### CU On-line Special Pay Guide

<table>
<thead>
<tr>
<th>Special Pay Type</th>
<th>Earnings Code</th>
<th>Notes</th>
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| Awards           | AWD           | • Ensure your HR Generalist has the approved documentation to support the award recipient and amount  
• Comment required, i.e. name of the award, timeframe |
| Bonus            | BON           | • Ensure your HR Generalist has the approved documentation to support the bonus recipient and amount  
• Comment required |
| Difference in Pay (12H Only) | RET | • Job Data must accurately match the new hourly rate effective for the Begin Date used  
• Begin and End date required  
• Input Hours to Pay (required)  
• New hourly rate pulls from Job Data  
• Input prior hourly rate (required)  
• Amount due will auto populate  
• Comment required |
| Intermittent (Lump Sum Only) | LSP | • Only allowed for Paygroup INT  
• Back-up justifying pay and approvals must be kept in the department or budget center  
• Begin and End date required  
• Comment required |
| Late Time Sheet (12H Only) | LTS | • Only allowed for Paygroup 12H  
• Begin and End date required  
• Must input Hours to Pay  
• Hourly rate will populate  
• Comment required, i.e. why timesheet was late |
| Moving/Relocation Expense | MVE | • Payable per Moving Expense [Policy and Procedure](#)  
• FAQs can be found under the procedure link above  
• Official documentation with approval signatures must be kept as back-up in the department or budget center  
• The account code will populate based on the employee type budget node |
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<tr>
<th>Description</th>
<th>Code</th>
<th>Details</th>
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| Non-Overnight Meals               | NOM  | - Payable per Travel Guidelines  
|                                   |      | - Official documentation with approval signatures must be kept as back-up in the department or budget center  
|                                   |      | - Must use account codes 6002 or 6011. See [Chart of Accounts](#) for descriptions of each account code.  
|                                   |      | - More information, including the official Travel Log Form, can be found in the “Travel Status Reimbursement versus Business Meal Reimbursement” section of the [Employee Travel Policy and myClemson Travel Reimbursement Guidelines](#) |
| Retro Pay (Salaried Only)         | RET  | - For Paygroups 12A, 12L, FED or 9MA only  
|                                   |      | - Your HR Generalist must approve the retro amount calculation  
|                                   |      | - Documentation must be kept as back-up in the department or budget center  
|                                   |      | - Begin and End date required  
|                                   |      | - Comment required |
| Special Work on Project           | REG  | - For Paygroups 12A, 12L, 12H, FED or 9MA only  
|                                   |      | - Back-up justifying pay and approvals must be kept in the department or budget center  
|                                   |      | - Begin and End date required  
|                                   |      | - Comment required |
| Summer Grad Assistant Pay         | SGA  | - Only available for a Graduate Assistant in the 9MA paygroup  
|                                   |      | - Begin and End date required  
|                                   |      | - Comment required |
| Summer Pay                        | SP   | - Only valid for non-student employees in the 9MA paygroup  
|                                   |      | - Begin and End date required  
|                                   |      | - Comment required |
| Summer School                     | SS   | - Only valid for non-student employees in the 9MA paygroup  
|                                   |      | - Begin and End date required  
|                                   |      | - Comment required |