

Processing Additional Pays Overview

Additional pay refers to earnings that an employee will be paid as a set amount on a regular basis in addition to their regular pay. Additional pays are used for fixed, recurring payments such as reimbursement for use of personal cell phone or temporary pay, etc. Additional pay is effective dated in Cardinal and may be updated manually online, through an interface, or via mass upload.

If the effective date for an additional pay is in the past, enter that date as the effective date. In these cases, the HR Administrator will work with the Payroll Administrator to perform a retroactive calculation and the Payroll Administrator will enter the retroactive amount in the Single-Use Payroll Online Tool (SPOT).

If a mid-pay period change requires a partial payment, the effective date should be the date it became effective. Additional Pay transactions that are entered with an effective date in the middle of the pay period do not pro-rate automatically and will pay the full amount. The HR Administrator would need to work with the Payroll Administrator who will calculate the prorated amount and enter the partial payment in SPOT.

When entering an additional pay neither the **End Date** nor **Goal Amount** fields are required. If neither are selected, additional pay payments will continue until they are manually stopped. Select the option most appropriate for the scenario being addressed. Here are few examples of when it makes sense to enter the **End Date** or **Goal Amount** fields:

- Temporary pay is approved for a certain period of time. The **End Date** field is preferred over Goal Amount field in this scenario because an end date has been established.
- Someone is receiving a stipend. The **Goal Amount** field is preferred over End Date field in this scenario because a specific amount has been approved.
- Someone is in a position that qualifies for monthly cell phone reimbursement. Neither the **Goal Amount** nor **End Date** fields are used because a total amount to be paid out nor end date has been established

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.



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Creating Additional Pay

1. To create an additional pay for an employee, navigate to the **Create Additional Pay** page using the following path:

Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The **Create Additional Pay Search** page displays.

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID **begins with**

Empl Record =

Name **begins with**

Last Name **begins with**


Second Last Name **begins with**

Alternate Character Name **begins with**

Middle Name **begins with**

Include History **Correct History** **Case Sensitive**

Limit the number of results to (up to 300):

Search **Clear** Basic Search  [Save Search Criteria](#)

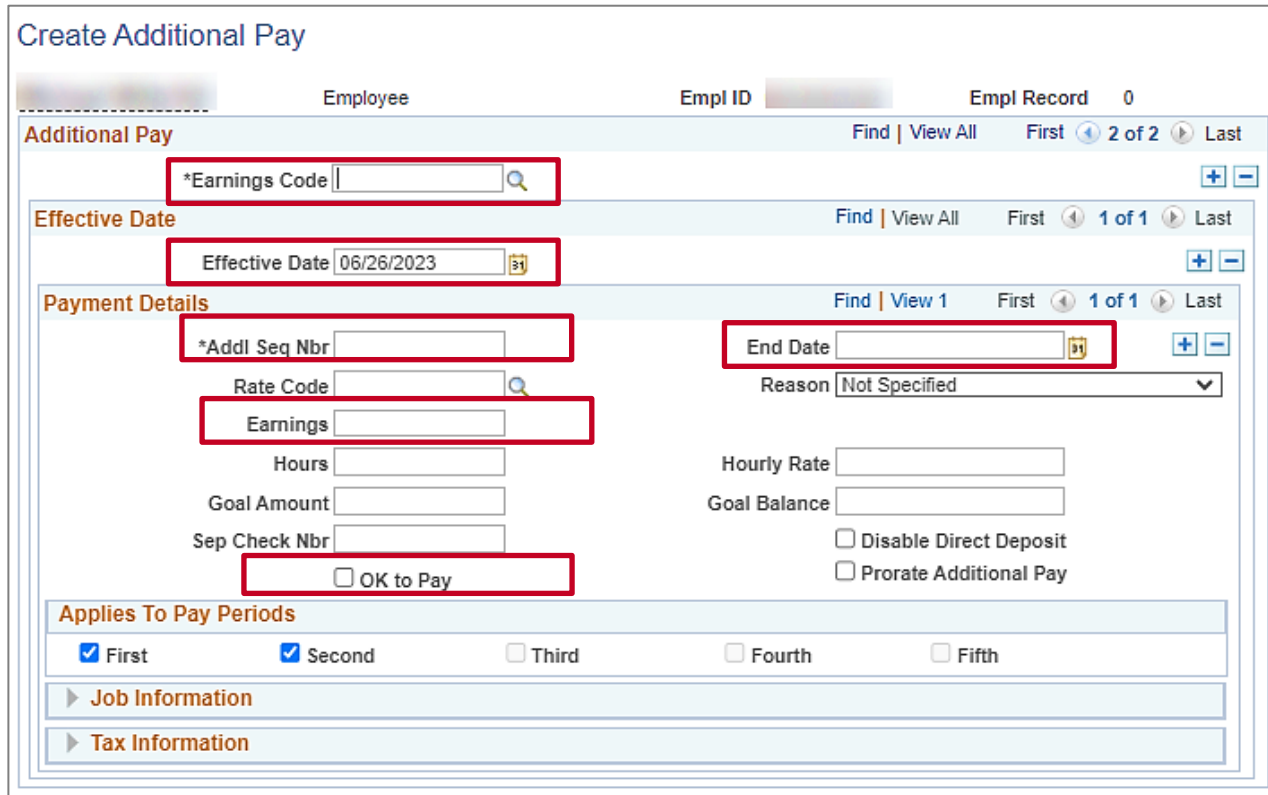
2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button

Note: If more than one record matches your search criteria, all the matching records will display in a **Search Results** section at the bottom of the page. You will need to select the correct record (by clicking any of the links on that row) in order to access the **Additional Pay** page.

The **Create Additional Pay** page displays for the applicable employee.



- If this is the employee's first additional pay item (i.e., **Earnings Code** field is blank), proceed to the next step.

If the employee has at least one existing additional pay item (i.e., **Earnings Code** field contains a value), first click the **Add a New Row** icon (+) to the right of the **Earnings Code** field in the **Additional Pay** section to add a new additional pay item, and then proceed to the next step.

Note: A list of earnings codes to be entered by HR Administrators are listed in the last section of this job aid.

- Select the applicable earnings code for the type of additional pay being added using the **Earnings Code Look Up** icon.

Note: For further information on earnings codes, see the Job Aid titled **PY381_Earnings Codes**. This job aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- The **Effective Date** field defaults to the current system date. Update this date to the beginning date of the pay period when the additional pay should start using the **Calendar** icon as needed.

Note: If the effective date is in the past or in the middle of the pay period, enter that date as the effective date. The HR Administrator will need to work with the Payroll Administrator to have the retroactive or pro-rated amount entered in SPOT.



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See the table below for the fields and descriptions in the **Payment Details** section.

Field	Description
Addl Seq Nbr	Enter "1"
*End Date	<p>Use this field to enter the end date of the additional pay if most appropriate for the scenario. This date should be the actual end date of the additional pay.</p> <p>If this date is in the middle of the pay period and requires proration, work with the Payroll Administrator so the correct amount can be entered into SPOT.</p> <p>Note: If both the End Date and Goal Amount fields are entered for an additional pay, the additional pay will end based on whichever occurs first.</p>
Rate Code	Not utilized in Cardinal
Earnings	Enter the fixed amount of the additional pay
Hours	Not utilized in Cardinal
*Goal Amount	<p>Enter the total sum to be paid to the employee if most appropriate for the scenario.</p> <p>When an amount is entered here, the Goal Balance field will track the current amount paid to the employee after each payment has been processed by Payroll.</p> <p>Note: If both the Goal Amount and End Date fields are entered for an additional pay, the additional pay will end based on whichever occurs first.</p>
Sep Check Nbr	Not utilized in Cardinal
Hourly Rate	Not utilized in Cardinal
Goal Balance	This field will display the current amount paid to an employee when an amount is entered in the Goal Amount field.
Disable Direct Deposit Checkbox	<u>Do not</u> check this checkbox. This field is not utilized in Cardinal
Prorate Additional Pay	<u>Do not</u> check this checkbox. This field is not utilized in Cardinal
OK to Pay checkbox	This box must be checked for the Additional Pay to be processed by Payroll
Applies to Pay Periods	<p>This section auto populates based on the frequency in which the employee's salary is paid.</p> <p>For example, if the additional pay should only be paid out once for per month, you can uncheck all but one checkbox in this section.</p>

Note: Neither the **End Date** nor **Goal Amount** fields are required, however Cardinal strongly recommends populating one of these fields. Below are some examples of when it is best to use each field:

- Temporary Pay is approved for a certain period of time. For this type of payment, the **End Date** field should be entered.
- Stipends are approved for a specific amount. For this type of payment, the **Goal Amount** field should be used.
- Cell phone reimbursement uses neither the **End Date** nor **Goal Amount** fields. Typically, this monthly payment is approved as long as the employee's job qualifies for this reimbursement.

Sample **Create Additional Pay** page with the **Payment Details** and **Applies to Pay Periods** sections completed.

Create Additional Pay

Employee [redacted] Empl ID [redacted] Empl Record 0

Additional Pay Find | View All First 2 of 3 Last
*Earnings Code TMP Temporary Pay

Effective Date Find | View All First 1 of 2 Last
Effective Date 01/10/2023

Payment Details Find | View All First 1 of 1 Last
*Addl Seq Nbr 1 End Date 01/09/2024
Rate Code [redacted] Reason Not Specified
Earnings \$125.00
Hours [redacted] Hourly Rate [redacted]
Goal Amount [redacted] Goal Balance [redacted]
Sep Check Nbr [redacted]
 OK to Pay Disable Direct Deposit
 Prorate Additional Pay

Applies To Pay Periods
 First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History

7. Click the **Expand** icon (>) to the left of the **Job Information** section.

The **Job Information** section displays

Create Additional Pay

Employee [redacted] Empl ID [redacted] Empl Record 0

Additional Pay Find | View All First 2 of 3 Last

*Earnings Code Temporary Pay

Effective Date Find | View All First 1 of 2 Last

Effective Date

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr End Date

Rate Code Reason

Earnings Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Employee Type Salaried Standard Hours 40.00
Compensation Rate \$2,083.333333 Frequency Semimonthly

Default Job Data

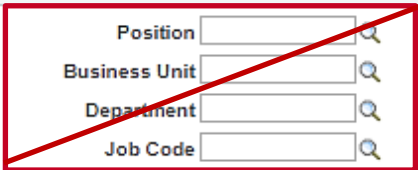
Position ACS00357
Business Unit 30100 Agriculture & Consumer Svcs
Department 37500 Weights and Measures
Job Code 69034 Compliance/Safety Officer IV
Combination Code
GL Pay Type
Shift Not Applicable

Job Data Override

Combination Code
GL Pay Type
*Addl Shift

Tax Information

Save Return to Search Notify Refresh Update/Display Include History



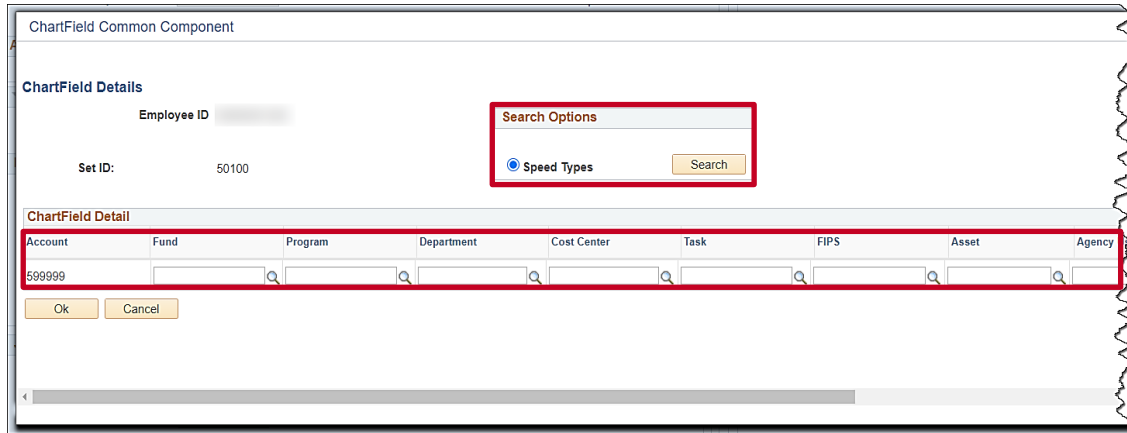
Do Not Enter Data in these fields.

Edit ChartFields

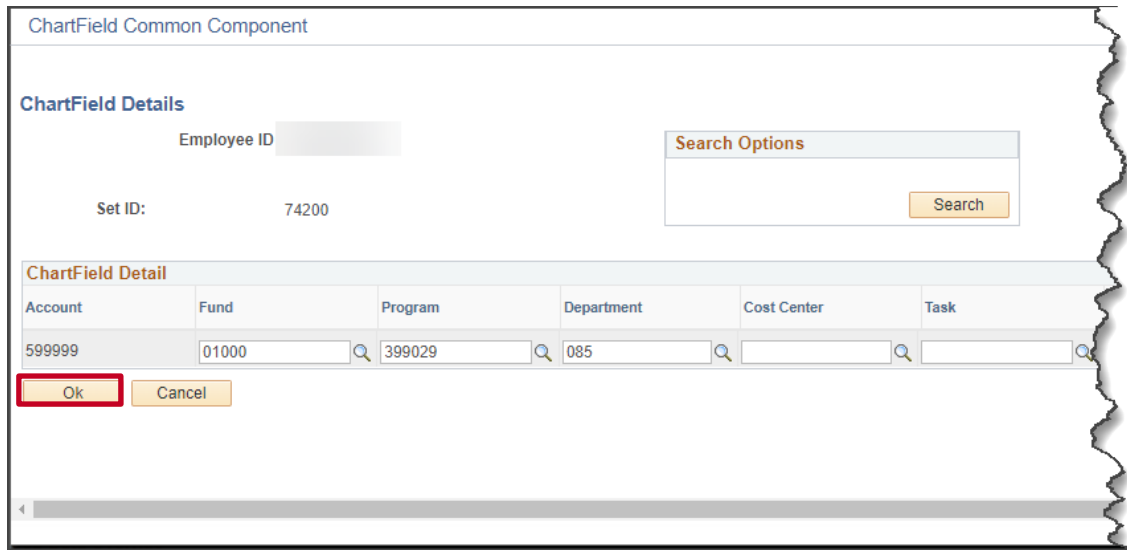
Note: Do not update any other field in the **Job Data Override** section. Entering information in the **Position, Business Unit, Department, or Job Code** will have adverse downstream impacts to other Cardinal modules.

8. Click the **Edit ChartFields** link.

The **ChartField Common Component** page displays in a pop-up window.

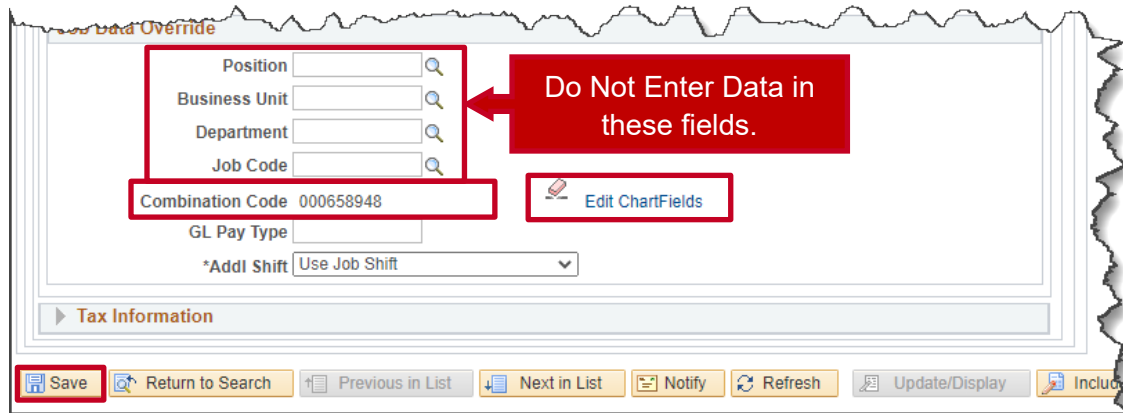


9. Enter or use the **SpeedTypes Search** to complete the applicable ChartField distribution information for the additional pay transaction as needed. In this example the following has been entered:
Fund = 01000; Program = 399029; Department = 085







10. Click the **Ok** button.


The **Create Additional Pay** page returns.



Data Override

Position 
Business Unit 
Department 
Job Code 

Do Not Enter Data in these fields.

Combination Code 000658948  [Edit ChartFields](#)

GL Pay Type
*Addl Shift Use Job Shift

Tax Information

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include](#)

Note: Notice that the **Combination Code** has populated after the **Edit Chartfield** values were entered and **Ok** button was clicked. Additionally, there is now an eraser icon that appears next to the **Edit Chartfields** link.

11. Click the **Save** button.

Updating/Correcting an Additional Pay

1. To update an additional pay for an employee, navigate to the **Create Additional Pay** page using the following path:

Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The **Create Additional Pay Search** page displays.

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID

Empl Record =

Name

Last Name


Second Last Name

Alternate Character Name

Middle Name

Include History **Correct History** **Case Sensitive**

Limit the number of results to (up to 300):

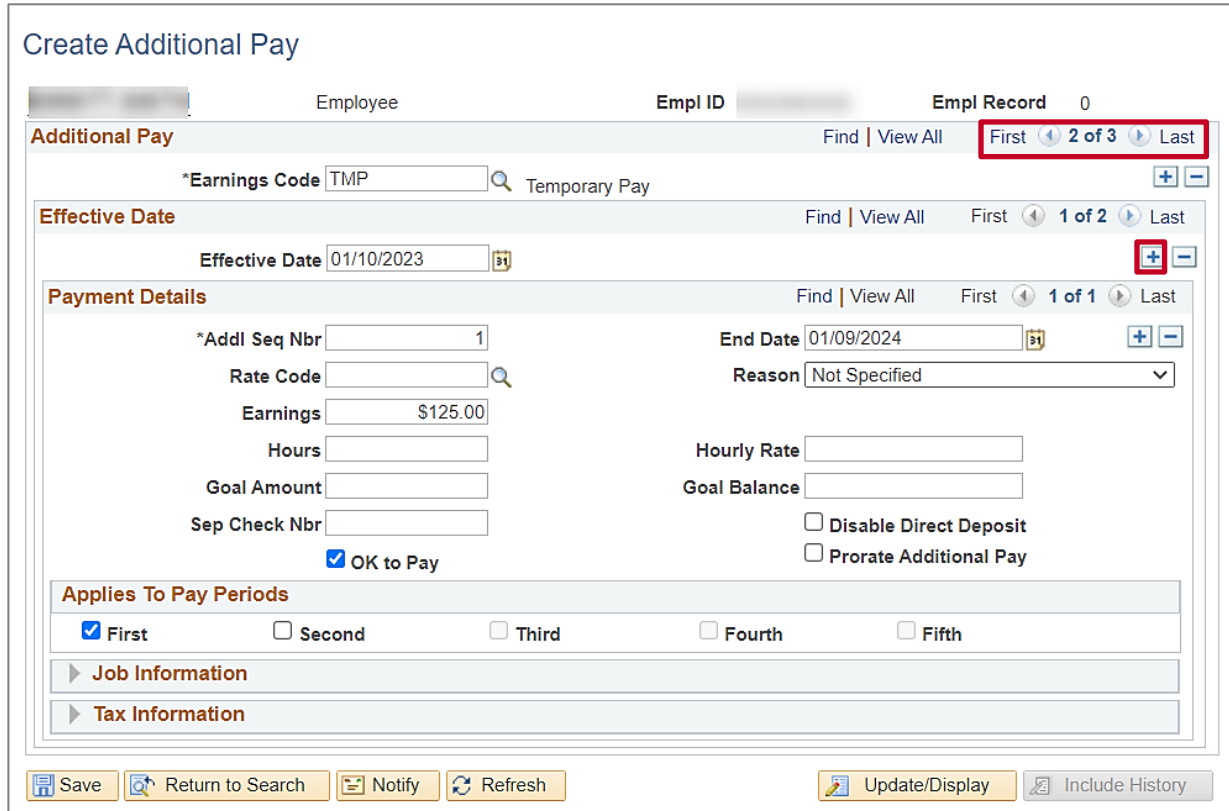
 [Basic Search](#)  [Save Search Criteria](#)

2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.
3. Click the **Search** button.

Note: If more than one record matches your search criteria, all the matching records will display in a **Search Results** section at the bottom of the page. You will need to select the correct record (by clicking any of the links on that row) in order to access the **Additional Pay** page.

The **Create Additional Pay** page displays for the applicable employee.

Scenario: The **Earnings** and **Applies To Pay Periods** on the Temporary Pay entry is being updated.



Create Additional Pay

Employee [redacted] Empl ID [redacted] Empl Record 0

Additional Pay Find | View All First 2 of 3 Last

*Earnings Code TMP Temporary Pay + -

Effective Date Find | View All First 1 of 2 Last

Effective Date 01/10/2023 + -

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date 01/09/2024 + -

Rate Code [redacted] Reason Not Specified

Earnings \$125.00

Hours [redacted] Hourly Rate [redacted]

Goal Amount [redacted] Goal Balance [redacted]

Sep Check Nbr [redacted] Disable Direct Deposit

OK to Pay Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

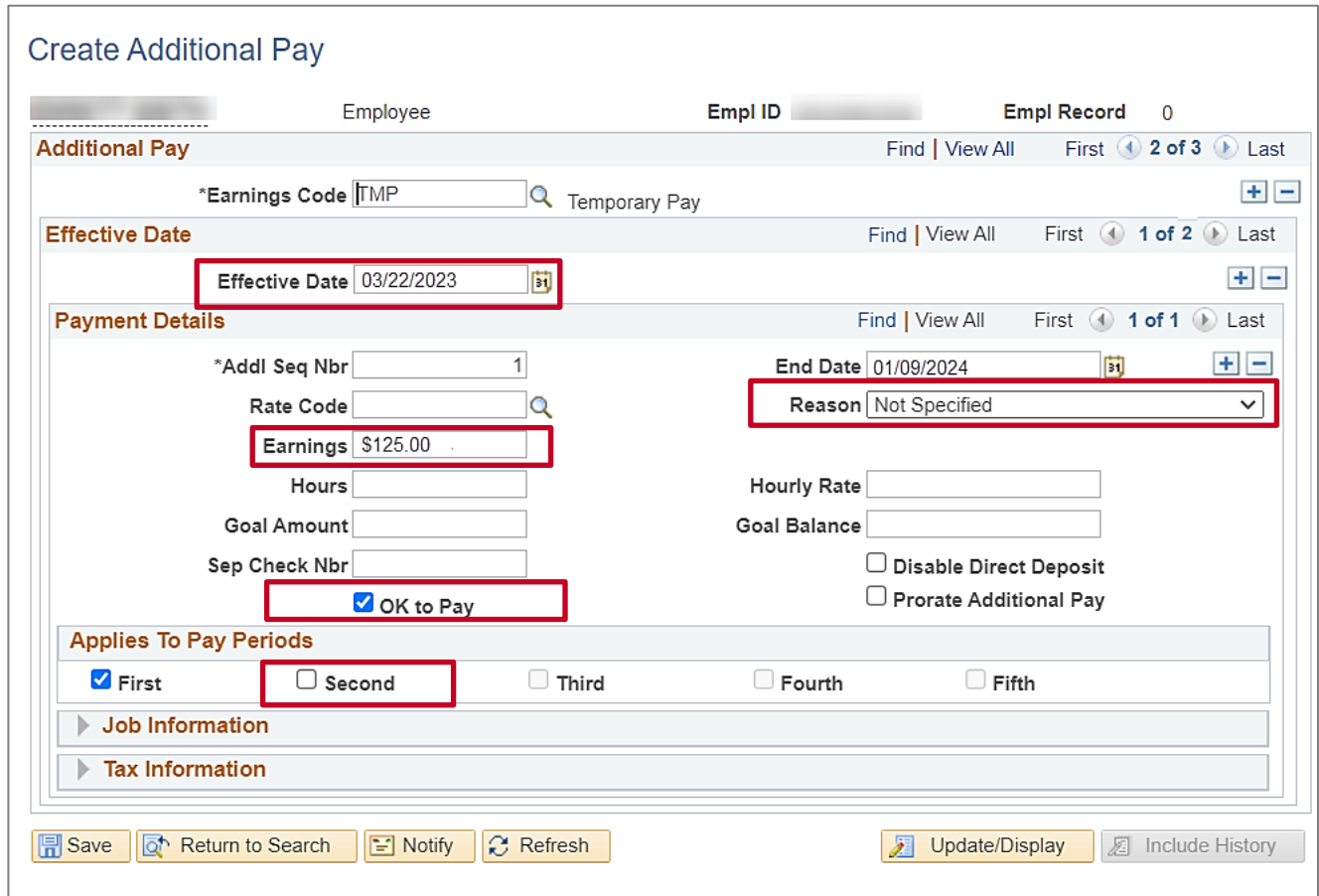
▶ Job Information

▶ Tax Information

Save Return to Search Notify Refresh Update/Display Include History

4. Locate the existing earn code that that needs to be updated using the navigational arrows within the **Additional Pay** section as needed.
5. Click the **Add a New Row** icon (+) within the **Effective Date** section.

A new **Effective Date** row displays.



6. The **Effective Date** field defaults to the current system date. Update the effective date to be the date the change is effective.

Note: When the new effective dated row is inserted, all data from the previous row is copied. When selecting the new effective date be aware that the new effective date can NOT be the same as the effective date on the previous row.

- IF this is a correction select the day after the original effective date (within the same pay cycle and before the HR Freeze as noted on the Payroll calendar posted on the DOA website).
- IF it is not possible to follow this approach a ticket will need to be opened to make the correction.

Note: The information within the **Payment Details** section carries forward from the previous effective dated row.

Note: The **Addl Seq Nbr** field should not be changed. View the **Using Additional Sequence Numbers** section of this job aid for more information regarding when to update the Additional Sequence Number field.



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- Change the **End Date ONLY IF needed**. Otherwise leave End Date as is.
- If this is a correction** to the previous row entered, select the applicable **Reason** for the correction by clicking the down arrow in the field.

Description	Use
Correction to Earnings	Use if the original Earnings Amount needs to be corrected
Correction to End Date	Use if the original End Date needs to be corrected.
Correction to Goal Amount	Use if the original Goal Amount needs to be corrected.
Correction to OK to Pay	Use if the OK to Pay was not originally clicked on.

- Change the **Earnings ONLY IF needed**. Otherwise leave **Earnings** as is.
- Change the **Goal Amount ONLY IF needed**. Otherwise leave **Goal Amount** as is.
- Click **OK to Pay ONLY IF** it wasn't already checked
- Once all required update/corrections have been made, click the **Save** button.

The updated/changed **Create Additional Pay** page displays with the **Earnings** updated and the **Applies to Pay Periods** updated.

Create Additional Pay

Employee [redacted] Empl ID [redacted] Empl Record 0

Additional Pay Find | View All First 2 of 3 Last

*Earnings Code TMP Temporary Pay

Effective Date Find | View All First 1 of 3 Last

Effective Date 1/11/2023

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date 01/09/2024

Rate Code [redacted] Reason Correction to Earnings

Earnings \$300.00

Hours [redacted] Hourly Rate [redacted]

Goal Amount [redacted] Goal Balance [redacted]

Sep Check Nbr [redacted]

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

▶ Job Information

▶ Tax Information

Save Return to Search Notify Refresh Update/Display Include History

Stopping an Additional Pay

1. To stop an additional pay for an employee, navigate to the **Create Additional Pay** page using the following path:

Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Scenario: HR Administrator receives notification on 2/1/23 that the Additional Payment should end on 3/31/23.

The **Create Additional Pay Search** page displays.

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID **begins with**

Empl Record =

Name **begins with**

Last Name **begins with**


Second Last Name **begins with**

Alternate Character Name **begins with**

Middle Name **begins with**

Include History **Correct History** **Case Sensitive**

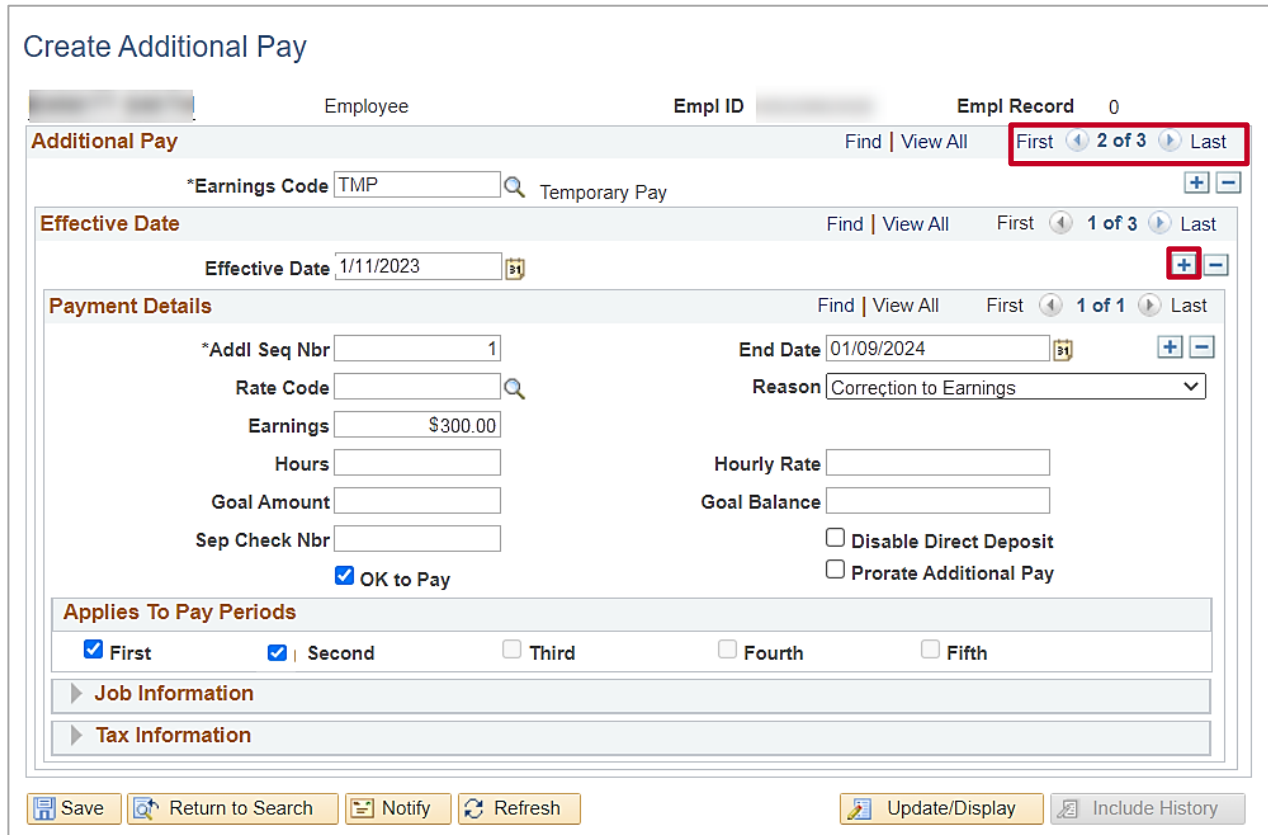
Limit the number of results to (up to 300):

Search **Clear** Basic Search  Save Search Criteria

2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.
3. Click the **Search** button.

Note: If more than one record matches your search criteria, all the matching records will display in a **Search Results** section at the bottom of the page. You will need to select the correct record (by clicking any of the links on that row) in order to access the **Additional Pay** page.

The **Create Additional Pay** page displays for the applicable employee.



Create Additional Pay

Employee [redacted] Empl ID [redacted] Empl Record 0

Additional Pay Find | View All First 2 of 3 Last

*Earnings Code TMP Temporary Pay

Effective Date Find | View All First 1 of 3 Last

Effective Date 1/11/2023

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date 01/09/2024

Rate Code Reason Correction to Earnings

Earnings \$300.00

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

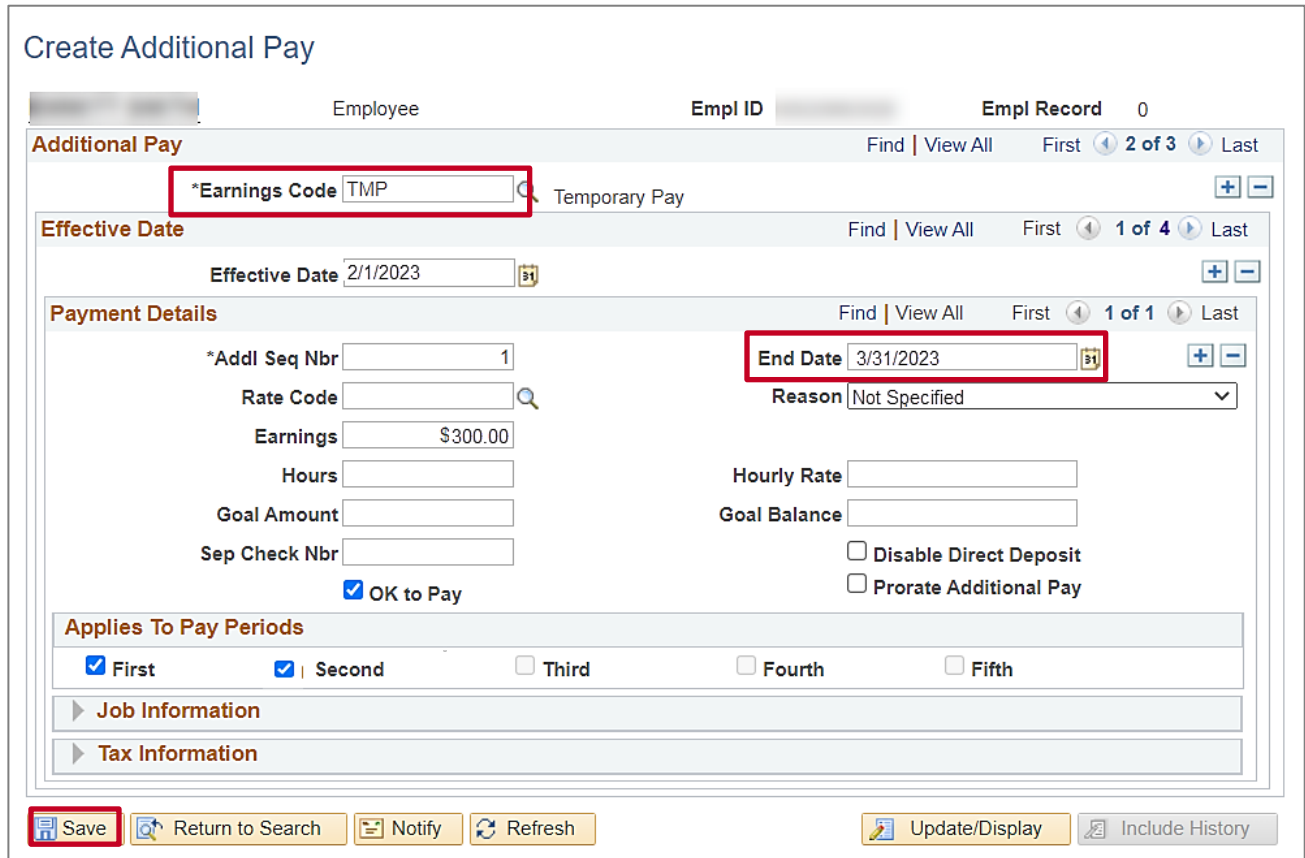
Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History

4. Locate the existing additional pay row that that needs to be stopped using the navigational arrows within the **Additional Pay** section as needed.
5. Click the **Add a New Row** icon (+) within the **Effective Date** section.

A new **Effective Date** row displays.



Create Additional Pay

Employee [redacted] Empl ID [redacted] Empl Record 0

Additional Pay Find | View All First 2 of 3 Last

*Earnings Code TMP Temporary Pay

Effective Date Find | View All First 1 of 4 Last

Effective Date 2/1/2023

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date 3/31/2023 Reason Not Specified

Rate Code [redacted]

Earnings \$300.00

Hours [redacted] Hourly Rate [redacted]

Goal Amount [redacted] Goal Balance [redacted]

Sep Check Nbr [redacted]

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Notify Refresh Update/Display Include History

6. The **Effective Date** field defaults to the current system date. Update this to be the date of the notification.

7. Select the applicable **End Date** for the additional pay using the **End Date Calendar** icon.

Note: The **Addl Seq Nbr** field should not be changed. View the **Using Additional Sequence Numbers** section of this job aid for more information regarding when to update the additional sequence number field.

8. Click the **Save** button.

Extending an Additional Pay

1. To update an additional pay for an employee. Navigate to the **Create Additional Pay** page using the following path:

Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The **Create Additional Pay Search** page displays.

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID **begins with**

Empl Record =

Name **begins with**

Last Name **begins with**


Second Last Name **begins with**

Alternate Character Name **begins with**

Middle Name **begins with**

Include History **Correct History** **Case Sensitive**

Limit the number of results to (up to 300):

Search **Clear** Basic Search  [Save Search Criteria](#)

2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.
3. Click the **Include History** checkbox.
4. Click the **Search** button.

Note: If more than one record matches your search criteria, all the matching records will display in a **Search Results** section at the bottom of the page. You will need to select the correct record (by clicking any of the links on that row) in order to access the **Additional Pay** page.



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The **Create Additional Pay** page displays for the selected employee.

Create Additional Pay

Employee _____ Empl ID _____ Empl Record 0

Additional Pay Find | View All First 1 of 2 Last

*Earnings Code TMP Temporary Pay

Effective Date Find | View All First 1 of 3 Last

Effective Date 02/01/2022

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date 03/09/2022

Rate Code _____ Reason Not Specified

Earnings \$300.00

Hours _____ Hourly Rate _____

Goal Amount _____ Goal Balance _____

Sep Check Nbr _____

OK to Pay Disable Direct Deposit

Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

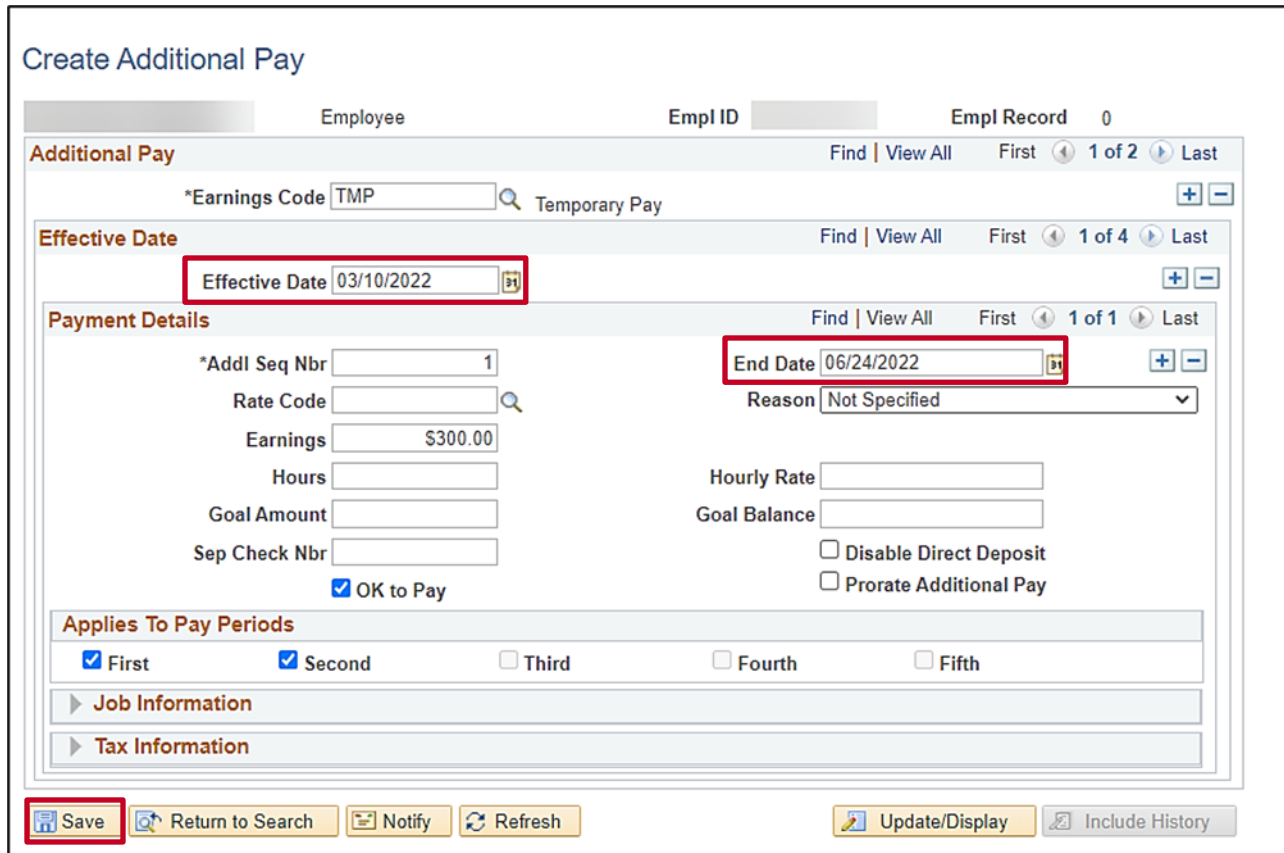
▶ Job Information

▶ Tax Information

Save Return to Search Notify Refresh Update/Display Include History

5. Locate the existing additional pay row that needs to be extended using the navigational arrows within the **Additional Pay** section as needed.
6. Click the **Add a New Row** icon (+) within the **Effective Date** section.

A new row is added in the **Effective Date** section.



The screenshot shows the 'Create Additional Pay' interface. At the top, there are fields for 'Employee', 'Empl ID', and 'Empl Record 0'. Below this is the 'Additional Pay' section with a search bar for '*Earnings Code' containing 'TMP' and a dropdown for 'Temporary Pay'. The 'Effective Date' section contains a date field with '03/10/2022'. The 'Payment Details' section includes fields for '*Addl Seq Nbr' (1), 'Rate Code', 'Earnings' (\$300.00), 'Hours', 'Goal Amount', 'Sep Check Nbr', 'End Date' (06/24/2022), and 'Reason' (Not Specified). There are also checkboxes for 'OK to Pay', 'Disable Direct Deposit', and 'Prorate Additional Pay'. At the bottom, there are sections for 'Applies To Pay Periods' (First, Second, Third, Fourth, Fifth) and expandable sections for 'Job Information' and 'Tax Information'. A 'Save' button is highlighted with a red box.

7. Update the **Effective Date** to the exact date the extension is to be effective.

Note: If this date is in the past or in the middle of a pay period, the HR Administrator will need to work with the Payroll Administrator to have the pro-rated amount paid through SPOT to the employee.

8. Enter the new **End Date** for the additional pay if one is provided or leave the field blank if there is no set end date.

9. Click the **Save** button.

Using Additional Sequence Numbers

There are a couple different scenarios where the **Additional Sequence Number** field is updated when setting up an additional pay.

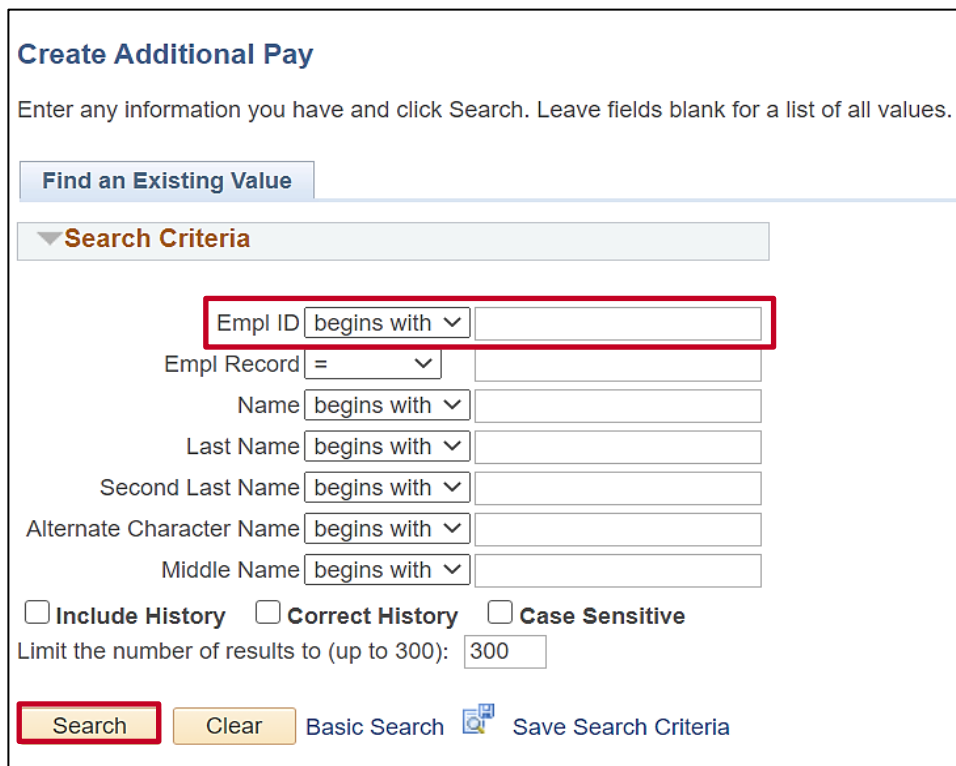
- **Scenario 1:** shows when expenses are being charged to different distributions (funding sources)
- **Scenario 2:** other is when an employee (faculty) is being paid on multiple contracts.

Scenario 1: An Adjunct Faculty employee will be paid a total of \$1000 per month for 10 months. \$600 will be paid by one Department and the other \$400 will be paid by a different Department.

1. Navigate to the **Create Additional Pay** page using the following path:

Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

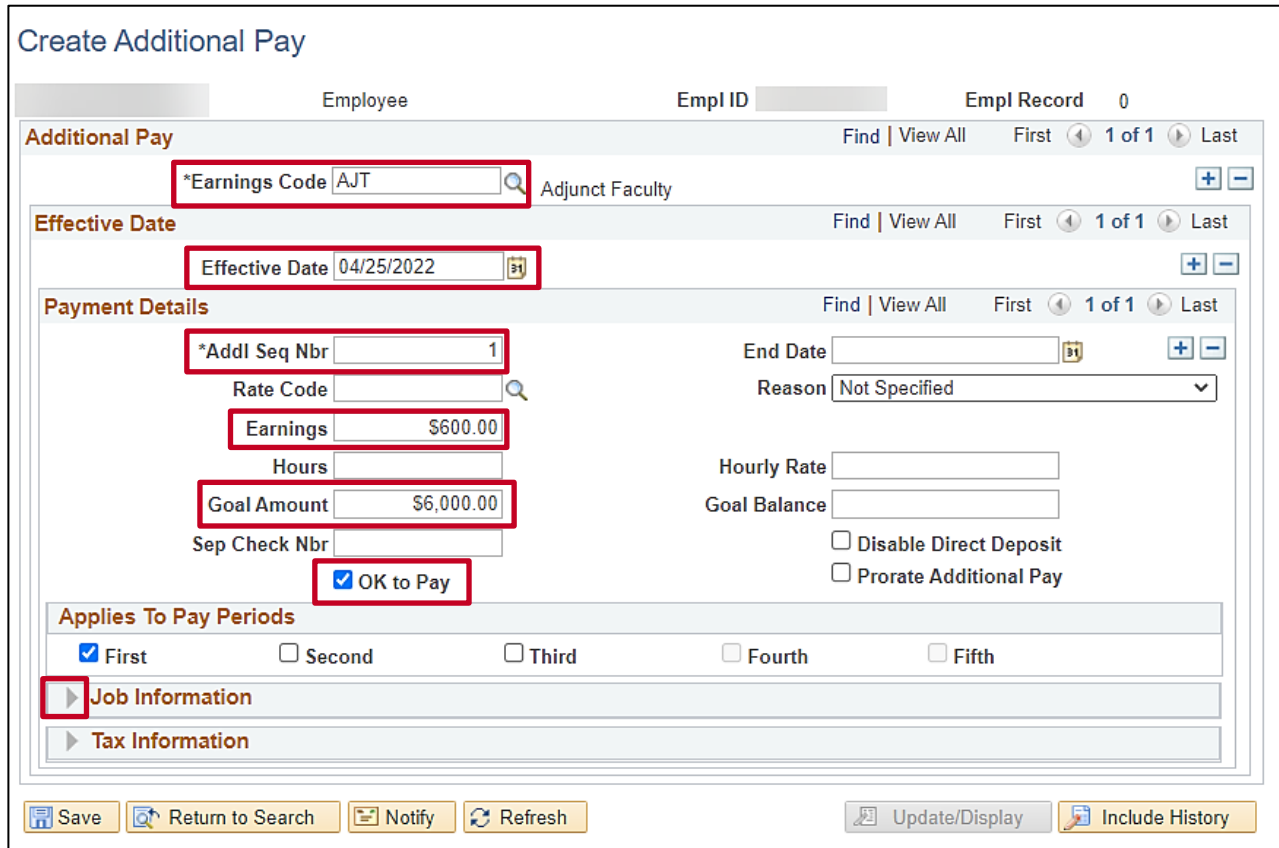
The **Create Additional Pay Search** page displays.



2. Click the **Include History** checkbox.

3. Search for the applicable employee by entering the Employee ID in the **Empl ID** field. Click the **Search** button.

The **Create Additional Pay** page returns.



- If this is the employee's first additional pay item (i.e., **Earnings Code** field is blank), proceed to the next step.

If the employee has at least one existing additional pay item (i.e., **Earnings Code** field contains a value), first click the **Add a New Row** icon (+) to the right of the **Earnings Code** field in the **Additional Pay** section to add a new additional pay item, then proceed to the next step.

Note: A list of **Earnings Codes** to be entered by HR Administrators is listed in the last section of this Job Aid.

- Enter or select the appropriate **Earnings Code** for the type of additional pay being added. For this scenario the earn code is **AJT (Adjunct Faculty)**.
- Enter the **Effective Date** of the additional pay.

The **Effective Date** defaults to the system date. If this date is in the past or in the middle of a pay period, the HR Administrator will need to work with the Payroll Administrator to have the pro-rated amount paid through SPOT to the employee.

- Enter "1" in the **Addl Seq Nbr** field.
- Enter the fixed amount of the additional pay in the **Earnings** field. For this scenario, enter \$600.
- Enter the **End Date** or **Goal Amount** if applicable. For this scenario, a goal amount is entered.

10. Click the **OK to Pay** checkbox.
11. The **Applies to Pay Periods** section auto populates based on the frequency in which the employee's salary is paid. Update this based on how many pay periods the employee should be paid.
12. Click the **Expand** icon (>) to the left of the **Job Information**.

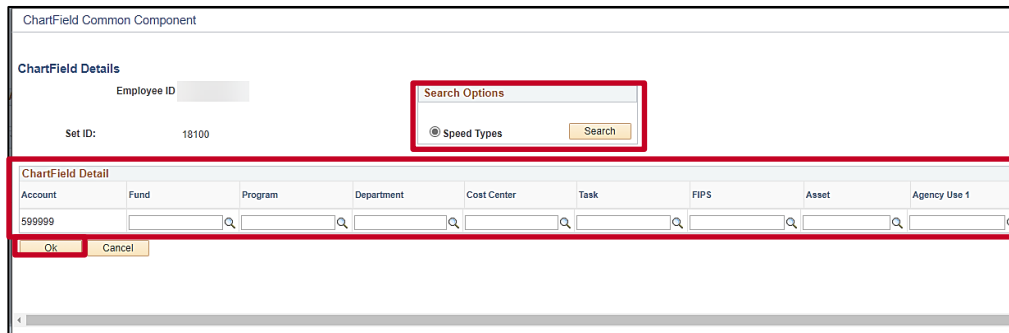
The **Job Information** section displays.



13. Click the **Edit ChartFields** link.

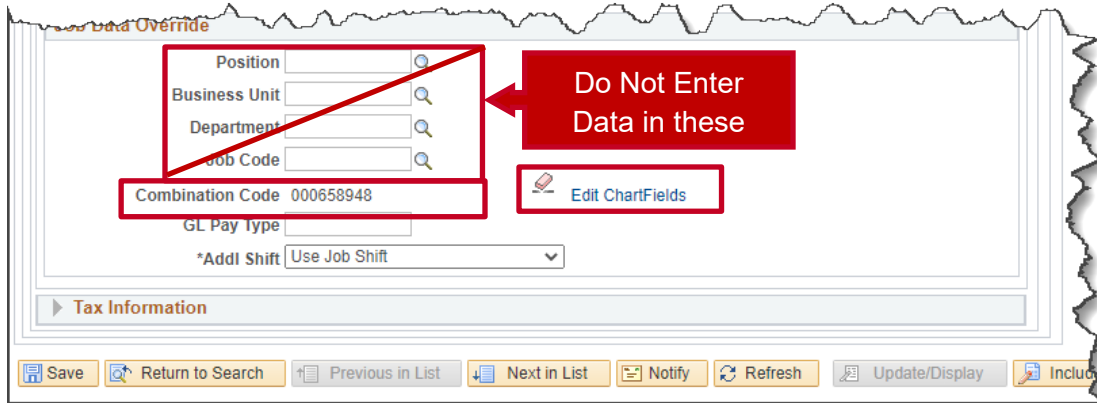
Note: Do not update any other field in the **Job Data Override** section of the page.

The **ChartField Common Component** page displays in a pop-up window.



14. Enter or use the **SpeedTypes Search** to complete the applicable ChartField distribution information for the additional pay transaction as needed. In this example the following has been entered:
Fund = 01000; Program = 399029; Department = 085.
15. Click the **Ok** button

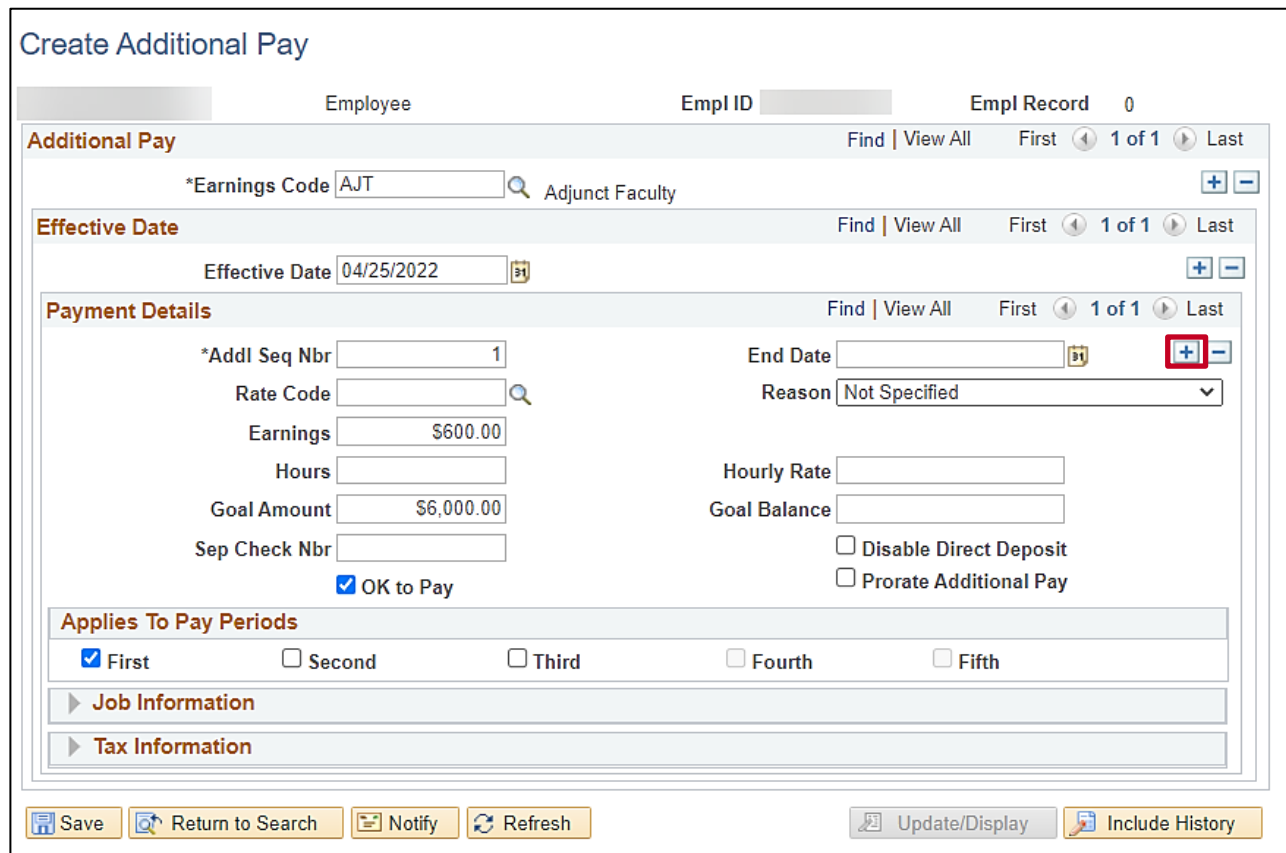
The **Create Additional Pay** page returns.



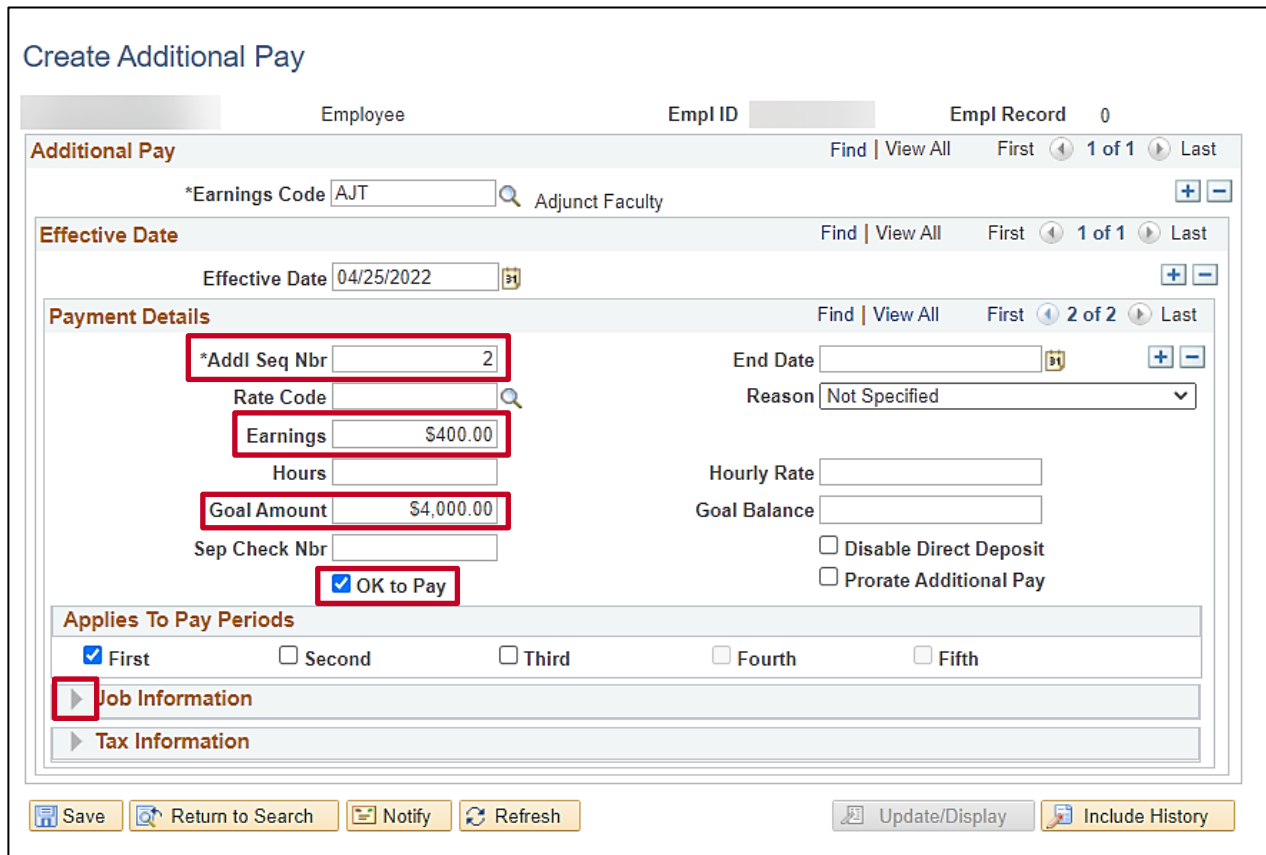
Note: Notice that the **Combination Code** has populated after the **Edit Chartfield** values were entered and **Ok** button was clicked. Additionally, there is now an eraser icon that appears next to the **Edit Chartfields** link.

16. Scroll **back up** to the top of the page.

The top of the **Create Additional Pay** page displays.



- In the **Payment Details** section, click the **Add a New Row** button (+) to add a new row and change distribution (funding source) for the remaining monthly pay.

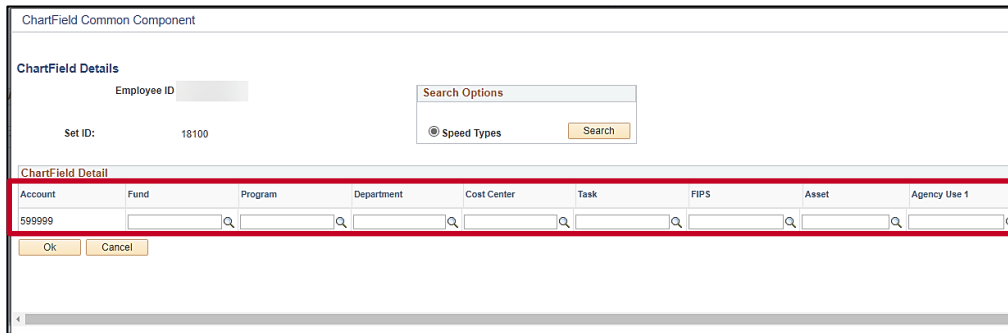


- Enter "2" in the **Addl Seq Nbr** field. This allows the system to process two additional pays for the same **Earnings Code**.
- In the **Earnings** field, enter the amount. For this scenario, enter the remaining **\$400**.
- Enter the **End Date** or **Goal Amount** if applicable. For this scenario, a **Goal Amount** is entered.
- Click the **OK to Pay** checkbox.
- Click the **Expand** icon (>) to the left of **Job Information**.

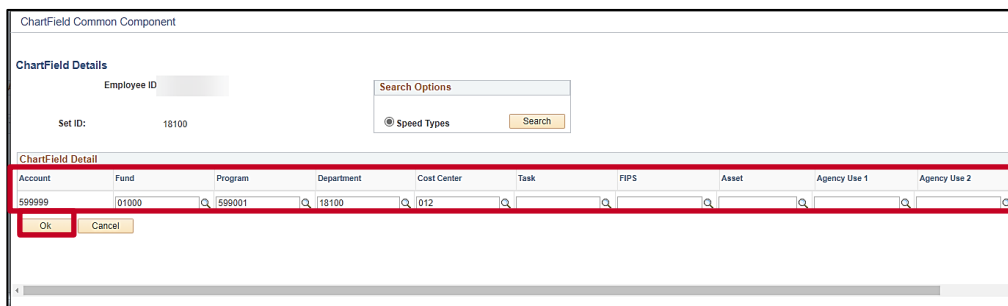


23. Click the **Edit ChartFields** link.

The **ChartField Common Component** window displays in a pop-up window.

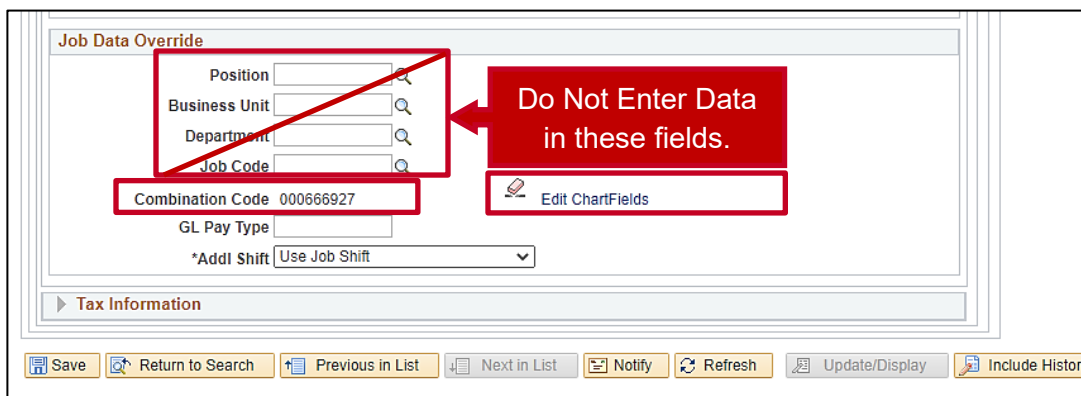


24. Enter or use the **SpeedTypes Search** to complete the applicable ChartField distribution information for the additional pay transaction as needed. In this example the following has been entered:
Fund = 01000; Program = 599001; Department = 18100; Cost Center = 012.



25. Click the **Ok** button.

The Create Additional Pay page returns.



Note: Notice that the **Combination Code** has populated after the **Edit Chartfield** values were entered and **Ok** button was clicked. Additionally, there is now an eraser icon that appears next to the **Edit Chartfields** link.

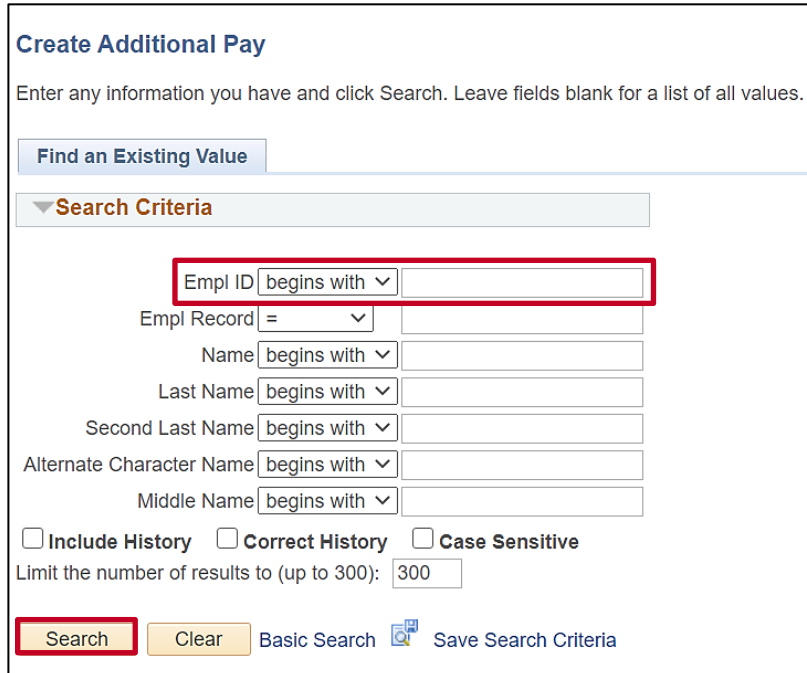
26. Click the **Save** button.

Scenario 2: An Adjunct or Faculty employee is paid from multiple contracts. They will be paid \$500 per month with a goal amount of \$2500 for five months from one contract and \$300 per month with a goal amount of \$1500.00 from a different contract. Both contracts have an effective date of 8/1/2022

1. Navigate to the Create Additional Pay page using the following path:

Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The **Create Additional Pay Search** page displays.



Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with []

Empl Record = []

Name begins with []

Last Name begins with []


Second Last Name begins with []

Alternate Character Name begins with []

Middle Name begins with []

Include History Correct History Case Sensitive

Limit the number of results to (up to 300): [300]

Search **Clear** Basic Search  Save Search Criteria

2. Click the **Include History** checkbox.

3. Search for the applicable employee by entering the Employee ID in the **Empl ID** field. Click the **Search** button.

The **Create Additional Pay** page displays.



- If this is the employee's first additional pay item (i.e., **Earnings Code** field is blank), proceed to the next step.

If the employee has at least one existing additional pay item (i.e., **Earnings Code** field contains a value), first click the **Add a New Row** icon (+) to the right of the **Earnings Code** field in the **Additional Pay** section to add a new (not previously used) earn code.

Note: A list of earnings codes to be entered by HR Administrators are listed in the last section of this job aid.

- Select the applicable earnings code for the type of additional pay being added using the **Earnings Code Look Up** icon. In this scenario, the earn code is **FOP** - Faculty Other Pay.
- The **Effective Date** field defaults to the current system date. Update this date to the beginning date of the pay period when the additional pay should start using the **Calendar** icon as needed

Note: If the effective date is in the past or in the middle of the pay period, enter that date as the effective date. The HR Administrator will need to work with the Payroll Administrator to have the retroactive or pro-rated amount entered in SPOT.

- Enter "1" in the **Addl Seq Nbr** field.
- Enter the fixed amount of the additional pay in the **Earnings** field. For this scenario, enter \$500.
- Enter the **End Date** or **Goal Amount** if applicable. For this scenario, a goal amount of \$2500 is entered.

10. Click the **OK to Pay** checkbox.
11. The **Applies to Pay Periods** section auto populates based on the frequency in which the employee's salary is paid. Update this based on how many pay periods the employee should be paid.
12. Click the **Expand** icon (>) to the left of the **Job Information**.

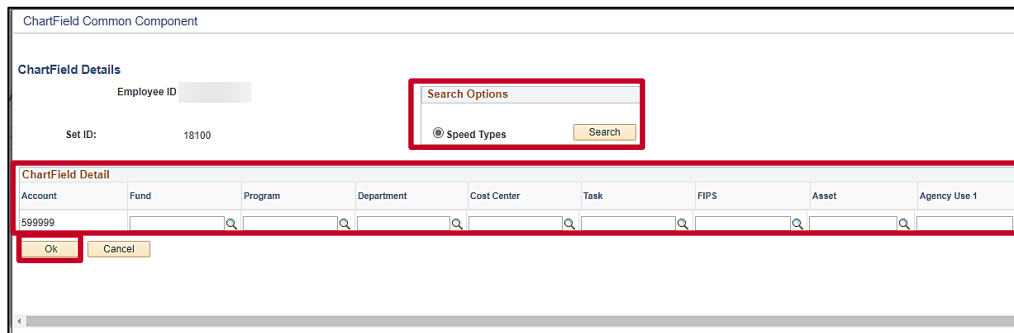
The **Job Information** section displays. This section is used to enter the funding (accounting) information for the first contract.



13. Click the **Edit ChartFields** link.

Note: Do not update any other field in the Job Data Override section of the page.

The **ChartField Common Component** page displays in a pop-up window.



14. Enter or use the **SpeedTypes Search** to complete the applicable ChartField distribution information for the additional pay transaction as needed. In this example the following has been entered:
Fund = 01000; Program = 399029; Department = 085.
15. Click the **Ok** button.

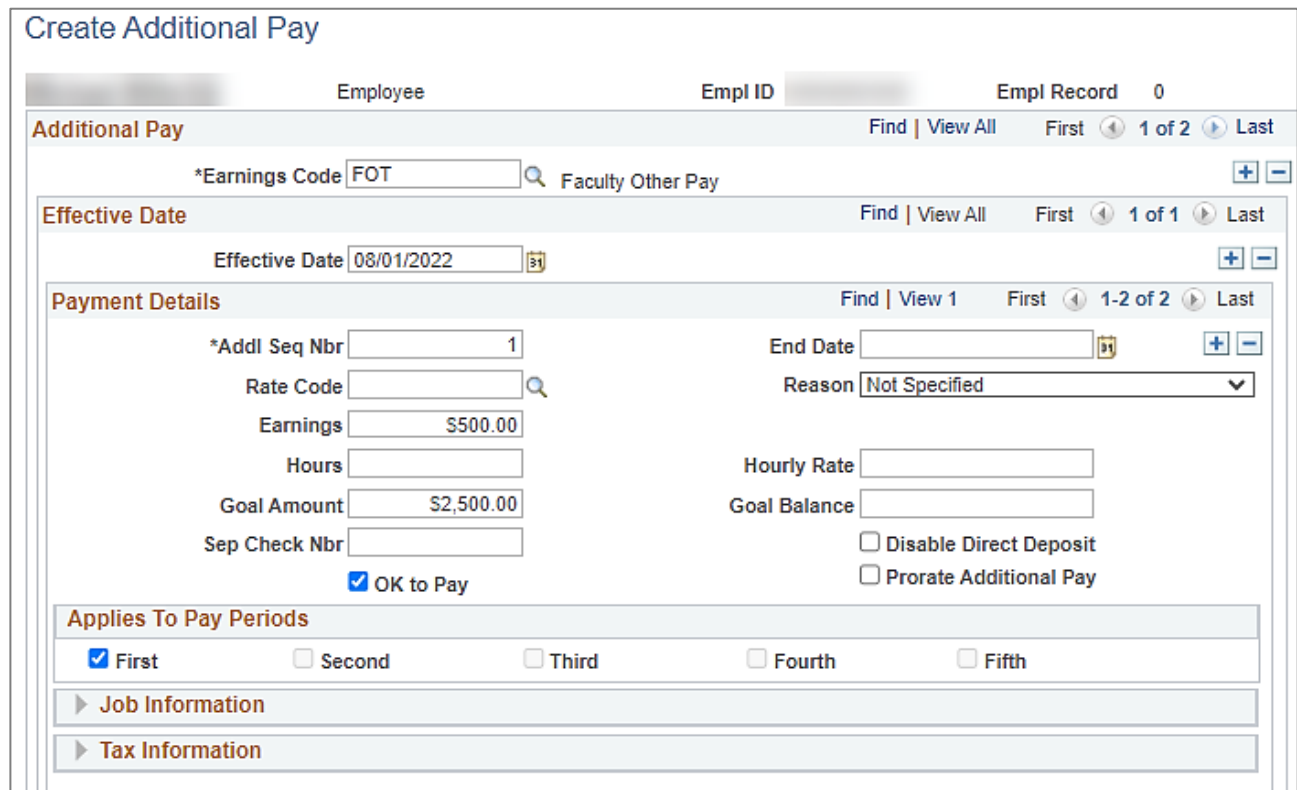
The **Create Additional Pay** page returns.



Note: Notice that the **Combination Code** has populated after the **Edit Chartfield** values were entered and **Ok** button was clicked. Additionally, there is now an eraser icon that appears next to the **Edit Chartfields** link.

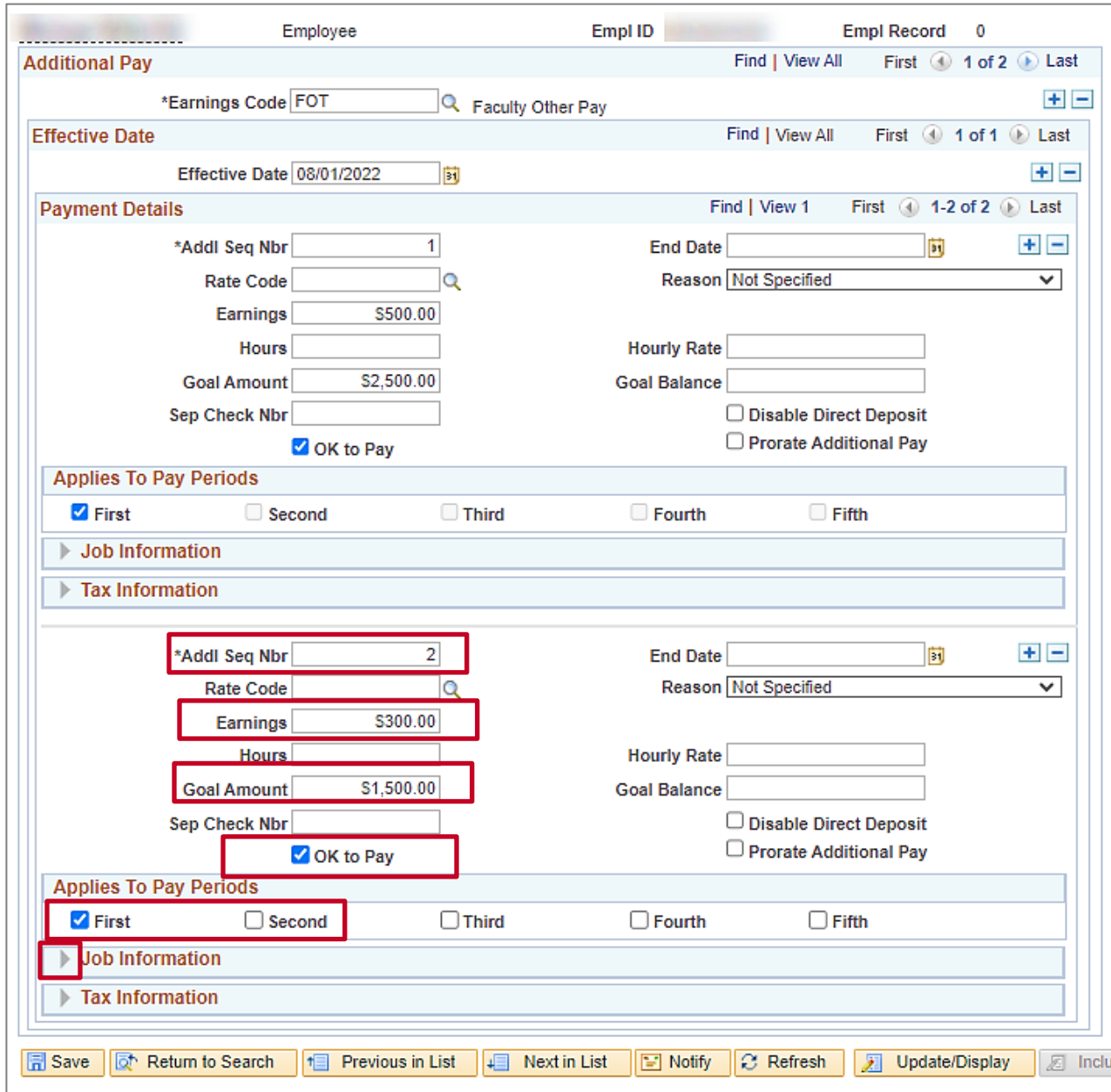
16. Scroll back up to the top of the page.

The top of the **Create Additional Pay** page displays.



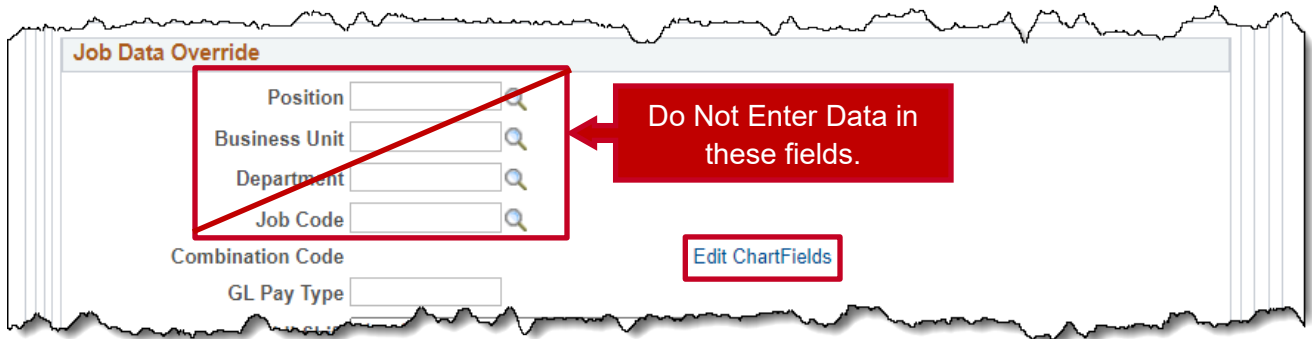
17. In the **Effective Date** section, click the **Add a New Row** button (+) to add a new row and change the effective date.

- Enter "2" in the **Addl Seq Nbr** field. This allows the system to process two additional pays for the same **Earnings Code**.
- In the **Earnings** field, enter the amount. For this scenario, enter \$300.
- Enter the **End Date** or **Goal Amount** if applicable. For this scenario, a **Goal Amount** of \$1500 is entered.
- Click the **OK to Pay** checkbox.



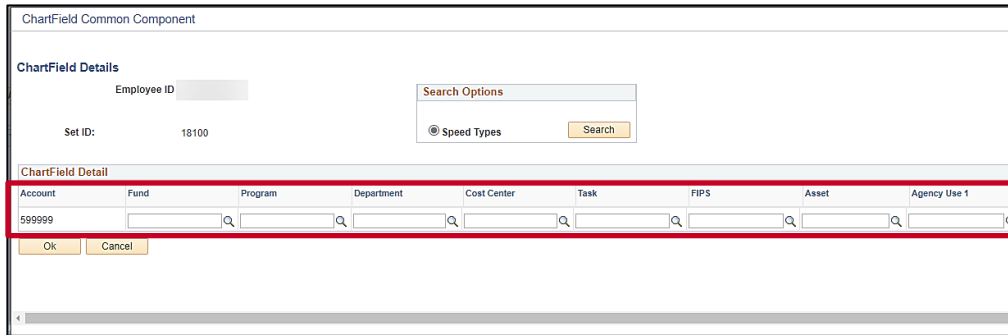
The screenshot displays the 'Additional Pay' form in a web application. At the top, there are fields for 'Employee', 'Empl ID', and 'Empl Record' (0). The main form is titled 'Additional Pay' and includes a search bar with 'FOT' and 'Faculty Other Pay'. Below this is the 'Effective Date' section with a date of '08/01/2022'. The 'Payment Details' section is divided into two parts. The first part shows details for 'Addl Seq Nbr 1' with an 'Earnings' of '\$500.00' and a 'Goal Amount' of '\$2,500.00'. The second part, highlighted with red boxes, shows details for 'Addl Seq Nbr 2' with an 'Earnings' of '\$300.00' and a 'Goal Amount' of '\$1,500.00'. The 'OK to Pay' checkbox is checked and highlighted. Below the payment details is the 'Applies To Pay Periods' section with radio buttons for 'First', 'Second', 'Third', 'Fourth', and 'Fifth', where 'First' is selected. There are also expandable sections for 'Job Information' and 'Tax Information'. At the bottom, there is a navigation bar with buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', and 'Incl'.

- Click the **Expand** icon (>) to the left of **Job Information**.

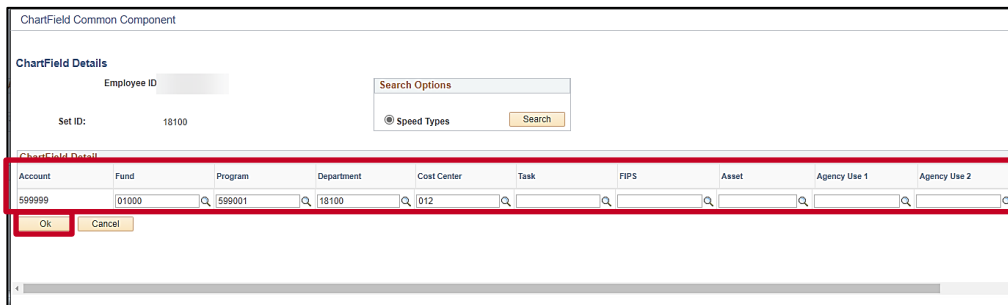


23. Click the **Edit ChartFields** link.

The **ChartField Common Component** window displays in a pop-up window.

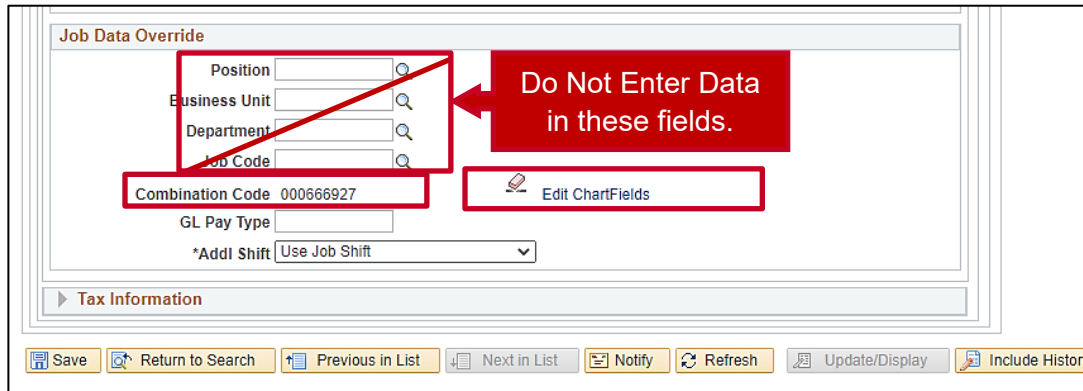


24. Enter or use the **SpeedTypes Search** to complete the applicable ChartField distribution information for the additional pay transaction as needed. In this example the following has been entered:
Fund = 01000; Program = 599001; Department = 18100; Cost Center = 012.



25. Click the **Ok** button.

The **Create Additional Pay** page returns.



The screenshot shows a web form titled "Job Data Override". It contains several input fields: "Position", "Business Unit", "Department", and "Job Code", each with a search icon. A red box highlights these four fields, and a red arrow points from a red text box that says "Do Not Enter Data in these fields." to this group. Below these fields is a "Combination Code" field containing the value "000666927". To the right of this field is an "Edit ChartFields" link with an eraser icon. Below the "Combination Code" field is a "GL Pay Type" field and a "*Addl Shift" dropdown menu set to "Use Job Shift". At the bottom of the form is a "Tax Information" section. Below the form is a toolbar with buttons for "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Refresh", "Update/Display", and "Include History".

Note: Notice that the **Combination Code** has populated after the **Edit Chartfield** values were entered and **Ok** button was clicked. Additionally, there is now an eraser icon that appears next to the **Edit Chartfields** link.

26. Click the **Save** button.



Additional Pay Earnings Codes and Descriptions

The Earnings Codes list below will be used by HR Administrators to enter Additional Pay rows of data, with the exception of **VRS** – VRS Contribution Base and **PRW** – Premium Reward. These two earn codes are loaded by Batch Program or Interface as identified in the table below.

Typical Additional Pay Earnings Codes				
Earn Code	Description	Add to Gross Income	Taxable	Notes
CAR	Reimb Use of Personal Car	Y	Y	
CCR	Company Car	N	Y	
MIL	Military Supplement	Y	Y	
MNT	Mobile Device Nontaxable	Y	N	
MTB	Mobile Device Taxable	Y	Y	
SEV	Work Study Student	Y	Y	
TMN	Temp Pay Non Paid Agys	N	N	
TMP	Temporary Pay	Y	Y	
TPD	Taxable Per Diem	Y	Y	
TTR	Taxable Tuition	Y	Y	
VRS	VRS Contribution Base	N	N	Loaded by Batch Program
PRW	Premium Reward	Y	Y	Loaded by Interface

Agency Specific Additional Pay Earnings (e.g. supplement for working conditions)				
Earn Code	Description	Add to Gross Income	Taxable	Notes
TXB	Misc Agency Specific Pay	Y	Y	
SP1	Misc Agency Supplemental Pay 1	Y	Y	
SP2	Misc Agency Supplemental Pay 2	Y	Y	
SPA	Misc Agency Specific Pay Amt	Y	Y	
AGY	Misc Agency Specific Pay	Y	Y	
Typical Additional Pay Earnings for Higher Education				
Earn Code	Description	Add to Gross Income	Taxable	Notes
WSS	Work Study Student	Y	Y	
SSN	Student Stipend Non Taxable	Y	Y	
SST	Student Stipend Taxable	Y	Y	
FOT	Faculty Other Pay (Adjust for Salary)	Y	Y	
AJT	Adjunct Faculty	Y	Y	