



Additional Payment – Reason Code Definitions

A reason code is required for each additional payment submitted. The reason codes that are available for use are included in this document.

If you have questions about this information, please contact Human Resource Services at 802-656-3150 or hrsinfo@uvm.edu.

Details regarding the Reason Code Table below:

Earnings Code: These earnings codes may be paired with the reason code selected. If you have questions about the earnings code, please contact facultyservices@uvm.edu if the employee’s primary appointment is faculty or if the employee’s primary appointment is staff, contact hrsinfo@uvm.edu.

Please note that the selected reason code should be specific to the work that is being performed. Departments consider the primary appointment when determining the appropriate rate of compensation.

All eAPFs are required to have an attachment communicating to the employee the reason for payment, compensation amount or hourly rate and expected number of hours, time period of work, and reason. This can be a quick email or attachment of an offer letter used to hire the employee (if all stipulations of the offer match the payment.) Contact Human Resource Services – Classification and Compensation Team at hrsinfo@uvm.edu prior to offering payment for assistance in determining compensation rates in new or unique situations.

Reason Code	Description	Possible Earnings Code(s)
AWD_BONUS Award or Bonus Compensation	Award compensation, bonuses or prizes, INCLUDING lump sum awards under Full-time Collective Bargaining Agreement (CBA) Article 18.6 (i.e., one time, non-continuing salary money for outstanding professional contributions) and 19.7 (i.e., Kroepsch-Maurice Teaching Award, Kidder Award, etc.). Does NOT include adjustments for anomalously low salary or counter offers or research funds.	515- Award 520 - Bonus
CDE Course	Instruction for a credit bearing course administered through Continuing Distance Education (CDE). Typically, this course work is performed in the summer.	090 - CE w/ Retirement w/o dues 091 - CE w/o Retirement w/o dues 092 - CE w/ Retirement w/dues 093 - CE w/o Retirement w/dues
CDE Other	Work paid through CDE, including non-credit instruction, academic administrator work and IP transfer of ownership payments	090 - CE w/ Retirement w/o dues 091 - CE w/o Retirement w/o dues 092 - CE w/ Retirement w/dues 093 - CE w/o Retirement w/dues
CELL PHONE Cell Phone Reimbursement	For Cell phone reimbursement.	704-Cell Phone Reimbursement



COURSE	Overload work, NON-CDE instruction, staff or faculty who teach on top of their regular duties. Must be credit-bearing.	512 - Add'l Pay w/o Retirement w/o dues
FACADMIN_AY Faculty Admin Work in AY	Supplemental Pay - For on-going faculty work related to primary appointment on top of regular workload during the appointment term EXCEPT course work and research.	512 - Add'l Pay w/o Retirement w/o dues
FACADMINSUM Faculty Admin work_Summer	Additional Pay - For on-going faculty work related to primary appointment outside the appointment term EXCEPT course work and research.	511 - Add'l Pay w/ Retirement w/o dues 512 - Add'l Pay w/o Retirement w/o dues
FACRSRCH_AY Faculty Research_AY	Appointment period EXTRA RESEARCH funded by a sponsored agreement or internally. (Ex. Faculty Supplemental Pay)	512 - Add'l Pay w/o Retirement w/o dues
FACRSRCHSUM Faculty Research_Summer	RESEARCH work outside of appointment period funded by a sponsored agreement or by the University e.g. "Summer Salary." (Ex. Faculty Additional Pay)	511 - Add'l Pay w/ Retirement w/o dues 512 - Add'l Pay w/o Retirement w/o dues
GEN_OTHER General_Other	Other – comments required – must be specific!	VARIABLES
GS_ADD_PAY Grad Student Additional Pay	Graduate Student - Additional Pay. Use only if the unit cannot increase the base compensation.	512 - Add'l Pay w/o Retirement w/o dues
INCENT_PRG Faculty Incentive Prg	Faculty Incentive Program Compensation for a Non-Academic Unit. Example: Writing in the Disciplines	512 - Add'l Pay w/o Retirement w/o dues
INTEL_PROP Intellectual Property	Faculty Intellectual Property. See University Policy and CBA Art. 23.	512 - Add'l Pay w/o Retirement w/o dues
PER_DIEM	Faculty official function or activity e.g. orientation	512 - Add'l Pay w/o Retirement w/o dues
SEV_PAY Severance Payments	Lump Sum Severance Payments. See also CBA Art. 18.13.	165- Severance
SHIFT_DIFF Shift Differential	Shift differential paid on top of base earnings for exempt, non-represented employees. There should be a corresponding ePAR/job data that indicates they are working on a shift that requires payment.	020 – Shift Diff



USER GUIDE

<p>ST_ADDL_WK Short-term outside reg job</p>	<p>Short-term staff work outside employee's regular duties during their regular term. Includes short-term change in responsibilities, such as for "acting" duties. NOT for pay on temp employee record.</p>	<p>512 - Additional Work Beyond P/T Pay w/o Retirement w/o dues 514 – Addl Pay w/o Retirement w/ dues</p>
<p>ST_FTE_INC Short-term staff FTE increase</p>	<p>Staff work - Pay for additional FTE (up to 1.0 FTE) work which is assigned to part-time non-exempt staff. This reason is used for staff in a position with less than 1.0 FTE who are temporarily working additional hours. Short-term, must be for less than 20 weeks. Can also be used for paying one-time work in another department – typically less than 40 hours in a semester and no more than 20 or 18.75 hours per week.</p>	<p>512 - Additional Work Beyond P/T Pay w/o Retirement w/o dues 514 – Addl Pay w/o Retirement w/ dues</p>
<p>ST_ON_CALL Staff on call</p>	<p>On-call premium (e.g., typically used for staff under special circumstances)</p>	<p>250 – Call-in pay 251 – On-call pay 702 – On-call mileage</p>
<p>ST_CALL_IN Staff Call in</p>	<p>Used when the employee is called in while NOT on-call</p>	<p>250 – Call-in pay</p>
<p>ST_OUTTERM Outside trm related to reg job</p>	<p>Staff work. Performed outside normal term AND related to their regular responsibilities. Do not use for kronos non-exempt employees.</p>	<p>512 - Additional Work Beyond P/T Pay w/o Retirement w/o dues 514 – Addl Pay w/o Retirement w/ dues</p>
<p>TAX_MOVE Taxable moving reimbursement</p>	<p>Taxable Moving Reimbursement</p>	<p>429 - Tax Move</p>
<p>TMPNONEXPT Temp Non-Exempt Available on Paper Additional Pay Form ONLY.</p>	<p>Normally, temporary non-exempt employees are paid via the timecard. ONLY pay on additional pay with prior HR/Payroll approval. Use this reason code for temporary non-exempt level work with a complex rate, blended overtime rate, or special overtime exemption. This additional pay is paid on a non-exempt temporary record.</p>	<p>512 - Add'l Pay w/o Retirement w/o dues</p>
<p>TMPEXEXEC Temp Exempt Executive Work</p>	<p>For temporary work that is exempt based on the executive duties classification. See FLSA Duties Test for details on exempt classifications. Use the Temporary Exempt Pay Range Chart to assist in determining a pay rate based on the appropriate duties test.</p>	<p>512 - Add'l Pay w/o Retirement w/o dues</p>
<p>TMPEXADMIN</p>	<p>For temporary work that is exempt based on the administrative duties classification</p>	<p>512 - Add'l Pay w/o Retirement w/o dues</p>



Temp Exempt Administrative Work	(typically these duties include supervisory responsibilities.) See FLSA Duties Test for details on exempt classifications. Use the Temporary Exempt Pay Range Chart to assist in determining a pay rate based on the appropriate duties test.	
TMPEXPROF Temp Exempt Professional Work	For temporary work that is exempt based on the professional duties classification. See FLSA Duties Test for details on exempt classifications. Use the Temporary Exempt Pay Range Chart to assist in determining a pay rate based on the appropriate duties test.	512 - Add'l Pay w/o Retirement w/o dues
TMPEXTECH Temp Exempt Comp/Technical Wrk	For temporary work that is exempt based on the Computer/Technical duties classification. See FLSA Duties Test for details on exempt classifications. Use the Temporary Exempt Pay Range Chart to assist in determining a pay rate based on the appropriate duties test.	512 - Add'l Pay w/o Retirement w/o dues
TMP_OTH Temp Other	For temporary work not outlined in the other temp reason codes. Typically this is a one-time or limited payment (e.g., guest speaker/lecturer.) Comments required – must be specific! Use the Temporary Exempt Pay Range Chart to assist in determining a pay rate based on the appropriate duties test.	512 - Add'l Pay w/o Retirement w/o dues
NONEE_STIP Non-employee Nominal Stipend Payment	Use this reason code when paying a non-employee (e.g., volunteer, intern, or student leader) an approved nominal stipend.	512 - Add'l Pay w/o Retirement w/o dues
OT_Demin Work in another Dpt Overtime Hours for Non-Exempt Work in Another Department	Use this reason code when paying a non-exempt employee overtime hours for their for de minimus work that results in overtime that is worked in another department. De minimus work is typically defined as less than 40 hours per semester, or one-time short-term.	030 – OT earnings w/o Retirement w/ Dues 033 – OT earnings w/o Retirement w/o Dues



<p>OT_Non-Exempt TMP</p> <p>Overtime Hours for Non-Exempt Work on a temp assignment</p>	<p>Use this reason code when paying a non-exempt employee overtime hours for their for overtime worked as part of a secondary temporary position.</p>	<p>030 – OT earnings w/o Retirement w/ Dues 033 – OT earnings w/o Retirement w/o Dues</p>
<p>OT_Other</p> <p>Overtime Hours for Non-Exempt Work Other Reason</p>	<p>Use this reason code when paying a non-exempt employee overtime hours for their for overtime worked for which the other two reasons do not apply. Please note, use of this code is uncommon.</p>	<p>030 – Add'l Pay w/o Retirement w/ Dues</p>

Temporary Exempt Duties Pay Range Chart

Duties	Pay Minimum	Pay Maximum
Executive	\$45/hour	\$80/hour
Administrative/Supervision	\$33/hour	\$55/hour
Professional	\$26/hour	\$43/hour
Computer/Technical	\$32/hour	\$53/hour
Guest Speaker/Lecturer	<p>Half Day: \$150 Full Day: \$250</p> <p>These rates are based on faculty contract rates. If additional compensation is appropriate due to prep work required by speaker/lecturer include details in the comments section of the AFP.</p>	