

Earnings Code & Subcode Selection Instructions

(in alphabetical order by Job Type)

JOB TYPE	COMP FREQUEN CY	PAY GROU P	EMPLOYEE CLASS	*EARN N CODE	EARN CODE DESCRIPTION	*SUB COD E	SUBCODE DESCRIPTION
Faculty	Monthly	MON	M – Full-time Faculty	712	Full-time Faculty paid July 1 through June 30	216	Full-time Faculty
				912	Full-time Faculty paid Sept. 1 through Aug. 31		
				CHP	Chairperson earnings	218	Chairperson Stipend
				EVE	College of Advancing Studies Faculty; used for concurrent job for Full-time Faculty	219	Part-time Faculty
				FRC	Full-time Faculty Research; usually involves grant funding, particularly during the summer	282	Full-time Research Faculty - 5 ledger only
				FT1	Full-time Faculty working first semester	216	Full-time Faculty
				FT2	Full-time Faculty working second semester		
				OVL	Course overload for extra course(s) taught during academic year	219	Part-time Faculty
			P – Part-time Faculty	EVE	College of Advancing Studies Faculty	219	Part-time Faculty
				PT1	Part-time Faculty working first semester	219 288	Part-time Faculty Part-time Professional/Faculty - 5 ledger only
				PT2	Part-time Faculty working second semester		
				PTR	Part-time Faculty with benefits; normally used only in conjunction with concurrent Part-time Prof/Admin position		
				SUM	Summer earnings		

JOB TYPE	COMP FREQUEN CY	PAY GROU P	EMPLOYEE CLASS	*EAR N CODE	EARN CODE DESCRIPTION	*SUB COD E	SUBCODE DESCRIPTION
Graduate Assistant	Monthly	GRD	G – Graduate Assistant	GRA	Monthly, student Resident Assistant	272	Resident Staff Stipend
				GRN	Monthly, graduate student job	242 243 244 274	Teaching Fellow Teaching Assistant Graduate Assistant Graduate Research Assistant - 5, 6, 9 ledger only
						276	Graduate Summer Intern
Non-BC Student Job	Hourly	WST	N – Non-BC Student	STU	Weekly, student employee working on campus	273	Non-BC Student
	Monthly	GRD	N – Non-BC Student	GRN	Monthly, graduate student job	277	Non-BC Student Intern
Office and Clerical	Weekly	WKS	W – Full-time Weekly Salaried	REG	Weekly regular, eligible for benefits	230 233 234 235	Clerical Technical Staff Secretarial Library Assistant
				REN	Weekly regular, not eligible for benefits	287 289	Secretarial/Clerical - 5 ledger only Research Assistant - 5 ledger only
	Hourly	WKH	H – Part-time Hourly (benefits- eligible)	REG	Weekly regular, eligible for benefits	230 231 233 234 235 238 287	Clerical Switchboard Technical Staff Secretarial Library Assistant Special Program Payment Secretarial/Clerical - 5 ledger only
				REN	Weekly regular, not eligible for benefits	230 231 233 234 235 279 287	Clerical Switchboard Technical Staff Secretarial Library Assistant Other Salaries Unrestricted Secretarial/Clerical - 5 ledger only
			Z – Part-time Hourly (not benefits-eligible)				

				SPF	Special payment, flat amount	279	Other Salaries Unrestricted
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JOB TYPE	COMP FREQUEN CY	PAY GROU P	EMPLOYEE CLASS	*EARN CODE	EARN CODE DESCRIPTION	*SUB CODE	SUBCODE DESCRIPTION
Professional/ Administrative	Monthly	MON	A – Full-time Prof/Admin	MRG	Monthly regular, normally eligible for benefits	210 220 222 223 224 281	Research Fellow Administrative Coach Trainer Librarian Full-time Professional - 5 ledger only
			X – Executives	MRG	Monthly regular, normally eligible for benefits	225	Executive
			B – Part-time Prof/Admin (benefits-eligible or not)	MPR	Monthly regular, eligible for benefits	210 220 222 223 224 279 288	Research Fellow Administrative Coach Trainer Librarian Other Salaries Unrestricted Part-time Professional/Faculty - 5 ledger only
				MPT	Monthly regular, not eligible for benefits	210 220 222 223 224 277 279 288	Research Fellow Administrative Coach Trainer Librarian Non-B.C. Intern Other Salaries Unrestricted Part-time Professional/Faculty - 5 ledger only
Security Access Only			Z – Non Benefits	NPY	No pay; used for systems access only		

JOB TYPE	COMP FREQUEN CY	PAY GROUP	EMPLOYEE CLASS	*EARN N CODE	EARN CODE DESCRIPTION	*SUB COD E	SUBCODE DESCRIPTION
Service	Hourly	WKH	F – Full-time Weekly Hourly	REG	Weekly regular, eligible for benefits	232 238 252 256	Attendant/Security Officer Special Program Payment Sergeant Dining Operations Staff
				REN	Weekly regular, not eligible for benefits	238	Special Program Payment
			U - Union	REG	Weekly regular, eligible for benefits	251 255 258 259 260 261 262 263 264 265 266 267 268	Custodian Police Officer Mail Clerk Landscape Worker (formerly Truck Driver) General Maintenance Plumber Electrician Carpenter Painter Locksmith Garage Maintenance Landscape Worker (formerly Groundskeeper) HVAC
						232 256	Attendant/Security Officer Dining Operations Staff
			H – Part-time Hourly (benefits- eligible)	REG	Weekly regular, eligible for benefits	232 256	Attendant/Security Officer Dining Operations Staff
			Z – Part-time Hourly (not benefits-eligible)	REN	Weekly regular, not eligible for benefits	232 253 256	Attendant/Security Officer Auxiliary Police Dining Operations Staff
Temp Pool	Hourly	WKH	T – Temp Pool	REN	Weekly regular, not eligible for benefits	257 275 278	Dining Temp Pool Human Resources Office Temp Pool Buildings & Grounds Temp

JOB TYPE	COMP FREQUENCY	PAY GROUP	EMPLOYEE CLASS	*EARN CODE	EARN CODE DESCRIPTION	*SUB CODE	SUBCODE DESCRIPTION
Undergraduate Student Job	Hourly	WST	S - Student	STO	Weekly, student employee working off campus	270	Student
				STU	Weekly, student employee working on campus	270	Student
	Monthly	GRD	S - Student	GBC	Monthly, student working as UGBC President/Vice President	272	Resident Staff Stipend

***Please also note:**

- **OVL Earn Code** - All non-student employees may be eligible for Course Overload payments. This should be used when staff members are teaching courses in addition to their regular jobs during the academic year. These earnings are not eligible for benefits.
- **SUM Earn Code** - All non-student employees may be eligible for Summer Session payments. This should be used when a staff or faculty member teaches Summer Session courses, or when a faculty member does non-benefits-eligible summer research. These earnings are not eligible for benefits.
- **279 Subcode** - May be used for any non-faculty Job Type in limited circumstances. The department should contact the appropriate Budget area for further information.