### SPECIAL PAYMENTS AS REGULAR PAY

**SCREEN ID:** HUC01

<table>
<thead>
<tr>
<th>EMPLOYEE NUMBER</th>
<th>T C D</th>
<th>SPEC</th>
<th>PAY NO</th>
<th>STATE</th>
<th>LOCAL</th>
<th>F</th>
<th>DEP</th>
<th>SEC</th>
<th>DIV/OFF</th>
<th>DATE</th>
<th>S H D</th>
<th>D E D</th>
<th>DATE FROM</th>
<th>DATE TO</th>
<th>LABOR</th>
<th>HOURS</th>
<th>RATE/AMT</th>
<th>WORKFIELD</th>
<th>AU</th>
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<tbody>
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#### (1) SH (Shift) Code:
- 0 or 1 - None
- 2 - Second Shift (pays Regular pay even if non-auto)
- 3 - Third Shift (pays Regular pay even if non-auto)
- 4 - Second Shift (no Regular pay if non-auto)
- 5 - Third Shift (no Regular pay if non-auto)

#### (2) DED (Deduction) Code:
- 0 - Withhold normal deductions
- 1 - Withhold % deductions only
- 2 - Do not withhold deductions
- 3 - Withhold only banking deductions

#### (3) HOURS
- Enter regular or OT hours
- Specify a 6-decimal rate or a 2-decimal amount
- ex: 40 hours = 4000
- ex: $5.50/hour = 550000
- ex: $400 amt = 40000

#### (4) RATE/AMOUNT
- If hours are entered RATE AMT field is a 6-decimal place rate;
- if no hours, RATE AMT field is a 2-decimal place amount
- RATE AMT field is a 2-decimal amount even if hours are entered

**SHARED AREAS ARE NOT USED FOR INPUT AT THIS TIME**

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**SCREEN ID:** HRSBB

<table>
<thead>
<tr>
<th>Company Number</th>
<th>Batch Number</th>
<th>Control Totals 'A' (Regular/SP Hours)</th>
<th>Control Totals 'B' (Overtime Hours)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Control Totals 'C' (Regular/SP Rates and Amounts)</th>
<th>Control Totals 'D' (Overtime Rates and Amounts)</th>
<th>Pay Range</th>
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<tbody>
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**Form PR-4**
**Rev 08/14**