The following changes have been made to CU Payroll Data Entry effective February 2020:

Earnings Code	Description	CU Payroll Data Entry	Change and Notes
AWD	Awards	No longer available	• Only allowed via CU Special Pay • Ensure your HR Generalist has the approved documentation to support the award recipient and amount • Must include a comment, i.e. name of the award, timeframe
BON	Bonus	No longer available	• Only allowed via CU Special Pay • Ensure your HR Generalist has the approved documentation to support the bonus recipient and amount • Must include a comment
FUR	Furlough	No longer available	No longer used
LTS	Late Time Sheet	No longer available	• Process via CU Special Pay • Only allowed for Paygroup = 12H • Must input Begin and End date range • Must input Hours to Pay • Hourly rate will populate • Must include a Comment, i.e. why timesheet was late
NOM	Non-Overnight Meals (per Travel guidelines)	No longer available	• Process via CU Special Pay • 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
OTA	Overtime pay – 37.5 Std. Hours	Yes	No change

OTP	Overtime pay (all other standard hours)	Yes	No change
PCS	Personal Communication Stipend	No longer available	The CU Payroll Department inputs all approved PCS. For more information, including the application for a PCS, visit the Personal Communication Services Knowledge Center
REG	Regular	No longer available	Within CU Special Pay, choose the most appropriate action for the type of payment

RET	Retroactive Earnings (earnings applicable to a prior payday which were missed)	No longer available	• Process via CU Special Pay
			• *For 12H, if due to a late timesheet*, use LTS (see LTS above for more information)
			• *For 12H, if due to a difference in pay*, use the NEW Difference in Pay (12H Only) type
			   o Begin and End date required
			      ▪ Job Data must accurately match the new hourly rate effective for the Begin Date used
			   o Input Hours to Pay (required)
			   o New hourly rate pulls from Job Data
			   o Input prior hourly rate (required)
			   o Amount due will auto populate
			   o Must include a comment
			• *For 12A, 12L, FED or 9MA*, use the NEW Retro Pay (Salaried Only) type
			   o Your HR Generalist must approve the retro amount calculation
			   o Documentation must be kept as back-up in the department or budget center
			   o Begin and End date required
			   o Must include a comment

RGS	Regular Pay 1042 – Student	Yes	No change
RGT	Regular Pay 1042 – Teaching	Yes	No change
SDO	Shift Differential Overtime	No longer available	No longer used
SGA	Summer Grad Assistant Pay	No longer available	• Process via CU Special Pay • Begin and End date required • Only available for a Graduate Assistant • Must include a comment

SHF	Shift	No longer available	No longer used
SHR	Shift-Redfern	No longer available	No longer used
SP	Summer Pay	No longer available	• Process via CU Special Pay or Recurring Pay • Only valid for non-student employees in the 9MA paygroup • Begin and End date required • Must include a comment
SS	Summer School	No longer available	• Process via CU Special Pay or Recurring Pay • Only valid for non-student employees in the 9MA paygroup • Begin and End date required • Must include a comment
STO	Straight Time Over	Yes	No change
TRV	Travel	No longer available	No longer used

The following changes have been made to Payroll Cut-offs effective February 2020:

Effective with the payroll cycle for check date February 28, 2020, we will no longer have both a Department and Budget Center cut-off. We will instead transition to one cut-off each pay cycle. The new, single cut-off will be on the same day and same time as the Online SP Due deadline.

If you have looked ahead on the 5337-Payroll_Operations Calendar available in Outlook Shared Calendars and made notes on your own calendars, please make note of these new, single cut-off dates.

These new, single cut-off dates will be shared in the Payroll Weekly e-mail you receive each Monday.

The next page details changes to the CU Special Pay

The following changes have been made to CU Special Pay effective February 2020:

We have removed the following options:
- Comp Payout – These should all be handled by Benefits (triggered by job data changes) or through your Kronos Payroll Specialist (all other requests)
- Missed Pay – Now use either Late Timesheet (12H Only) or Retro Pay (Salaried Only) per the grid above
- Other – Choose another more descriptive pay type in CU Special Pay
- Special Event – Now use either Intermittent (Lump Sum Only) for paygroup INT or Special Work on a Project (all other paygroups)

We have changed the following:
- Difference in Pay to Difference in Pay (12H Only) – see RET – Retroactive Earnings in the grid above
- Intermittent (Lump Sum Only)
  - Will populate with a new earnings code LSP – Lump Sum Payment
  - Only used for paygroup INT
  - Back-up justifying pay and approvals must be kept in the department or budget center
  - Begin and End date required
  - Must include a comment
- Special Work on Project
  - Available for paygroups 12H, 12A, 12L, 9MA and FED
  - Back-up justifying pay and approvals must be kept in the department or budget center
  - Begin and End date required
  - Must include a comment

We have added the following options:
- Late Timesheet (12H Only) – see LTS in the grid above
- Non-Overnight Meals – see NOM in the grid above
- Retro Pay (Salaried Only) – see RET in the grid above

We have re-ordered the Special Pay Types as follows:

Special Pay Type		
○ Intermittent (Lump Sum Only)	○ Award	○ Special Work on Project
○ Late Timesheet (12H Only)	○ Bonus	○ Summer Pay
○ Difference in Pay (12H Only)	○ Moving/Relocation Expense	○ Summer School
○ Retro Pay (Salaried Only)	○ Non-Overnight Meals	○ Summer Grad Assistant

Please visit the CU Online Special Pay Guide to review a listing of each special pay type and any pertinent processing notes.