# Header Information

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| **Field** | Description |
| **Employee name** | Enter full name- do not use initials |
| **Empl ID/Rcd#/Paygroup** | Enter 6-digit employee identification number AND the employee RECORD number- most employees are record #0 but those with concurrent jobs have a record #1 AND the paygroup- can be found in the ‘Payroll’ tab under the Job Data Page |
| **Employee Title** | Enter the Employee Title- can be found in the “Work Location” tab under the Job Data Page |
| **Dept ID** | Enter the numeric department code |
| **Dept Name** | Enter the department name- may be abbreviated |
| **Pay Period Processed** | Enter the pay period number for which this is being submitted in the format FY-PP where FY= Fiscal Year and PP= Pay Period- Ex. 06-01 |
| **Dates of Service** | Enter the **exact dates** of the period in which the submitted amount was earned- not applicable for leave payout and leave adjustment. Payments cannot be made prior to the dates of service.  |
| **Payroll Contact** | Enter person to call if there is a question about this form |
| **Contact Phone** | Enter the phone number where the above person can be reached |
| **Empl Class** | The Empl Class can be found in the ‘Job Informationl’ tab under the Job Data Page |

Explanation of types of Compensation/Adjustments- enter appropriate information on form:

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| **New Hires, Rehires or Return from Short Work break**  | If an employee is hired, rehired or returns from a short work break in the eUMB system with an effective date prior to the end of the last pay period processed, the retroactive pay due to the employee must be manually calculated by the departmentHours and amounts |
| **C1 Timesheets older than 60 days (Leave Combo Code column blank, EFP Applies)** | Electronic timesheets older than 60 days cannot be processed in eUMB. Compensation may be paid to C1 employees with fully approved paper timesheets attached.**Hours and Amounts** |
| **Payback of Prior Period Overpayments- One Payroll Deduction** | Overpayment can be recovered via one time payroll deduction. Use Earnings Code “RRR” for a one time payroll deduction.*For current fiscal year overpayment portion:* * Leave the Combo Code field blank
* Enter the start/end dates of overpayment in the Dates of Service From/To fields
* Enter the entire overpayment amount

For prior fiscal year overpayment portion, enter the Department PCA and actual overpayment period under the Dates of Service fields. Department must submit Direct Retro to redistribute charges in the PCA to the correct projects. Hours and Amounts (Non Exempt)Amounts only (Exempt) |
| **Payback of Prior Period Overpayments- Multiple Payroll Deductions** | Overpayment can be recovered via multiple payroll deductions. For current fiscal year overpayment portion, leave the Combo Code field blank and enter actual overpayment period under the Dates of Service fields. For prior fiscal year overpayment portion, enter the Department PCA and actual overpayment period under the Dates of Service fields. Department must submit Direct Retro to redistribute charges in the PCA to the correct projects. Enter Earnings Code “RRR” and the negative overpayment amount Hours and Amounts |
| **Leave Adjustment- Transfer** | Employees who transfer from other USM campuses or other State agencies may carry over their leave balances. The balances may be too large to enter in Time and Labor (more than 24 hours) but they can be entered centrallyHours only (does not affect pay) |
| **Leave Adjustment- Correction** | If there is an adjustment greater than 24 hours that needs to be made to an employee’s accrual balance(s), it should be entered centrally.Hours only (does not affect pay) |
| **Prior Pay Period Adjustment- Timesheets that cannot be entered in T&L****(must be processed using the Prior Pay Period Adjustment Form)** |  |
| **Accident Pay** | Accident pay is paid at 2/3 the employee’s salary. The departments cannot adjust salaried employees’ pay. The hours for accident pay should be reflected on the timesheet and submitted as authorization for the adjustment**Hours and amounts** |
| **Unpaid Leave** | The departments cannot adjust salaried employees’ pay. The hours for unpaid leave should be reflected on the timesheet and submitted as authorization for the adjustment. All reductions of salaried employees pay must meet FLSA regulations.**Hours and amounts** |
| **Pending Termination / FTE Reduction** | If an employee has terminated or the FTE has been reduced but the Employee Action form was not submitted to the Human Resources Service Center in time to affect the current pay period, the wages may be reduced to prevent an overpayment from occurring**Hours and amounts** |
| **Award** | Board of Regent Award or Employee of the Month/Year Award is allowed. The department must attach an authorizing memo with the Payroll Adjustment Form.**Amounts only** |
| **Other** | Any other non-regular pay situation that is authorized within UMB guidelinesMust contact FS-Payroll to determine which earnings code to use and which supporting documentation to submit**Hours or amounts** |
| **Comments on back of form?** | If the payment is not documented by an attachment, auditable comments must be written to explain the adjustment |

## Adjustment Information

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| **Field** | **Description** |
| **Earnings Code** | Choose the earnings code that is applicable to the adjustment; appropriate codes are listed on the form- see page 5 for long description of each code listed |
| **Hours** | Enter hours in the format ####.## |
| **Amount** | Enter dollars in the format ######.## |
| **Combination Code****(combo code)** | Amounts will be distributed to the combo codes cited on the employee funding profile- if the amount should be distributed differently, enter the combo code here. If a single amount should be distributed over several combo codes, use multiple lines to enter the amount and combo code. If a combo code is used on the PA form it will prevent the use of the Budget Retro process for making changes to the distribution. If future changes are necessary they must be entered via the Direct Retro process. |
| **Tax Periods** | Any additional pay that is above the employee’s normal bi-weekly pay may be taxed over multiple pay periods. The total wages paid to an employee during the pay period should be divided by the normal bi-weekly pay to determine the maximum tax periods allowed. Due to an employee’s tax circumstances, the department should discuss this with the employee. FS-Payroll will reduce the tax periods to the maximum allowed if a department should submit an inappropriate number. Note: If an employee has requested that additional tax amounts beyond the withholding allowances be withheld, the amounts will be multiplied by the tax periods. |
| **Signature of Requestor** | Signature of person for requesting the payroll adjustment-Digital signature is required for electronic submission. To get started, the requestor clicks “Configure New Digital ID”. The requestor enters the full name and a password. After that, requestor would select the digital signature, enter the password, the form will be stamped with the Digital Signature.  |
| **Signature of Approving Supervisor** | Signature of person with fiscal responsibility for authorizing the payroll adjustment- Digital signature is required for electronic submission. To get started, the Approving Supervisor clicks “Configure New Digital ID”. The Approving Supervisor enters the full name and a password. After that, Approver would select the digital signature, enter the password, the form will be stamped with the Digital Signature. |
| **Printed Name/Title** | Printed name and title of person with fiscal responsibility for authorizing the payroll adjustment |
| **OOTC-PS Use** | Do not enter information in this area |

**Earnings Codes**

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| **Earnings Code** | **Description** |
| ABR | Award-BOR |
| ACC | Accident Pay - Under 6 months |
| ACE | Accident Pay - Over 6 months |
| ACF | Accident Pay- Faculty |
| AEE | Award-Employee of Mo/Yr |
| AFH | AGO Furlough- Hourly |
| AFS | AGO Furlough- Salaried |
| APF | Accident Pay FOP |
| ASB | Asbestos Pay |
| BAC | Bonus Special Accomplishment |
| BAT | Bonus Attendance |
| BEA | Bonus Employee Achievement |
| BEE | Bonus Employee Recognition |
| BER | Bonus Employee Referral |
| BFT | Bonus Fitness |
| BIN | Bonus Incentive |
| BMR | Business Meal Reimbursement |
| BOT | Bonus One Time |
| BPY | Bonus Payment |
| BRT | Bonus Retention |
| BSA | Bonus Spot Award |
| BSO | Bonus Sign-On |
| CAL | Call Back Pay |
| CAR | Car Allowance |
| CCS | Child Care Supplement |
| CED | Continuing Education |
| CGP | ChildCare Grant Program |
| CNE | NRA Consulting w 30% |
| CNH | NRA Consulting w Treaty |
| COM | Committee Supplement |
| CON | Professional Consulting |
| COT | Cancellation of Overtime- FOP |
| CPA | Contractual Payout Annual |
| CPH | Contractual Payout Holiday |
| CPP | Clinical Practice Pay |
| CRT | Court Apperance Guarenteed Hrs |
| CTP | Comp Time Pay |
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| **Earnings Code** | **Description** |
| DFC | Deferred COMP 457F Payment |
| DLV | Denied Leave |
| DNL | Donated Leave |
| DPA | Defined Pay Administrative |
| DPC | Defined Clinical Pay |
| DPI | Defined Pay Instructional |
| DPR | Defined Pay Research |
| DTH | Daily Time n Half UPO |
| DVA | Deliverable Pay Administrative |
| DVC | Deliverable Clinical Pay |
| DVI | Deliverable Pay Instructional |
| DVR | Deliverable Pay Research |
| ECH | NRA Teacher Hourly |
| ECS | NRA Teacher Salaried |
| EEP | Essential Employee Pay |
| EGH | NRA Student Hourly |
| EGS | NRA Student Salaried |
| EHA | Executive Housing |
| EMP | Exempt Merit Pay |
| ESH | Extended Sick Leave Hourly |
| ESS | Extended Sick Leave Salaried |
| FAA | Furlough Amount Accident |
| FAW | Faculty Administrative Work |
| FCA | Foreign Cost of Living Allow |
| FCE | FICA Exempt- Foreign COLA |
| FCL | FOP Comp Leave |
| FDA | Foreign Danger Allowance |
| FEA | FICA Exempt Annual Payout |
| FED | Foreign Education Allowance |
| FEH | FICA Exempt Holiday Payout |
| FEM | FICA Exempt Miscellaneous Pay |
| FHA | Foreign Hardship Allowance |
| FHE | FICA Exempt- Foreign Hardship |
| FLD | NRA Fellowship w Treaty |
| FLF | NRA Fellowship 14% |
| FLI | NRA Fellowship 30% Non F/J |

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| **Earnings Code** | **Description** |
| FPA | Final Pay Annual |
| FPC | Final Pay Comp Time |
| FPH | Final Pay Holiday |
| FPL | Final Pay Legal |
| FPO | Final Payout Other Agency |
| FRA | Furlough Amount |
| FRH | Furlough Hours Non-Exempt |
| FRS | Furlough Hours Exempt |
| FSR | Food Services Reimbursement |
| FTO | FOP Field Training Officer |
| FTT | FOP Field Training Officer |
| GAS | Graduate Assistant Stipend |
| GED | Non-Exempt GED Program |
| GLS | Grant Lump Sum |
| GPB | Gross Payback |
| GSS | Graduate Student Stipend |
| HAZ | Hazard Pay |
| HLF | Holiday Hourly FOP |
| HLH | Holiday Hourly |
| HLS | Holiday Salaried |
| HNE | NRA Honoraria w 30% |
| HNH | NRA Honoraria w Treaty |
| HON | Honorarium |
| HSA | Housing Allowance |
| HSB | Balt City FOP House Allowance |
| IPP | Incentive Pay Plan. |
| LPA | Last Pay Annual |
| LPC | Last Pay Comp Time |
| LPH | Last Pay Holiday |
| LRH | Sick Leave Reserve Hourly |
| LRS | Sick Leave Reserve Salaried |

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| **Earnings Code** | **Description** |
| MHP | Major Holiday Pay UPO |
| MOV | Moving and Relocation Expenses |
| MSE | NRA MISC with 30% |
| MSH | NRA MISC with Treaty |
| NMP | Non-exempt Misc. Pay |
| OFA | Annual Offset Overpayment |
| OFH | Holiday Offset Overpayment |
| ONC | On Call Pay |
| ONF | On Call Pay- FOP |
| OTF | Other Earnings Hourly FOP |
| OTH | Other Earnings Hourly |
| OTS | Other Earnings Salaried |
| OVT | Overtime |
| PCO | Police Correction Overtime |
| PCR | Police Correction Regular |
| PHF | Personal Hourly FOP |
| PLH | Parental Leave Hourly |
| PRF | Parking Refund |
| PRH | Personal Hourly |
| PRS | Personal Salaried |
| PZJ | NRA Prizes w 30% |
| PZK | NRA Prizes w Treaty |

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| **Earnings Code** | **Description** |
| RAB | Retro Asbestos |
| RAC | Retro Accident Pay-Under 6 mo. |
| RAE | Retro Accident Pay-Over 6 mo. |
| RAH | Retro Advance Sick Hourly |
| RAS | Retro Advanced Sick Salaried |
| RBH | Retro Parental Hourly |
| RBS | Retro Parental Salaried |
| RCA | UPO Uniform Replacemnt & Clean |
| RCG | Retro Court Guarenteed Hours |
| RCT | Retro Comp Time |
| RDH | Retro Daily Time n Half |
| REH | Retro Extended Sick Hourly |
| RES | Retro Extended Sick Salaried |
| RGH | Regular Hourly |
| RGS | Regular Salaried |
| RHH | Retro Holiday Hourly |
| RHS | Retro Holiday Salaried |
| RLH | Retro Leave Reserve Hourly |
| RLJ | NRA Royalty with 30% Tax |
| RLK | NRA Prizes with Treaty |
| RLS | Retro Leave Reserve Salaried |
| RMH | Retro Major Holiday |
| ROH | Retro Other Earnings Hourly |
| ROS | Retro Other Earnings Salaried |
| ROT | Retro Overtime |
| RPH | Retro Personal Hourly |
| RPS | Retro Personal Salaried |
| RRH | Retro Regular Hourly |
| RRR | Retro Negative Pay |
| RRS | Retro Regular Salaried |
| RSH | Retro Sick Hourly |
| RSS | Retro Sick Salaried |
| RUH | Regular Unscheduled Hourly |
| RVH | Retro Annual Leave Hourly |
| RVS | Retro Annual Leave Salaried |
| RWH | Retro Wage Reduction Hourly |
| RWS | Retro Wage Reduction Salaried |
| RXH | Retro Reg Unshed Hourly |
| RYE | NRA Royalty without Tax Treaty |
| RYH | NRA Royalty with Tax Treaty |

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| **Earnings Code** | **Description** |
| S7T | UPO Shift @ 1.5/hr |
| SAF | Advanced Sick Leave FOP |
| SAH | Advanced Sick Leave Hourly |
| SAS | Advanced Sick Leave Salaried |
| SCF | Sick Hourly FOP |
| SCH | Sick Hourly |
| SCS | Sick Salaried |
| SEA | Secondary Employment Affiliate |
| SEC | Secondary Job |
| SEJ | Secondary Job Adjunct |
| SH1 | Shift |
| SH2 | Nurse Shift M-F Evening |
| SH3 | Nurse Shift M-F Night |
| SH4 | Nurse Shift Weekend Day |
| SH5 | Nurse Shift Weekend Evening |
| SH6 | Nurse Shift Weekend Night |
| SH7 | UPO Shift @ 1.5/hr |
| SP2 | Standardized Patient Tier2 |
| SP3 | Standardized Patient Tier3 |
| SP4 | Standardized Patient Tier4 |
| SP5 | Standardized Patient Tier5 |
| SPC | Special Project Pay |
| SSA | Safety Shoes Allowance |
| SUM | Summer Stipends |
| SUP | Supplemental Pay |
| TBS | Transfer to Balance Sheet |
| TOV | Teaching Overload |
| TRN | Trainee Stipends |
| TSP | Taxable Supplement |
| TTF | Foreign Travel Taxable |
| TTI | In State Travel Taxable |
| TTM | Day Business Travel Meals |
| TTO | Out of State Travel Taxable |
| TVF | Foreign Travel |
| TVI | In State Travel |
| TVO | Out of State Travel |

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| **Earnings Code** | **Description** |
| UAC | Unpaid - Acc Leave GT 6 Months |
| UAL | Unpaid- Administrative Leave |
| UDS | Unpaid- DisciplinarySuspension |
| UFM | Unpaid- FMLA |
| ULV | Unpaid- Approved Leave |
| UML | Unpaid- Military Admin Leave |
| USP | Unpaid- Suspension Pend Charge |
| USW | Unpaid- Subpoenaed Witness |
| UUA | Unpaid- Unauthorized Absence |
| VCF | Vacation Hourly FOP |
| VCH | Annual Leave Hourly |
| VCS | Annual Leave Salaried |
| VSP | Voluntary Separation Program |
| WAA | Temp Salary Reduct Amt Accidnt |
| WRA | Temporary Salary Reduction Amt |
| WRH | Temp Salary Reduc Time Off NEX |
| WRS | Temp Salary Reduct TimeOff EX |
| X01 | Postage & Mail |
| X02 | Cell Phone Expenditures |
| X03 | Mailing Service |
| X04 | CS-Printing&Reproduction Svcs |
| X05 | CS-Freight & Delivery |
| X06 | Books / Periodicals |
| X07 | Office Supplies |
| X08 | Conference Materials |
| X09 | Instructional Materials |
| X10 | Duplicating & Printing Supplie |
| X11 | Other Supplies & Materials |
| X12 | IT Supplies |
| X13 | Employee Development and Trng |
| X14 | Subscriptions |
| X15 | Association Dues |
| X16 | PPE Supplies |