

**University Human Resources
Earnings Element Request Form
(For Classified Employees and University Staff)**

I. School/Department Information

Organization: _____ Organization Code: _____
 Address: _____
 Contact Person: _____ Email: _____
 Phone: _____ Fax: _____

Print Department/
Program Head's Name _____ Signature _____ Date _____

II. Employee Data

Employee Name: _____ Employee Number: _____
 Role Title: _____ Work Title: _____
 Position No. _____ Salaried _____ Hourly _____ % FTE _____
 Pay Frequency: Semi-Monthly Paid Monthly Semi-Monthly Bi-Weekly

III. Reason for the Request (Instructions on reverse side)

A. Earnings Elements Requested Effective Date: _____
 Establish Organization Code of Employee: _____
 Change Existing Rate

Requested Rate (Indicate below)

Shift Differential (Specify shift) _____
 Stand By or On-Call _____
 Call-Back _____
 Piece Rate or Unit Rate _____
 Lump Sum _____
 Other – Must Be Pre-Approved By UHR _____

Note: Goal Payments are entered directly by departments/schools. (See instructions for more information)

B. Request Straight-Time Overtime, Time and One-Half Overtime, Compensatory Time for Exempt Employee

Straight-Time Overtime
 Time and One-Half Overtime* Requested Start Date and End Date _____
 Compensatory Time

* Selected Positions only - please contact your HR Consultant

Explain Reason for Request (Attach an additional sheet if necessary):

UHR Section Only Authorized by: _____ Date: _____
 Note to Records: _____
 Date Processed by Records: _____

Purpose:

This is a multi-use form to be used by a department/school to request one of two items:

- A. The establishment/change of earnings elements for shift differential, stand by (on-call), call back, piece rates (unit rates), and lump sum pays.
- B. The approval to pay an exempt employee straight-time overtime, time and one-half overtime and/or compensatory time (start and end dates must be specified).

Instructions:

Both A & B require the department head's signature authorizing the request. If from a school, the Dean's signature is also required. All information in Sections I, II, and III must be completed. See definitions below.

In Section III A indicate whether you are requesting a new earnings element or wish to change an existing element. Specify the requested effective date. In HRMS/Oracle eligibility for earnings elements for shift differential, stand by (on-call), and call-back are authorized by organization code and employee. Specify the organization code for the requested employee. HR Consulting Services will review the organization code, and if not previously authorized for the earnings element, will add it to the Oracle HR/Payroll System. If changing an existing element, check the box of the earnings element you are requesting and indicate the requested rate. For shift differentials indicate whether you are requesting a single rate for all off-hour shift work or specific rates for week day evenings (typically 3:00 PM to 11:00 PM), nights (typically 11:00 PM to 7:00 AM), or weekend day, evening, or night shifts.

A goal amount (payment) is entered directly by departments/schools. All goal payments require two levels of approval (1st level is usually the Department Head and/or Dean, the 2nd level is University Human Resources). Be certain to indicate the number of bi-weekly pay periods (start to end dates) in which the goal amount will be equally divided. All goal payments must start the first day of a bi-weekly pay cycle and end the last day of a bi-weekly pay cycle (no exceptions will be made).

In Section III B check the appropriate box if you are requesting straight-time overtime, time and one-half overtime, and/or compensatory time for an exempt employee*. All such requests must indicate a start date and an end date. These dates must conform to the beginning and end date of an appropriate pay cycle (no exceptions will be made). No blanket (entire year) or open (no end date) requests will be approved. Time and one-half overtime will only be approved for exempt employees in situations where such compensation must be paid to remain competitive to the labor market.

*Time and one-half overtime applies to selected positions only. Contact your HR Consultant.

All requests must include the business justification for making the request. The justification should be clear and to the point. If additional sheets are necessary for such documentation please attach them to your request.

Definitions:

Shift Differential	Supplement paid to an employee for working the second (evening) or third (night) shifts or a weekend work schedule.
Stand By (On-Call)	Supplement paid for hours, in addition to the employee's normal work hours, which require the employee to be available to be contacted to return to work.
Call Back	Supplement paid for time not worked as a result of a minimum number of hours being guaranteed to employees required to return to work outside of normal working hours.
Piece Rate (Unit Rate)	Wage payment paid to an employee for completing a piece of work such as fixing a microscope.
Goal Amount	A wage payment that is paid to an employee to complete a job. The total payment is divided equally over each bi-weekly pay period from start to end dates.
Lump Sum	A single wage payment paid to an employee for completing a job.
Straight-time Overtime	Pay for hours worked beyond the normal work schedule at the employee's hourly pay rate (typically, annual salary divided by 2080).
Compensatory Time	Compensation provided to an employee in the form of hour for hour time off as payment for working hours beyond the employee's normal work schedule.
Exemption Status	Employment status (exempt or non-exempt) based on the employee's assigned duties and responsibilities. Employers by law, Federal Fair Labor Standards Act (FLSA), are required to determine whether the position is subject to FLSA based on criteria provided in the Act. Exempt positions are not subject to the Act. Non-exempt positions are subject to FLSA's provisions and must be paid overtime at a rate of time and one-half for all hours actually worked beyond forty hours in a workweek.