BOR Policy 4:25, http://www.sdbor.edu/policy/4-Personnel/documents/4-25.pdf. This is currently only for those agriculture employees at SDSU.
OTL	Overtime Longevity Adjustment	This is used by Banner to auto-calculate overtime adjustment when receiving additional duty pay or longevity. It cannot be used manually.
OTP	CT/OT Paid Out	This is used by institutional HR to payout OT or CT.
OTS	Overtime Paid at Straight Time	This is no longer used.
PLT	Personal Leave Taken	In accordance with SDCL and ARSD, http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=55:01:22:02.04&Type=Rule.
REG	Regular Pay	Regular earnings. Will default to all exempt but will need to be entered through Time Entry process for overtime eligible. This earn code must be on NBAJOBS for all exempt from FLSA employees. It cannot be on the NBAJOBS for overtime eligible as this will cause conflict with WTE.
RBN	BOR EE Benefit Payment (LOA)	Non--cash earnings code and are not intended to be earnings for the employee.
RTR	Retro Earnings	This earnings code is established for retro salary due to the employee. This can be used for NFE, CSA or Faculty.
SAO	Student Org Officer	Student Earnings Only.
SBN	SDSU EE Benefit Payment (LOA)	Non-cash earnings code, intended to be used so benefit premiums can be sent to state via interface, institution is paid from employee to continue benefits.
SAP	Student Piece Rate Project	Student Earnings Only.
SBF	Sabbatical Leave with Full Pay	Sabbatical Leave with Full Pay. In accordance with BOR Policy 4:15, http://www.sdbor.edu/policy/4-Personnel/documents/4-15_000.pdf. On NBAJOBS status (Job Detail Tab), the Leave with Full Pay is set up to calculate earnings. Nothing will need to be completed on Default Earnings. If this leave is for a period of 3 months or more, than need to complete on PEAEMPL as well with Leave Status and description.

SBP	Sabbatical Leave Partial Pay	Sabbatical Leave with Full Pay. In accordance with BOR Policy 4:15, http://www.sdbor.edu/policy/4-Personnel/documents/4-15_000.pdf. On NBAJOBS status (Job Detail Tab), the Leave with Partial Pay is set up to calculate earnings. Nothing will need to be completed on Default Earnings. If this leave is for a period of 3 months or more, than need to complete on PEAEMPL as well with Leave Status and description.
SFR	Flat Rate Project	Flat rate on projects.
SHF	Shift Differential Pay	Shift differential for those positions approved at the rate of $0.75 per hour. Will need to set up SHFT on NBAPOSN, NBAJOBS Payroll Default of 2, and Work Schedule of 2 with days identified. If need to, can go to PHAHOUR and make changes to shift and hours as applicable.
SLA	Advanced Sick Leave Paid	In accordance with ARSD, http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=55:01:22:03&Type=Rule.
SLD	Use of Donated Leave-Sickness	Employee uses donated sick leave.
SLP	Sick Leave Paid Out	Sick Leave payout for those employees not eligible for the Special Pay Plan. This may even be used for annual leave that is over the limit of the Special Pay Plan.
SLS	Special Pay Plan Pay Out	Special Pay Plan for eligible employees includes Sick, Annual and Longevity.
SLT	Sick Leave Taken	Employee charge for taking sick leave. Web Timekeeping, PHATIME, PHAHOUR.
SOL	Supplemental Pay - Overload	Overload for work outside the contract and typically is used for instructional purposes. This is in accordance with COHE and BOR agreements.
SSC	Summer School	Summer Session.
SS1	Summer session course 1	Summer Session.
SS2	Summer session course 2	Summer Session.
SS3	Summer session course 3	Summer Session.
SS4	Summer session course 4	Summer Session.
SS5	Summer session course 5	Summer Session.
SSE	Supplemental K12 Extracurricular	Special School Extra Curricular Activities.

SSO	Summer Appointment Non-Instruction	This earnings code is established for instructional staff that will be performing non-instructional work. I.e., Research, Projects, etc.
STP	Stipend	Stipends for Departmental Chair and above for taking on leadership roles.
SUP	Supplemental Pay	Supplemental pay for work outside the normal position and is not considered Overload. This may be work within committees.
SUG	Supplemental Pay - Grants	Supplemental pay for work outside normal position on grants funds.
TBA	Taxable Benefit Auto	Taxable income for operating an institutional vehicle.
TBC	Taxable Benefit Clothes	Taxable income for clothing.
TBG	Taxable Benefit Membership	Taxable income for memberships.
TBT	Taxable Benefit Tuition	Taxable income for tuition.
THA	Taxable Housing (CEO)	Institutional CEO Housing only.
TMA	Taxable Moving Allowance	This is used for reporting on the W2 any taxable moving allowance paid to the employee.
TXB	Taxable Benefit Baby	Taxable income for baby wellness.
TXM	Taxable Benefit Meal	Taxable income for meals within the workday no overnight travel.
TXO	Taxable Benefit Other	Taxable income for other taxable events such as apartment living or other forms of taxable income not otherwise defined.
TXP	Taxable Phone	Taxable income for phone usage.
TXR	Taxable Benefit Risk	Taxable income for Risk Assessment – BOP.
TXT	Taxable Benefit Trinket	Taxable income for HealthyGov– BOP.
TXW	Taxable Benefit Wellness	Taxable income for Benefit Wellness – BOP.
UBN	USD EE Benefit Payment (LOA)	Non-cash earnings code, intended to be used so benefit premiums can be sent to state via interface, institution is paid from employee to continue benefits.
UCD	University Card Compensation	Institutional Card.

VBN	SDSBVI EE Benefit Payment (LOA)	Non-cash earnings code, intended to be used so benefit premiums can be sent to state via interface, institution is paid from employee to continue benefits.
WCL	Worker's Comp Leave WO Pay	Leave without pay for Workers Compensation