# Naming Convention Guide - Pay Rules

<table>
<thead>
<tr>
<th>Category</th>
<th>Employee Unit Code</th>
<th>Pay Schedule</th>
<th>Appointment Type</th>
<th>Holiday</th>
<th>Overtime Compensation</th>
<th>Lunch Deduction</th>
<th>Overtime Criteria</th>
<th>Schedule Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>99</td>
<td>BW–H</td>
<td>STU</td>
<td>HOL0</td>
<td>OT</td>
<td>30</td>
<td>40OT</td>
<td>Restricted</td>
</tr>
</tbody>
</table>

**Definition**

- **Employee relations unit**: Employee pay schedule, reflected on their timecard
- **Appointment designation**: Reflects number of holiday hours scheduled to populate on timecard
- **Holiday Compensation**: Determines if overtime is paid or banked as comp time

**Common Sample Values**

- 99 (non–rep)
- K8, BX, CX
- EX, FX, HX
- LX, NX, TX
- PA
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<td>OT</td>
<td>30</td>
<td>40OT</td>
<td>Restricted</td>
</tr>
<tr>
<td>K8, BX, CX</td>
<td>MO–H</td>
<td></td>
<td>HOL7</td>
<td>CT</td>
<td>45</td>
<td>4–10</td>
<td>Rstrct</td>
</tr>
<tr>
<td>EX, FX, HX</td>
<td>MO–S</td>
<td></td>
<td>HOL6</td>
<td></td>
<td>60</td>
<td>980</td>
<td>SD</td>
</tr>
<tr>
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<td></td>
<td>HOL5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA</td>
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<td>HOL4</td>
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<td></td>
<td></td>
<td>HOL0</td>
<td></td>
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**Details**

- **Required Field**: Required Field
- **Required Field (for students)**: Required Field
- **Optional Fields**: Optional Fields

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*vl.2:20200110*
Pay Rule Configuration

Pay rules are used to configure an employee’s timecard. For example, pay rules can determine how overtime and holiday are calculated on the timecard. A pay rule is made up of several components:

- **Employee Unit Code**: this indicates whether or not the employee is represented by a union.
- **Pay Schedule**: this indicates if the employee is biweekly, monthly, and hourly or salaried.
- **Appointment Type**: this indicates whether or not the employee is a student.
- **Holiday**: this indicates the number of holiday hours that are scheduled to appear on the timecard. Holiday is always in full hour increments.
- **Overtime Compensation**: this indicates if an employee’s overtime is paid, or banked as compensatory (comp) time.
- **Lunch Deduction**: this indicates the length of an automatic lunch deduction.
- **Overtime Criteria**: this indicates whether the employee earns overtime based on a daily or weekly calculation.
- **Schedule Type**: this indicates if the employee is restricted to punching within a defined schedule. “Restricted” may be truncated to “Rstrct” because pay rule names are limited to 30 characters. However, “Restricted” and “Rstrct” mean the same thing between different pay rules.

It’s important to remember the relationship between UCPath and Kronos when configuring pay rules. When an employee is hired in UCPath, and imports into Kronos for the first time, Kronos will do its best to determine the employee’s configuration. Employees that import into Kronos should always have their configurations reviewed for accuracy, especially if there are special considerations for components like overtime earnings or reduced Holiday grants.

After the initial import into Kronos, any subsequent changes in UCPath will not be automatically reflected in Kronos. If you make any Job Data change in UCPath, you need to consider if a corresponding change is needed in Kronos.

For example, if you change an employee from biweekly hourly to monthly hourly in UCPath, their pay rule will not automatically update to reflect the new pay schedule in Kronos. If Kronos is not changed, the employee will likely be included in the incorrect pay schedule’s upload. Subsequently, their hours will likely error, due to the conflict between pay schedules in Kronos and UCPath.

You can configure an employee’s pay rule in Kronos by going to: People Editor, Job Assignment tab, Timekeeper. If you have any questions, you can submit an Electronic Timekeeping ticket.

The following page has examples and explanations of different pay rules.
Pay Rule Examples

These examples help illustrate the different employment scenarios that pay rules can address.

1. If an employee has the pay rule **CX BW-H HOL6 CT 40OT**:
   - CX indicates that they’re covered by the CX union contract
   - BW-H indicates that they’re biweekly hourly
   - HOL6 indicates that 6 hours of Holiday appear on their timecard for each holiday. This generally indicates that the employee works part-time. In this example, the employee likely works 75%, so their holiday hours are prorated.
   - CT indicates that if they earn any overtime, it is banked as compensatory time
   - 40OT indicates that they earn overtime if they work more than 40 hours in a week

2. If an employee has the pay rule **99 BW-H STU HOL0 OT 30 Rstrct**:
   - 99 indicates that they’re non-represented
   - BW-H indicates that they’re biweekly hourly
   - STU indicates that they’re a student
   - HOL0 indicates that 0 hours of Holiday appear on their timecard for each holiday
   - OT indicates that if they earn any overtime, it is paid out on their paycheck
   - 30 indicates that an automatic lunch deduction of 30 minutes occurs after 6 consecutive hours of work
   - Rstrct means that they can only punch within a defined schedule.

3. If an employee has the pay rule **99 MO-S HOL8**:
   - 99 indicates that they’re non-represented
   - MO-S indicates that they’re monthly salaried
   - HOL8 indicates that 8 hours of Holiday appear on their timecard for each holiday

4. If an employee has the pay rule **99 MO-H STU HOL0 OT**:
   - 99 indicates that they’re non-represented
   - MO-H indicates that they’re monthly hourly
   - STU indicates that they’re a student
   - HOL0 indicates that 0 hours of Holiday appear on their timecard for each holiday
   - OT indicates that if they earn any overtime, it is paid out on their paycheck

Generally, students who hold a monthly salaried position, like a TAship, while simultaneously working an hourly position on campus should be configured with a monthly hourly pay rule. Employees can only be on one pay schedule.