

# Payroll Glossary of Earning Elements

The following is a glossary list of the most common earning elements you might see on your online payslip. If you have questions about an earning element on your payslip that does not appear in this glossary, please contact the Payroll Hotline at x8668.

## **Bereavement**

Leave pay for employees who are absent due to the death of an immediate family member in accordance with Institute Bereavement Leave personnel memorandum (PM 15-5).

## **CCAP Grad**

Amount awarded for Childcare Assistance Program for eligible graduate students administered via the Dependent Care Spending Account.

## **CCAP Staff**

Amount awarded for Childcare Assistance Program for staff, postdoctoral scholars and faculty administered via the Dependent Care Spending Account.

## **Doubletime and Doubletime Prem**

Doubletime is pay that includes a non-exempt employees standard rate of pay at straight time in addition to an additional hour of straight time pay called a Doubletime Premium.

When the term doubletime appears on your statement of earnings, you will see an accompanying line called doubletime premium that indicates the second hour of straight time.

Doubletime and doubletime premium together represents a non-exempt employee's blended/total premium pay for work performed in accordance with Institute policy.

## **Grad Research**

Payment to a graduate student for providing research assistance duties performed in the current month.

## **Grad Research Adj**

Payment to a graduate student for providing research assistance duties performed in prior or future months.

## **Grad Teaching**

Payment to a graduate student for providing teaching assistance duties performed in the current month.

## **Grad Teaching Adj**

Payment to a graduate student for providing teaching assistance duties performed in prior or future months.

**Grave**

Shift premium paid for work performed by a non-exempt employee whose shift begins between 11:00pm and 2:00am.

**Grave DT**

Doubletime shift premium paid for work performed by a non-exempt employee whose shift begins between 11:00pm and 2:00am.

**Grave OT**

Overtime shift premium paid for work performed by a non-exempt employee for compensation of standard work week that begins between 11:00pm and 2:00am.

**Holiday Pay**

Holiday pay for Institute designated holidays in accordance with the Holidays personnel memorandum (PM 15-1).

**Holiday Wkd**

Pay for time worked on a designated Institute holiday in accordance with the Holidays personnel memorandum (PM 15-1).

**Hourly Wage**

Compensation paid to a non-exempt employee for one hour of work.

**Irreg Grave**

Shift premium paid for work performed during a nonstandard work week by a non-exempt employee that begins between 11:00pm and 2:00am.

**Irreg Grave DT**

Doubletime shift premium paid for work performed during a nonstandard work week by a non-exempt employ that begins work between 11pm and 2:00am.

**Irreg Grave OT**

Overtime shift premium paid for work performed during a nonstandard work week by a non-exempt employ that begins work between 11:00pm and 2:00am.

**Irreg Swing**

Shift premium paid for work performed during a nonstandard work week by a non-exempt employee that begins between 3:00pm and 11:00pm.

**Irreg Swing DT**

Doubletime shift premium paid for work performed during a nonstandard work week by a non-exempt employee that begins between 3:00pm and 11:00pm.

**Irreg Swing OT**

Overtime shift premium paid for work performed during a nonstandard work week by a non-exempt employee that begins between 3:00pm and 11:00pm.

**Jury Duty**

Leave pay for employees who are absent due to jury service in accordance with Institute Jury and Witness Duty personnel memorandum (PM 15-4).

**Meal Premium**

The premium an employee receives when a meal is not taken in accordance with California State law.

**Monthly Sal Adj**

Salary paid to an exempt employee on the executive monthly payroll for work performed in prior or future month.

**Monthly Salary**

Salary paid to an exempt employee on the executive monthly payroll for current month.

**Overtime and Overtime Prem**

Overtime is pay that includes a non-exempt employee's standard rate of pay at straight time and an overtime premium that is an additional half hour of straight time pay.

When the term overtime appears on an employee's statement of earnings it is accompanied by a line called overtime premium.

Overtime and overtime premium together represents a non-exempt employee's blended/total premium pay for work performed in accordance with Institute policy.

**Personal Hol**

Pay for Personal Holiday intended for use by employees for personal reasons in accordance with Holidays personnel memorandum (PM 15-1).

**Reg Salary**

Salary paid to an exempt employee on a bi-weekly basis.

**Sick Pay**

Leave pay for employees who are absent due to illness in accordance with Institute Bereavement Leave personnel memorandum (PM 15-5).

**Swing**

Shift premium paid for work performed by a non-exempt employee whose shift begins between 3:00pm and 11:00pm.

**Swing DT**

Doubletime shift premium paid for work performed by a non-exempt employee whose shift begins between 3:00pm and 11:00pm.

**Swing OT**

Overtime shift premium paid for work performed by a non-exempt employee whose shift begins between 3:00pm and 11:00pm.

**UTA Wages**

Payment to an undergraduate student for providing teaching assistance duties performed in the current month.

**UTA Wages Adj**

Payment to an undergraduate student for providing teaching assistance duties performed in prior or future months.

**Vacation Pay**

Leave pay for employees who are absent due to pre-approved vacation time in accordance with Vacations personnel memorandum (PM 15-2).