

Earnings Request Form Instructions

This form is used to request employee payments by earning code to be input by HR staff during a regular time entry window. General uses of the form are as follows:

- When department staff is unavailable during time entry
- To process “other” types of pay for faculty and staff.
- In instances, when departments do not have access to the timesheet org in Banner.

Additional hours paid to part-time nonexempt employees

Departments may deem it appropriate to pay additional hours to part-time employees.

Additional hours up to 40 hours worked a week must be processed as straight-time using the earn code **OTS**.

Retroactive payments due to late paperwork

For employees not set up in a secondary job, payroll will enter the earn code on the employee record for another department. Use earn code **RGH** for hourly employee or **RGS** for salaried employee. Year and Pay Number should reflect the pay period time was worked.