

ACT ELEMENT LIST

Payroll Type			Name	Description	Rule	Limit		Subject To							Effort Reportable
Biweekly	Monthly	Trainee				Rate	Hours	Tea Ret	403B	457	FICA	FIT	SIT	City	
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 nor 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	\$2,500.00 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	EPP Program payments are 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
ACT	ACT	N/A	Fixed Increment Pay	FIPs are 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. *Note: a 12-month payment distribuiton schedule may be required for employees receiving FIPs that are funded on federally-sponsored projects	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

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N/A	ACT	N/A	Grad HC Gross	Payment for Graduate Asst and Healthcare taxable wages. Pay amount managed by Payroll Svcs to net approximate amount of student healthcare cost.	Payroll cannot be Trainee. Only for M828.Graduate Asst job title on Monthly Payroll			N	N	N	Y	Y	Y	Y	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
TEL	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	\$50,000 per element		Y	Y	Y	Y	Y	Y	Y	Y
ACT	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	\$50,000 per element		Y	Y	Y	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/A	N/A	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 can not 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 - WK 1	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 WK 1	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
ACT	ACT	N/A	OTP	Overtime premium due with a plan payout	Payroll cannot be trainee		5000	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.Optomtrist--Professional Earnings	\$50,000 per element		N	N	N	Y	Y	Y	Y	N
ACT	ACT	N/A	Retention Sep Pay	Payments for employee who meet specific requirements on an approved retention program	Payroll cannot be Trainee	\$50,000 per element		N	Y	Y	Y	Y	Y	Y	N
N/A	ACT	N/A	Service Tuition	Payment for Graduate Asst Tuition and Healthcare taxable wages	M828 Job, Monthly, and 06 student	\$5,000 per element		N	N	N	Y	Y	Y	Y	Y

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ACT	ACT	N/A	Severance Pay Lump Sum	Lump Sum Severance payments up to \$25,000.00-tax code allows individuals who elect to receive a lump sum severance payment due to administrative downsizing to exclude up to \$25,000.00 from state, county, or municipal income tax. Any amount paid as part of the lump sum options greater than \$25,000.00 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	Sign On Pay	Payment for sign on bonus as outlined and approved in original letter of offer	Payroll cannot be Trainee	\$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 can not be Trainee or nor 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
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 Reimb-A	Taxable reimbursements used primarily for employee non-acct. travel not processed through AP. Grant allowable.	Payroll can not 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

*If severance is paid due to the department being closed by the University, up to \$25,000.00 is state, county and municipal income tax exempt. Notification via Relations