

BIWEEKLY PAYROLL	MONTHLY PAYROLL	TRAINEE	ELEMENT NAME	ELEMENT DESCRIPTION	RULE FOR USE	RATE LIMITS	HOURS LIMITS	SUBJECT TO TEACHERS RETIREMENT	SUBJECT TO 403B	SUBJECT TO 457	SUBJECT TO FICA	SUBJECT TO FIT	SUBJECT TO SIT	SUBJECT TO CITY	EFFORT REPORTABLE?
ACT	ACT	N/A	Active Military	Difference in regular UAB pay and Military pay during a major military call-up or 21 days Military Leave when on active duty spanning calendar years	Payroll cannot be Trainee	\$100.00	250	N	Y	Y	Y	Y	Y	Y	N
N/A	ACT	N/A	Additional Duties	Payment for exempt employees working additional hours	Payroll cannot be Trainee or Biweekly	\$25,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Allowance Program	Car and clothing allowance for employees	Limited to Athletic and Police Department Organizations	\$2,500 per element		N	N	N	Y	Y	Y	Y	N
N/A	ACT	N/A	Cred Course Inst	Payment for teaching a credit course	Job Title is 0A03.Credentialed Credit Course Instructor or X099.Teaching Asst or M828.Graduate Asst	\$25,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Cred Course Inst 1	Payment for teaching a credit course	Job Title is 0A03.Credentialed Credit Course Instructor or X099.Teaching Asst or M828.Graduate Asst	\$25,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Cred Course Inst 2	Payment for teaching a credit course	Job Title is 0A03.Credentialed Credit Course Instructor or X099.Teaching Asst or M828.Graduate Asst	\$25,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Cred Course Inst 3	Payment for teaching a credit course	Job Title is 0A03.Credentialed Credit Course Instructor or X099.Teaching Asst or M828.Graduate Asst	\$25,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Cred Course Inst 4	Payment for teaching a credit course	Job Title is 0A03.Credentialed Credit Course Instructor or X099.Teaching Asst or M828.Graduate Asst	\$25,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
ACT	ACT	N/A	EPP Program	Lump sum payments used to recognize an employee for exceptional performance	Payroll cannot be Trainee	\$25,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Extra Duty Hours	Moonlighting - monthly payment for MD to cover areas in patient care; primarily Medical Residents	Only for: 0831,0832,0833,0834,0835 Residents, ODS5 and ODSX Prof Med, HN136E Nurse Practitioner, HP804E0.Physician and 0144.Instructor/Fellow	\$50,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Faculty Overload	Faculty Course Overload	9-Month and 12-Month Faculty only	\$25,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
ACT	ACT	N/A	Fixed Increment Pay	One-time, non-recurring lump sum salary payments used in limited cases where an employee is at or above the pay range maximum and a merit-based payment is justified. <i>*Note: a 12-month payment distribution schedule may be required for employees receiving FIPs that are funded on federally-sponsored projects</i>	Payroll cannot be Trainee	\$50,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
ACT	ACT	N/A	Foreign Premium	Foreign Premium payments are pre-approved incentive payments to employees with a work location OUT OF USA	Work location must be OUT OF USA			N	N	N	Y	Y	Y	N	Y
N/A	ACT	N/A	Housing Allowance	Pastoral care housing allowance	Chaplain titles	\$50,000 per element		N	N	N	N	N	N	N	N
N/A	ACT	N/A	Incentive Pay	Payment for pre-approved programs to individuals who work undesirable shifts, in understaffed departments, or meet specific requirements of an approved program	Payroll cannot be Trainee or Biweekly	\$50,000 per element		Y	Y	Y	Y	Y	Y	Y	Y

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ACT	N/A	N/A	Incentive Pay Biweekly	Incentive Pay Biweekly	Payroll cannot be Trainee or Monthly	\$50,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Incentive Sep Pay	One time payment for pre-approved programs to individuals who work undesirable shifts, in understaffed departments, or meet specific requirements of an approved program Subject to 25% federal tax and 5% state tax withholding rule	Payroll cannot be Trainee or Biweekly	\$50,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
ACT	ACT	N/A	Incentive2 Sep Pay	Incentive Payments Tax Only No TRS/403b/457b	Payroll cannot be Trainee	\$50,000 per element		N	N	N	Y	Y	Y	Y	Y
N/A	ACT	N/A	Int Fac Consult	Payment for UAB faculty which provide internal or intra-university consulting services	Assignment category must be 04 for element pay and the payroll group is faculty			N	N	N	Y	Y	Y	Y	N
N/A	ACT	N/A	NEO Monthly	Payment for new employee orientation costed to CFB for monthly employees	Payroll cannot be Trainee or Biweekly	No input value allowed	Defaults to 8 hours	Y	Y	Y	Y	Y	Y	Y	N
N/A	ACT	N/A	NRA Ind Contractor	Payment to Non Resident Alien Independent Contractors	Only for Job Title: ZZZ1 Ind Contractor Non Resident Alien	\$50,000 per element		N	N	N	N	N	N	N	N
TEL	ACT	N/A	On Call Amount-WK1	Set dollar amount based on Compensation guidelines-Total Amount Other than UAB Standard Rate- See You and UAB for details	Payroll cannot be Trainee	\$25,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
TEL	ACT	N/A	On Call Hours-WK1	Set hourly rate based on Compensation guidelines- See You and UAB for details	Payroll cannot be Trainee		168	Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Professional Related Earnings	Faculty practice payments for patient care related primarily to Dentistry and Optometry	Only for Job Titles: 0HAP.Dentist--Professional Earnings or 0HLP.Optomestrist--Professional Earnings	\$50,000 per element		N	N	N	Y	Y	Y	Y	N
ACT	N/A	N/A	Retention Pay Biweekly	Retention Pay Biweekly	Payroll cannot be Trainee or Monthly	\$50,000 per element		N	Y	Y	Y	Y	Y	Y	N
N/A	ACT	N/A	Retention Sep Pay	Payments for employee who meet specific requirements on an approved retention program	Payroll cannot be Trainee or Biweekly	\$50,000 per element		N	Y	Y	Y	Y	Y	Y	N
ACT	ACT	N/A	Severance Pay Lump Sum	Lump Sum Severance payments up to \$50,000.00-tax code allows individuals who elect to receive a lump sum severance payment due to administrative downsizing to exclude up to \$50,000.00 from state, county, or municipal income tax. Any amount paid as part of the lump sum options greater than \$50,000.00 will be subject to state, county and municipal income tax and must be paid from a different earnings element.	Payroll cannot be Trainee	\$50,000 per element		N	N	N	Y	Y	Y*	Y*	N
ACT	ACT	N/A	Sharing N Success	Hospital Incentive Payments	Payroll cannot be Trainee			Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Sign On Pay	Payment for sign on bonus as outlined and approved in original letter of offer	Payroll cannot be Trainee or Biweekly	\$50,000 per element		N	N	N	Y	Y	Y	Y	N
ACT	N/A	N/A	Sign On Pay Biweekly	Sign On Pay Biweekly	Payroll cannot be Trainee or Monthly	\$50,000 per element		N	N	N	Y	Y	Y	Y	N
N/A	ACT	N/A	Special Compensation	Special compensation used for administrative payments when the definition does not meet the criteria for other elements. Examples include: legal settlements & pay in lieu of notice, etc.	Payroll cannot be Trainee or Biweekly	\$50,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Start-Up 1T	Start-up pay for postdoctoral scholars	Assignment category must be 21 and must be included in employee's letter of offer	\$25,000 per element		N	N	N	Y	Y	Y	Y	N

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N/A	ACT	N/A	Summer Faculty	Payment to Faculty 12 or Faculty 9 for teaching during the summer semester only	Only if the Payroll Group is Faculty 12 or Faculty 9	\$25,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
N/A	ACT	N/A	Supplemental	Payment to individuals for one-time services - subject to special withholding rules.	Payroll cannot be Trainee nor biweekly (99s okay)	\$50,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
ACT	ACT	N/A	Tax ReimbA	Taxable reimbursements used primarily for employee non-acct. travel not processed through AP. Grant allowable.	Payroll cannot be Trainee	\$25,000 per element		N	N	N	Y	Y	Y	Y	N
ACT	ACT	N/A	Tax Reimb-NA	Taxable reimbursements used primarily for employee moving expenses and international fees not processed through AP. Non-grant allowable.	Assignment category must be 01, 07, 12 or 17	\$25,000 per element		N	N	N	Y	Y	Y	Y	N
N/A	N/A	ACT	Trainee Award (1 Time)	Payment to individuals for one time trainee awards. Also used for development and university program payments	Only if the Payroll is Trainee or the title is ZM110N0.Division Occasional Award	\$25,000 per element		N	N	N	N	N	N	N	N