Job Data Overrides in Additional Pay and Distribution Entry

A Job Data Override in Additional Pay can be used to associate additional pay with a different position number other than the default Job Data position number. However, keep in mind that Job Data Override should not be used for temp/casual, student or graduate assistants. Instead, any pay for these types of appointments should be entered on an appointment specifically holding that job code.

USE Job Data Override if:
1. The additional work the employee is paid for is not related to the main job record.
2. In lieu of creating a separate job record.

Do NOT use Job Data Override if:
1. The position number used in the Job Data Override has Reports To responsibilities or
2. The additional work is paid by sponsored funds. Sponsored funding must always have appointment-level funding; therefore, it must have a job record. See the “Academic Temp/Casual Appointment” job aid and Distribution Entry course and job aids for more information.

The position number entered in the Override section in Additional Pay must be active. In the screenshot below, the work the employee is doing is not related to the default Job Data position of #200343, but rather position #267196, which is tied to DeptID 10090, and not the default appointment’s DeptID 10084 on the job record. Note: See the Job Data page for the full details of this Position.

If a Job Data Override is entered in Additional Pay, steps must be taken in Distribution Entry to ensure the additional pay is charged to the correct funding level and source.

If the additional pay is funded by nonsponsored funds, that funding will need to be set up as Position-level funding in Distribution Entry. Follow these steps to complete the process:

1. In HRMS, navigate to: Main Menu > UM Payroll Accounting > UM Distribution Entry > UM Distribution Entry.
Job Data (Position) Overrides in Additional Pay and Distribution Entry (cont.)

2. Select “By Department Funding List” option.

3. Enter the Dept ID that was used in the Additional Pay override (i.e. “10090” in example above).

4. If the position appears in the Department Funding List, there is already an incumbent in that position. Therefore, the funding for the additional pay must be the same as the position’s existing incumbent, otherwise a different position number should be used. Either find or create a new position, or select the Show Vacant Positions checkbox.

5. A list of vacant positions appears at the bottom of the list.

Note: vacant positions can be funded at Position or Position-Pool levels and maintained even when no active employees are holding that position. As a result, these funding levels can be added to positions that were used in an override in Additional Pay.

6. Locate the position that needs Position-level funding and click <Add>. If there is not an existing vacant position, one will need to be created.

7. Select “Position” from the Budget Level drop-down menu.
Job Data (Position) Overrides in Additional Pay and Distribution Entry (cont.)

8. Click <Add>.

9. Enter the Effective Date as the first day of the pay period the funding should take effect.

10. Leave at least one Earnings Code field blank. Note: At least one combo code line must have a blank earnings code. If there is a need to have a specific earnings code (e.g., “AUG”) point to a particular combo code, click the plus sign in the Earnings Code row and enter the appropriate earnings code and combo code/ChartField string.

11. Click <Save>.

12. To verify the level of funding, navigate to: Main Menu > UM Payroll Accounting > UM Payroll Accounting > UM Distribution Entry. Search by Department and look to the Funded by column.

HOW TO TELL IF THERE’S A JOB DATA OVERRIDE IN THE DISTRIBUTION ENTRY SCREEN

When verifying appointment-level funding, the Job Data Override can be seen in the Additional Pay section of the Distribution Entry page.

When you see a DeptID override, it means you must go under that DeptID (e.g., 10090) to set up the funding.

<table>
<thead>
<tr>
<th>Additional Pay</th>
<th>Dept ID Override</th>
<th>Position Override</th>
<th>Combo Code Override</th>
<th>Start Dt</th>
<th>End Dt</th>
<th>Amount</th>
<th>Goal Amount</th>
<th>Goal Bal</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG</td>
<td>10090</td>
<td>267196</td>
<td>05/19/2015</td>
<td>05/31/2015</td>
<td>$80.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

WHAT IF THE DEPTIDS IN THE OVERRIDE ARE THE SAME?

If the DeptIDs are the same, the system will always look for the lowest funding level in 10084. If it’s appointment-level funding, that will be applied regardless of other levels (i.e. Position) being set up. Note: If DeptIDs are the same, sponsored funding can be used.