ADDITIONAL PAY

E-Guide

First printing 12-15-17
Step By Step Instructions

Follow the steps outlined when entering Additional Pay.

<table>
<thead>
<tr>
<th>Prior to HRMS Entry</th>
<th>Entry into HRMS</th>
<th>Verify Distribution</th>
<th>Reporting Center</th>
</tr>
</thead>
</table>

**STEP 1: GETTING STARTED**

Make certain answers to the following questions for the Additional Pay entry have been answered prior to performing work in HRMS.

- Collect details on how or why the extra compensation is required for the employee.
- Collect signature of approving authority authorizing the extra compensation.
- Determine which earnings code to use.
- Determine the rate of pay for the extra compensation.
  
  Note: Rates of pay may follow specific guidelines. Consult your local HR representatives for additional information.
- Determine the current and/or future dated payroll begin and end dates for the additional pay.
- Determine the funding source covering the cost of the extra compensation.

**STEP 2: SET UP ADDITIONAL PAY**

When entering an Additional Pay record, actions differ slightly when adding a new earnings code to the Empl Record versus adding additional earnings to an existing earnings code for the Empl Record.

Navigate to: **Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay**

1. Search for the employee using Empl ID or Name. Make sure to select the Include History checkbox.

2. Select the correct appointment record where earnings should be paid if employee has more than one appointment (e.g., Rec 0, 1, etc.).

Note: The **Additional Pay** page has three sections with three plus signs and three minus signs: **Earnings Code, Effective Date, and Additional Sequence Number (Addl Seq Nbr)**. Pay close attention to each section when setting up Additional Pay.
Step By Step Instructions (cont.)

3. Use the back and forward arrows in the Additional Pay section to determine if the earnings code has already been used. Click the <Include History> button if history is not included.

   a. If the earnings code was NOT used, advance to Step 4.

   b. If the earnings code was used, review the Payment Details under the last effective date. If multiple payments exist (e.g., “1-2 of 2”) under one effective date, click <View All> in the Payment Details section. Multiple sequences will be copied forward as NEW additional pay rows which will need to be deleted prior to saving.

      i. Example: Review the last recorded effective dates for the earnings code. Payment Details – Reflects two sequence numbers for effective date 6/13/16.
c. Click <View 1> to return to default view.

4. Enter the earnings code based on the scenarios below:

   a. First-time use of ANY earnings code for Empl Record:
      i. Enter the earnings code in the Earnings Code field.
      ii. Advance to Step 5.

   b. First-time use of THIS earnings code for Empl Record:
      i. Insert a new earnings code row by clicking <+> within the Earnings Code area.
      ii. Enter the earnings code into the Earnings Code field.
      iii. Advance to Step 5.

   c. Earnings code exists for Empl Record
      i. Advance to Step 5.

5. Enter the Effective Date.
   Note: As a best practice, use current pay period begin dates or future pay period begin dates. Consult the Payroll Cutoff Calendar.

   a. First-time use of earnings code for Empl Record:
      i. The effective date will auto populate today’s date. Override with current pay period begin date or a future dated pay period begin date.
      ii. Advance to Step 6.

   b. Earnings code exists for Empl Record.
      i. Insert a new effective date row by clicking <+>.
      ii. The effective date will auto populate today’s date. Override with current pay period begin date or future dated pay period begin date.
      iii. Advance to Step 6.

6. Enter a sequence number for the earnings code in the Add’l Seq Nbr field. If this is the first entry for the earnings code, the sequence number is “1”. When adding a new Effective Date, Add’l Seq Nbr may already appear as “1”. If the date has passed for a previous entry with a sequence number of 1, you can use 1 for the new Effective Date.
Step By Step Instructions (cont.)

7. Enter the *End Date*.
   a. The end date should be the current pay period end date or a future dated pay period end date.

8. Enter the amount of additional pay for this sequence according to the employee type:
   a. For Salaried Employees:
      i. *Earnings* field – Enter the full pay period earnings.
   b. For Hourly or Exception Hourly employees:
      i. *Hours* field – Enter the hours for the pay period.
      ii. *Hourly Rate* field – Enter the hourly rate for the additional pay.

9. If applicable, click <View All> under payment details to delete additional sequences copied forward.
   Note: If multiple payments existed for the last effective date entered, when a new effective date row is added, the additional payment (sequence 2, etc.) will be pulled forward as a NEW record. These extra sequences must be deleted or additional payments will be made to the employee.

   a. Click the <-> icon to delete the extra sequence row or rows.
   Note: Always delete the largest sequence number first.
      i. Click <OK> to confirm the deletion, if applicable.
10. Expand the *Job Information* caret to verify the information in this section.

   a. Default Job Data
   
      i. Additional Pay will automatically pay according the *Default Job Data* information. The DeptID that appears in the *Default Job Data* is the department that controls the additional pay. The earnings will pay according to what is set up within UM Distribution Entry pages.

   
   ![Job Information](image)

   b. Job Data Override
   
      i. If the additional pay is for work done in a different position and/or department than what is reflected in the employee record tied to the additional pay, use the *Job Data Override* section to capture this information.
Step By Step Instructions (cont.)

ii. Enter an approved position number in the Position field and press Tab. The Position/Department/Job Code responsibility for the additional pay is displayed. The earnings will pay according to what is set up within UM Distribution Entry pages for the Position number.

iii. Click <OK> to accept the information message. Note: If wanting to override the salary distribution directly on the Additional Pay page, click <Edit ChartField>. This option is limited to one ChartField string paid out at 100%. Best practice is to set up salary distribution in UM Distribution Entry.

11. Click <Save>.

STEP 3: VERIFY SALARY DISTRIBUTION

Once the payment(s) are set up correctly, communicate to your Finance person so the salary distribution can be updated in UM Distribution Entry, if needed.

STEP 4: VALIDATE DATA

Navigate to the Reporting Center and run available queries and reports on Additional Pay to validate the dates, amounts, and sequences of the Additional Pay. See the “Queries and Reports for Additional Pay” and “Understanding Additional Pay Prorating” job aids for additional information.