

## CU On-line Special Pay Guide

Special Pay Type	Earnings Code	Notes
Awards	AWD	<ul style="list-style-type: none"> <li>• Ensure your HR Generalist has the approved documentation to support the award recipient and amount</li> <li>• Comment required, i.e. name of the award, timeframe</li> </ul>
Bonus	BON	<ul style="list-style-type: none"> <li>• Ensure your HR Generalist has the approved documentation to support the bonus recipient and amount</li> <li>• Comment required</li> </ul>
Difference in Pay (12H Only)	RET	<ul style="list-style-type: none"> <li>• Job Data must accurately match the new hourly rate effective for the Begin Date used</li> <li>• Begin and End date required</li> <li>• Input Hours to Pay (required)</li> <li>• New hourly rate pulls from Job Data</li> <li>• Input prior hourly rate (required)</li> <li>• Amount due will auto populate</li> <li>• Comment required</li> </ul>
Intermittent (Lump Sum Only)	LSP	<ul style="list-style-type: none"> <li>• Only allowed for Paygroup INT</li> <li>• Back-up justifying pay and approvals must be kept in the department or budget center</li> <li>• Begin and End date required</li> <li>• Comment required</li> </ul>
Late Time Sheet (12H Only)	LTS	<ul style="list-style-type: none"> <li>• Only allowed for Paygroup 12H</li> <li>• Begin and End date required</li> <li>• Must input Hours to Pay</li> <li>• Hourly rate will populate</li> <li>• Comment required, i.e. why timesheet was late</li> </ul>
Moving/Relocation Expense	MVE	<ul style="list-style-type: none"> <li>• Payable per Moving Expense <a href="#">Policy</a> and <a href="#">Procedure</a> <ul style="list-style-type: none"> <li>○ FAQs can be found under the procedure link above</li> </ul> </li> <li>• Official documentation with approval signatures must be kept as back-up in the department or budget center</li> <li>• The account code will populate based on the employee type budget node</li> </ul>

Non-Overnight Meals	NOM	<ul style="list-style-type: none"> <li>• Payable per Travel Guidelines</li> <li>• Official documentation with approval signatures must be kept as back-up in the department or budget center</li> <li>• Must use account codes 6002 or 6011. See <a href="#">Chart of Accounts</a> for descriptions of each account code.</li> <li>• More information, including the official Travel Log Form, can be found in the "Travel Status Reimbursement versus Business Meal Reimbursement" section of the <a href="#">Employee Travel Policy and myClemson Travel Reimbursement Guidelines</a></li> </ul>
Retro Pay (Salaried Only)	RET	<ul style="list-style-type: none"> <li>• For Paygroups 12A, 12L, FED or 9MA only</li> <li>• Your HR Generalist must approve the retro amount calculation</li> <li>• Documentation must be kept as back-up in the department or budget center</li> <li>• Begin and End date required</li> <li>• Comment required</li> </ul>
Special Work on Project	REG	<ul style="list-style-type: none"> <li>• For Paygroups 12A, 12L, 12H, FED or 9MA only</li> <li>• Back-up justifying pay and approvals must be kept in the department or budget center</li> <li>• Begin and End date required</li> <li>• Comment required</li> </ul>
Summer Grad Assistant Pay	SGA	<ul style="list-style-type: none"> <li>• Only available for a Graduate Assistant in the 9MA paygroup</li> <li>• Begin and End date required</li> <li>• Comment required</li> </ul>
Summer Pay	SP	<ul style="list-style-type: none"> <li>• Only valid for non-student employees in the 9MA paygroup</li> <li>• Begin and End date required</li> <li>• Comment required</li> </ul>
Summer School	SS	<ul style="list-style-type: none"> <li>• Only valid for non-student employees in the 9MA paygroup</li> <li>• Begin and End date required</li> <li>• Comment required</li> </ul>