

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 <u>do not pro-rate</u> 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. Enter 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.

Note: Bonuses should not be processed on the Additional Pay page, as bonuses are not recurring payments. Bonuses should be processed by the Payroll Administrator using the Single Use Payroll Online Tool (SPOT).

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



Human Resources Job Aid

HR351_Processing Additional Pays

Table of Contents

Revision History	3
Creating Additional Pay	4
Updating/Correcting an Additional Pay	13
Stopping an Additional Pay	18
Extending an Additional Pay	21
Using Additional Sequence Numbers	24
Additional Pay Earnings Codes and Descriptions	42



Revision History

Revision Date	Summary of Changes
7/21/2025	Minor verbiage updates and added clarification notes in multiple sections throughout the sections of this Job Aid.
3/1/2025	Baseline.



Creating Additional Pay

Step	Action
1.	Navigate to the Create Additional Pay page using the following path:
	NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The Create Additional Pay search page displays.

Create	Additional Pay
Find Sec Ente	an Existing Value arch Criteria r anv information you have and click Search. Leave fields blank for a list of all values.
	Recent Searches Image: Saved Searches Image: Choose from recent searches Image: Saved Searches
	Empl ID begins with Empl Record Empl Record Name begins with Name begins with Last Name begins with Last Name begins with Second Last Name begins with Second Last Name begins with Alternate Character Name begins with Middle Name begins with Middle Name begins with Middle Name begins with Case Sensitive Include History Cear
2.	Enter the employee's Employee ID in the Empl ID field.
	Empl ID begins with ~
3.	Click the Search button.
i	If multiple employees match the search criteria entered, the search results display in the bottom portion of the page. Enter the correct record (by clicking any of the links on that row in order to access the Additional Pay page.



Step	Action					
The Crea	te Additional Pay page displays for the ap	plicable employee.				
Crea	ate Additional Pay					
1000	Employee	Empl ID Empl Record 0				
Addi	tional Pay	Find View All First ④ 2 of 2 ④ Last				
	*Earnings Code	• -				
Effe	ective Date	Find View All First 🕢 1 of 1 🕟 Last				
	Effective Date 06/26/2023	+ -				
Pa	yment Details	Find View 1 First 🕢 1 of 1 🕢 Last				
	*Addl Seq Nbr	End Date 🛛 🕅 🕂 🖃				
	Rate Code	Reason Not Specified 🗸				
	Earnings					
	Hours	Hourly Rate				
	Goal Amount	Goal Balance				
	Sep Check Nbr	Disable Direct Deposit				
	OK to Pay	Prorate Additional Pay				
	Applies To Pay Periods					
	First Second Third	Fourth Fifth				
	Job Information					
	Tax Information					
4.	If this is the employee's first additional pay to the next step.	y item (i.e., Earnings Code field is blank), proceed				
5.	If the employee has at least one existing a contains a value), first click the Add a Ne t field in the Additional Pay section to add next step. Additional Pay *Earnings Code	Additional pay item (i.e., Earnings Code field w Row icon (+) to the right of the Earnings Code a new additional pay item, and then proceed to the Find View All First (2 of 2) Last I I				
1	A list of earnings codes to be entered by H this job aid – <u>Additional Pay Earnings Cod</u> Bonuses should not be processed on the payments. Bonuses should be processed Payroll Online Tool (SPOT).	HR Administrators are listed in the last section of les and Descriptions. Additional Pay page, as bonuses are not recurring by the Payroll Administrator using the Single Use				
6.	Enter the applicable earnings code for the Earnings Code Look Up icon.	type of additional pay being added using the				
	*Earnings Code					



Step	Action
i	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 .
7.	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 by using the Effective Date Calendar icon as needed. Effective Date 06/26/2023
1	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.

See the table below for the fields an	d descriptions in the Pa	ayment Details section.
---------------------------------------	--------------------------	-------------------------

Field	Description				
Addl Seq Nbr	Enter "1"				
*End Date	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				
	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				
	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				
Rate Code	Not utilized in Cardinal				
Earnings	Enter the fixed amount of the additional pay				
Hours	Not utilized in Cardinal				
*Goal Amount	Enter the total sum to be paid to the employee if most appropriate for the scenario				
	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				
	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.				
Sep Check Nbr	Defaults to zero (blank). If earnings will be paid on a separate check, this value will need to be updated				
Hourly Rate	Not utilized in Cardinal				



Field	Description
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	Do not check this checkbox. This field is not utilized in Cardinal
Prorate Additional Pay	Do not 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	This section auto populates based on the frequency in which the employee's salary is paid
	For example, if the additional pay should only be paid out once for per month, the user can uncheck all but one checkbox in this section

Step	Action				
i	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, th 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. 				
	End Date Goal Amount				



Step Action

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

	oreate Additionari ay	
	Employee	Empl ID Empl Record 0
	Additional Pay	Find View All First 🕚 2 of 3 🕟 Last
	*Earnings Code TMP C Tempora	ary Pay
	Effective Date	Find View All First 1 of 2 Last
	Effective Date 01/10/2023	Eind Men All First () 4 of 4 () Lost
	Payment Details	
	Addi Seq Nbr	Reason Not Specified
	Earnings \$125.00	
	Hours	Hourly Rate
	Goal Amount	Goal Balance
	Sep Check Nbr	□ Disable Direct Deposit
	🗹 OK to Pay	Prorate Additional Pay
	Applies To Pay Periods	
	First U Second Third	Fourth Fifth
	► Job Information	
	Iax Information	
	Refresh	Decision Dec
	Job Information	
ne Job Info	rmation section displays.	
ne Job Info	rmation section displays.	
ne Job Info	rmation section displays. Data Override Position	
ne Job Info	Data Override Position Business Unit	
ne Job Info	rmation section displays. Data Override Position Business Unit Department Q	
e Job Info	rmation section displays. Data Override Position Business Unit Department Job Code Q	
ne Job Info	rmation section displays.	Edit ChartFields
ne Job Info	rmation section displays. Data Override Position Business Unit Department Job Code Combination Code GL Pay Type	Edit ChartFields
ne Job Info	rmation section displays. Data Override Position Business Unit Department Job Code GL Pay Type *Addl Shift Use Job Shift	Edit ChartFields
ne Job Info	rmation section displays. Data Override Position Business Unit Department Job Code GL Pay Type *Addl Shift Use Job Shift ax Information	Edit ChartFields
ne Job Info	Image: section displays. Image: Data Override Position Position Q Business Unit Q Department Job Code Q Job Code Q Combination Code GL Pay Type *Addl Shift ax Information Image: Return to Search Image: Notify Refresh	Edit ChartFields Update/Display Include History



Human Resources Job Aid

ę	Step	Action								
	9.	Click the Ed	it ChartFie	lds link.						
The	e Char	Field Comm	on Compo	nent page displa	ays in a pop	o-up w	indow.			
	ChartFi	eld Common Con	nponent							
	ChartFie	d Details								
		Employe	ee ID			Search	Options			
		Set ID:	14000			⊙ Spe	ed Types	(Search	
	ChartFie	ld Detail								
	Account	Fund		Program	Department		Cost Center		Task	
	599999	Cancol	Q	q		Q		Q		Q
	UK	Calicer								
	10.	Enter or use information f been entere Fund = 010	e the Speed for the addit d: 00; Progra i	Types Search to tional pay transa m = 399029; Dep	complete ction as ne partment =	the ap eded. : 085	pplicable C In this sce	hartFi nario,	eld distrib the follov	ution ving has
		ChartField Comm	non Component							
		ChartField Detail	s Employee ID		S	Search Opt	tions			
		Set ID:	1400	0		🖲 Speed T	ypes	Search		
		ChartField Detail								
		Account	Fund	Program	Department	Cost	Center	Task		
		Ok Ca	ancel							
	11.	Click the Ok	button.							
		Ok	Cancel							



Step	Action	
The Crea	te Additional Pay page	e returns.
Δ	pplies To Pay Periods	
	🗹 First 🛛 🗹 Second	Third Fourth Fifth
	Job Information	
	Employee Type Salaried	Standard Hours 40.00
	Compensation Rate \$2,500.00 Default Job Data	Jooo Frequency Semimonthiy
	Position CJSTRN0	1
	Business Unit 14000	Dept of Criminal Justice Svcs
	Department 10320	Juvenile Services
	Job Code 92313	Analyst
	GL Pay Type	
	Shift Not Applic	able
	Job Data Override	
	Position	
	Business Unit	
	Department	Q
	Job Code	
	Combination Code 00073720	9 Edit ChartFields
	GL Pay Type	
	*Addl Shift Use Job S	
	Tax Information	
🗐 s	ave 🔯 Return to Search 👘 Prev	ious in List Next in List Notify & Refresh Dydate/Display
j	Notice that the Combi entered and Ok buttor next to the Edit Chart	nation Code has populated after the Edit Chartfield values were was clicked. Additionally, there is now an Eraser icon that appears fields link.
12.	If Earnings are not bei	ng paid on a separate check, skip to Step 16.
	If Earnings are being p Tax Information section	aid on a separate check, click the Expand icon (>) to the left of the on.
	Tax Information	



Step	Action
The Tax	Information section displays.
[▼ Tax Information
	State Q Tax Periods 1 Locality Q
	*Tax Method Annualized
	*Benefit Deductions Taken No Override
	Benefit Ded Subset ID
	*General Deductions Taken No Override
	General Ded Subset ID
	The Tax Information section is for tax and deduction overrides, and are only applicable if earnings are being paid on a separate check.
A	There are only 3 fields used in the Tax Information section when earnings are being paid on a separate check:
9	 Tax Method Benefit Deductions Taken General Deductions Taken
13.	Select the applicable Tax Method .
	*Tax Method Annualized
i	The only Tax Methods used are "Annualized" and "Supplemental". Do not select any other Tax Method.
14.	Select the applicable Benefit Deductions Taken.
	Leave the default of "No Override" if benefit deductions should process for this
	 Select "None" if no benefit deductions should process for this earnings code.
	*Benefit Deductions Taken No Override
15.	Select the applicable General Deductions Taken.
	Leave the default of "No Override" if general deductions should process for this
	 Select "None" if no general deductions should process for this earnings code.
	*General Deductions Taken No Override



Human Resources Job Aid

Step	Action
16.	Click the Save button.
	Refresh



Human Resources Job Aid

HR351_Processing Additional Pays

Updating/Correcting an Additional Pay

Step	Action
1.	Navigate to the Create Additional Pay page using the following path:
	NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The Create Additional Pay search page displays.

Crea	tte Additional Pay
F	ind an Existing Value Search Criteria
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Precent Searches Choose from recent searches V Raved Searches Choose from saved searches V
-	Empl ID begins with Empl Record Mame begins with Last Name begins with Second Last Name begins with Alternate Character Name begins with
	Middle Name begins with V
	Search Clear
	Enter the employee's Employee ID in the Empl ID field.
	Note: Users can also search for the applicable employee using the various Name fields if the
	Employee ID is not known.
	Empl ID begins with 🗸
	Include History Correct History
	Click the Search button.
	Search Clear
	If multiple employees match the search criteria entered, the search results display in the botton



The **Create Additional Pay** page displays for the applicable employee. In this Scenario, the **Earnings** and **Applies To Pay Periods** on the Temporary Pay entry is being updated.

	Employee		Empl ID	Em	pl Record (0
Additional Pay				Find View All	First 🕢 2 (of 2 🕟 Last
*Earnings	Code TMP	C Temporary Pa	/			+ -
Effective Date				Find View All	First 🕢 1 o	f 1 🕟 Last
Effective	e Date 05/01/2025	BI				+ -
Payment Details			F	ind View All	First 🕚 1 of	1 🕟 Last
*AddI Se	q Nbr	1	End Date	05/10/2026	Ħ	+ -
Rate	Code	Q	Reason	Not Specified		~
Ear	nings \$	125.00				
	Hours		Hourly Rate			
Goal An	nount		Goal Balance			
Sep Chec	k Nbr		(Disable Direct I	Deposit	
	🗹 OK to Pa	у	(Prorate Additio	nal Pay	
Applies To Pay Period	ls					
First	Second Second	Third	Fourth	E Fifth		
Job Information						
Tax Information						
🔚 Save 🔯 Return to Se	arch 🔄 Notify	2 Refresh		🔰 Update/Disp	lay 🖉 Inc	clude History
Locate the existi	ng earnings	s code that need	ls to be upda	ated using t	he navig	ational arrow
the Additional F	Pay section	as needed.				
Additional Pay				Find View	All First	🕢 2 of 2 🕟 Last
*Earni	nga Cada TMP				1.00	
Earni	ngs code min	Temporar	y Pay			
	New Row	con (+) within th	e Effective	Date section	n.	
Effective Date				Find View	All First	🕢 1 of 1 🕑 Las



Step	Action							
A new	ew Effective Date row displays.							
	Create Additional Pay							
	Employee Empl ID Empl Record 0							
	Additional Pay Find View All First ④ 2 of 2 ④ Last							
	*Earnings Code TMP C Temporary Pay							
	Effective Date Find View All First ④ 1 of 2 ④ Last							
	Effective Date 05/23/2025							
	Payment Details Find View All First (1 of 1 (2) Last							
	*AddI Seq Nbr 1 End Date 05/10/2026							
	Rate Code Q Reason Not Specified V							
	Earnings \$125.00							
	Hours Hourly Rate							
	Goal Amount Goal Balance							
	Sep Check Nor Disable Direct Deposit							
	Applies To Pay Periods							
	✓ First Second Third Fourth Fifth							
	Job Information							
	Tax Information							
	🔚 Save 🔯 Return to Search 🔄 Notify 🔗 Refresh							
7.	The Effective Date field defaults to the current system date. Update the effective date to the							
	date the change occurred by using the Effective Date Calendar icon.							
	Effective Date 05/23/2025							
	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 enter the day ofter the original effective date (within the same							
	 IF this is a correction enter the day after the original enective 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 approach a ticket will need to be opened to make the approach as ticket will need to be opened to the ticket will need to the ticket will n							
	correction							
	The information within the Payment Details section carries forward from the previous effective dated row.							
	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.							



Step	Action
8.	Enter the applicable End Date for the additional pay using the End Date Calendar icon.
	End Date 05/10/2026
İ	This field is not used in Cardinal. Leave as the default of "Not Specified".
9.	Change the Earnings field if needed. Otherwise leave Earnings as is.
	Earnings
10.	Change the Goal Amount field if needed. Otherwise leave Goal Amount as is.
	Goal Amount
11.	Click OK to Pay if it is not already checked.
	CK to Pay
12.	Once all required update/corrections have been made, click the Save button.
	Save Return to Search E Notify Refresh



Step | Action

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

	Employee		Empl ID	E	mpl Record	0
Additional Pay				Find View All	First 🕢 2	of 2 🕑 Last
*Earning	gs Code (TMP	C Temporary Pa	y			+ -
Effective Date			I	Find View All	First 🕢 1	of 2 🕟 Last
Effect	ive Date 05/23/2025	Ħ				+ -
Payment Details			F	ind View All	First 🚯 1 o	f 1 🕑 Last
*Addl	Seq Nbr	1	End Date	05/10/2026	31	+ -
Ra	ite Code	Q	Reason	Not Specified		~
E	arnings \$300.	00				
	Hours		Hourly Rate			
Goal	Amount		Goal Balance			
Sep Ch	ieck Nbr		(Disable Direc	t Deposit	
	🗹 OK to Pay		(Prorate Addit	ional Pay	
Applies To Pay Peri	iods					
First	Second	Third	Fourth	🗌 Fif	th	
▶ Job Information						
Tax Information						



Stopping an Additional Pay

The scenario used in this section is: HR Administrator receives notification on 2/1/23 that the Additional Payment should end on 3/31/23.

Step	Action
1.	Navigate to the Create Additional Pay page using the following path:
	Additional Pay
The Cr	eate Additional Pay search page displays.
Crea	te Additional Pay
F	ind an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	Recent Searches Choose from recent searches V 🖉 Saved Searches Choose from saved searches V
	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 • Middle Name begins with • • Show fewer options Case Sensitive Include History Search
2.	Enter the employee's Employee ID in the Empl ID field. Note : Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. Empl ID begins with
3.	Click the Search button.
i	If multiple employees match the search criteria entered, the search results display in the bottom portion of the page. Enter the correct record (by clicking any of the links on that row) in order to access the Additional Pay page.



Step	Action
The Cr	eate Additional Pay page displays for the applicable employee.
	Create Additional Day
	Create Additional Pay
	Employee Empl ID Empl Record 0
	Additional Pay Find View All First (4) 2 of 3 (b) Last
	*Earnings Code TMP Q Temporary Pay
	Effective Date Find View All First (1) of 2 (1) Last
	Effective Date 01/10/2023
	Payment Details Find View All First (1 of 1 (b) Last
	*Addl Seq Nbr 1 End Date 01/09/2024
	Rate Code Q Reason Not Specified V
	Laura Haura Haura Bata
	Goal Amount Goal Balance
	See Check Nhr
	✓ OK to Pay
	Applies To Pay Periods
	First Second Third Fourth Fifth
	Job Information
	Tax Information
	🔚 Save 🔯 Return to Search 🔄 Notify 🤶 Refresh
·	
4.	Locate the existing earn code that that needs to be updated using the navigational arrows
	within the Additional Pay section as needed.
	Additional Pay Find View All First ④ 2 of 3 () Last
	*Earnings Code TMP Q Temporary Pay + -
	Compositive dy
5.	Click the Add a New Row icon (+) within the Effective Date section.
	Effective Date Find View All First (1 of 2) Last
	Effective Date 01/10/2023



Step	Action									
A new	A new Effective Date row displays.									
	Create Additional Pay									
	Employee Empl ID Empl Record 0									
	Additional Pay Find View All First (1) 2 of 3 (1) Last									
	*Earnings Code TMP C Temporary Pay									
	Effective Date Find View All First (1) of 4 (2) Last									
	Effective Date 2/1/2023 🛐 +									
	Payment Details Find View All First () of 1 () Last									
	*Addi Seq Nbr 1 End Date 3/31/2023									
	Rate Code Q Reason Not Specified V									
	Hours Hours									
	Goal Amount Goal Balance									
	Sep Check Nbr									
	CK to Pay									
	Applies To Pay Periods									
	✓ First ✓ J Second Third Fourth Fifth									
	Job Information									
	Tax Information									
	Return to Search 🔄 Notify 📿 Refresh 🖉 Update/Display 🖉 Include History									
6.	The Effective Date field defaults to the current system date. Update the effective date to the date the change occurred by using the Effective Date Calendar icon. Effective Date 2/1/2023									
7.	Enter the applicable End Date for the additional pay using the End Date Calendar icon.									
	End Date 3/31/2023									
i	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.									
	Save Return to Search E Notify Refresh									



Extending an Additional Pay

Step	Action
1.	Navigate to the Create Additional Pay page using the following path:
	NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The Create Additional Pay search page displays.

Crea	te Additional Pay
F	ind an Existing Value
	Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	Recent Searches Choose from recent searches V 🖉 Saved Searches Choose from saved searches V
	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 ~
	Show fewer options Case Sensitive Include History Correct History Search Clear
-	Enter the employee's Employee ID in the Empl ID field.
	Note : Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
	Empl ID begins with V
	Click the Include History checkbox.
	Include History Correct History
	Click the Search button.
	Search Clear
	If multiple employees match the search criteria entered, the search results display in the botton portion of the page. Enter the correct record (by clicking any of the links on that row) in order to access the Additional Pay page.



Step	Action									
The Cr	he Create Additional Pay page displays for the applicable employee.									
	Create Additional Day									
	Employee Empl ID Empl Record 0									
	Additional Pay Find View All First (1) 2 of 3 (1) Last									
	*Earnings Code TMP Q Temporary Pay									
	Effective Date Find View All First (1 of 2 (1) Last									
	Effective Date 01/10/2023									
	*Addi Seq Nbr 1 End Date 01/09/2024									
	Earnings \$125.00									
	Hours Hourly Rate									
	Goal Amount Goal Balance									
	Sep Check Nbr									
	C OK to Pay									
	Applies To Pay Periods									
	First Second Third Fourth Fifth									
	Job Information									
	Tax Information									
	Save The Return to Search Notify Refresh Dodate/Display									
5	Locate the existing earn code that that needs to be undated using the navigational arrows									
5.	within the Additional Pav section as needed									
	Additional Pay Find View All First (2 of 3) Last									
	*Earnings Code TMP Q Temporary Pay									
6.	Click the Add a New Row icon (+) within the Effective Date section.									
	Effective Date Find View All First (1) of 2 (1) Last									
	Effective Date 01/10/2023									



Step	Action									
A new Effective Date row displays.										
	Create Additional Pay									
	Employee Empl ID Empl Record 0 Additional Pay Find View All First (2 of 3 () Last									
	*Earnings Code TMP Effective Date Find View All First (1) of 4 (2) Last									
	Effective Date 2/1/2023									
	Payment Details Find View All First () 1 of 1 () Last									
	*Addi Seq Nbr 1 End Date 3/31/2023 🛐 🕂 🖃									
	Rate Code Q Reason Not Specified V									
	Earnings \$300.00									
	Houris Houriy Rate									
	Goal Amount Goal Balance									
	Sep Check Nbr									
	OK to Pay OF Profate Additional Pay									
	V First Second Third Fourth Fifth									
	Tax Information									
	🔚 Save 🔯 Return to Search 🖃 Notify 📿 Refresh 🖉 Update/Display 🖉 Include History									
7.	Update the effective date to the exact date the extension is to be effective by using the									
	Effective Date 2/1/2023									
i	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 applicable End Date for the additional pay using the End Date Calendar icon. Leave the field blank if there is no set end date.									
	End Date 3/31/2023									
9.	Click the Save button.									
	Return to Search Refresh									



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.

Step	Action
1.	Navigate to the Create Additional Pay page using the following path:
	NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

The Create Additional Pay search page displays.

Create Fin	Additional Pay d an Existing Value earch Criteria earch Criteria
	Precent Searches Choose from recent searches Saved Searches Choose from saved searches
	Empl ID begins with Empl Record Constrained begins with Empl Record Empl Record Constrained begins with Constrained begins with Correct History Cear
2.	Enter the employee's Employee ID in the Empl ID field.
	Note : Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
	Empl ID begins with ~
3	Click the Include History checkbox.
	Include History Correct History



Human Resources Job Aid

Step	Action
4.	Click the Search button.
ĺ	If multiple employees match the search criteria entered, the search results display in the bottom portion of the page. Enter the correct record (by clicking any of the links on that row) in order to access the Additional Pay page.
The Crea	te Additional Pay page displays for the applicable employee.
Creat	e Additional Pay
	Employee Empl ID Empl Record 0
Additi	onal Pay Find View All First (1 of 1 () Last
	*Earnings Code AJT Adjunct Faculty
Effec	tive Date Find View All First 🕢 1 of 1 🕟 Last
	Effective Date 04/25/2022
Payr	nent Details Find View All First 🕢 1 of 1 🕟 Last
	*Addl Seq Nbr 1 End Date 1
	Rate Code Q Reason Not Specified ~
	Earnings \$600.00
	Hourly Rate
	Goal Amount \$6,000.00 Goal Balance
	Sep Check Nbr
	✓ OK to Pay
Ap	plies To Pay Periods
	First Second Ihird Fourth Fifth
	Job Information
	Tax Information
🔚 Sav	re 💽 Return to Search 🗈 Notify 🎅 Refresh
5.	If this is the employee's first additional pay item (i.e., Earnings Code field is blank), proceed to the next step.
6.	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.
	Additional Pay Find View All First 🕢 2 of 2 🕑 Last
	*Earnings Code



Step	Action
i	A list of earnings codes to be entered by HR Administrators are listed in the last section of this job aid.
7.	Enter the applicable earnings code for the type of additional pay being added using the Earnings Code Look Up icon. For this scenario the earn code is AJT (Adjunct Faculty). *Earnings Code
8.	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 by using the Effective Date Calendar icon as needed. Effective Date 04/25/2022
i	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.
9.	Enter "1" in the Addl Seq Nbr field. *Addl Seq Nbr 1
10.	Enter the fixed amount of the additional pay in the Earnings field. For this scenario, enter \$600. Earnings \$600.00
11.	Enter the End Date or Goal Amount if applicable. For this scenario, a goal amount is entered. Goal Amount \$6,000.00
12.	Click the OK to Pay checkbox.
13.	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.
	Applies To Pay Periods
	First Second Third Fourth Fifth



Human Resources Job Aid

Step	Action									
14.	Click the	Click the Expand icon (>) to the left of the Job Information .								
	Job Information									
The Job Information section displays.										
15.	Job Data Override Position Business Unit Q Department Q Job Code Q Combination Code Edit ChartFields GL Pay Type *Addl Shift * Tax Information If Save Return to Search Notify Refresh Jupdate/Display Include History									
	Edit Chart	fields								
i	Do not u	pdate any other	field in the Job I	Data Override s	section of the pa	ge.				
The C	hartField Co	ommon Compor	nent page displa	iys in a pop-up	window.					
	ChartField Comn	non Component								
c	Set ID: 14000 Search Options									
	ChartField Detail									
1	Account	Fund	Program	Department	Cost Center	Task				
Ę	599999	٩	্ৰ	Q	<u>्</u>	Q				
[Ok Ca	incel								



Step	Action								
16.	Enter or use information f been entered Fund = 0100	the Spee or the ad d: 00; Progr	edTypes Sea ditional pay t am = 39902	arch to c transacti 9; Depa	complete on as ne r tment =	the applical eded. In thi 085.	ole Char s examp	tField di	stribution bllowing has
	ChartField Com	mon Compone	ent						
	ChartField Details Employee ID					Search Options]
	Set ID:		14000			Speed Types		Search	J
	ChartField Detail								
	Account	Fund	Program		Department	Cost Cente	r	Task	
	599999	01000	Q 399029	Q	085	Q	Q		Q
	OkC	ancel							
17.	Click the Ok	button.							
	Ok	Cancel]						



Step	Action						
The Cr	reate Additional Pay	page returns	S.				
	Applies To Pay Periods						
	First Second	nd 🗌 Tr	nird	Fourth	🗌 Fifth	1	
	Job Information						
	Employee Type Sa Compensation Rate \$2	alaried 2,500.000000	Stand	dard Hours 40.0 Frequency Sen	00 nimonthly		
	Default Job Data						
	Position C. Business Unit 14 Department 10 Job Code 92 Combination Code GL Pay Type Shift No	2JSTRN01 4000 Dept o 0320 Juvenii 2313 Analys Iot Applicable	f Criminal Justice Svi le Services t	25			
	Job Data Override						
	Position Business Unit Department Job Code	્ વ વ					
	Combination Code 00 GL Pay Type *Addl Shift Us	00737209 Ise Job Shift	Edit (ChartFields			
	Tax Information						
	Save 🔯 Return to Search	Previous in List	↓ Next in List	E Notify	Refresh	週 Update/Display	Include History
i	Notice that the Co entered and Ok be next to the Edit C	ombination (outton was clie ChartFields li	Code has po cked. Additi nk.	pulated at onally, the	fter the E ere is nov	i dit ChartFiel v an Eraser ic	d values were con that appears
18.	Scroll back up to	the top of the	e page.				



Step	Action
The top o	of the Create Additional Pay page displays.
Cro	ate Additional Pay
CIE	
0.1.1	Employee Empl ID Empl Record 0
Add	
E 44	Earnings Code AJI Adjunct Faculty
	Effective Date 04/25/2022
Pa	yment Details Find View All First ④ 1 of 1 ④ Last
	*Addl Seq Nbr 1 End Date 1
	Rate Code Reason Not Specified V
	Earnings \$600.00
	Hourly Rate
	Goal Amount \$6,000.00 Goal Balance
	Sep Check Nbr
4	Applies To Pay Periods
	✓ First Second Third Fourth Fifth
	Job Information
	Tax Information
I S	ave 🔯 Return to Search 🖹 Notify 😪 Refresh 🖉 Update/Display 🔎 Include History
19.	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.
	Payment Details Find View All First (4) 1 of 1 (b) Last
	*Addl Seg Nbr 1 End Date
20.	Enter "2" in the Addl Seq Nbr field. This allows the system to process two additional pays for
	the same Earnings Code.
	*Addl Seg Nbr 2
21.	In the Earnings field, enter the amount. For this scenario, enter the remaining \$400.
	Earnings \$400.00
22.	Enter the End Date or Goal Amount if applicable. For this scenario, a Goal Amount is
	entered.
	Goal Amount \$4,000.00



Step	Action						
23.	Click the OK to Pay checkbox.						
	CK to Pay						
24.	Click the Expand icon (>) to the left of Job Information .						
	Job Information	Job Information					
The Job	• Job Information section displays.						
25.	25. Click the Edit ChartFields link.						
The Cha	rtEield Common Component page displays in a	pop-up window					
Cha	artField Common Component						
Cha	artField Details Employee ID Search Options Set ID: 14000 Speed Types Search						
Cha	artField Detail						
Acco	Dunt Fund Program Departmen	t Cost Center Task					
599	Ok Cancel						



Step	Action						
26.	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.						
	ChartField Common Component						
	ChartField Details Employee ID Search Options						
	Set ID: 18100 Speed Types Search						
	ChartField Detail Account Fund Program Department Cost Center Task FIPS Asset Agency L						
	599999 01000 Q 599001 Q 012 Q						
27.	Click the Ok button.						
The Crea	te Additional Pay page returns.						
	Job Data Override Position Q Business Unit Q Job Code Q Job Code Q Job Code Combination Code 000666927 GL Pay Type *Addl Shift Use Job Shift *Addl Shift Use Job Shift *Addl Shift *Addl Shift * Tax Information * Return to Search * Previous in List * Notify * Refresh Update/Display Include History						
i	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.						
28.	Click the Save button.						
	Save Return to Search Search Refresh						



Human Resources Job Aid

HR351_Processing Additional Pays

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.

Step	Action						
1.	 Navigate to the Create Additional Pay page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay 						
The Create Find	Additional Pay search page displays. Additional Pay d an Existing Value serch Citeria er any information you have and click Search. Leave fields blank for a list of all values. Precent Searches Choose from recent searches						
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. Empl ID begins with						
3	Click the Include History checkbox.						
4.	Click the Search button.						
1	If multiple employees match the search criteria entered, the search results display in the bottom portion of the page. Enter the correct record (by clicking any of the links on that row) in order to access the Additional Pay page.						



Step	Action	
The C	reate Additional Pay page displays for the app	blicable employee.
C	Create Additional Pav	
	Employee	Empl ID Empl Record 0
ĺ,	*Earringe Code	
	Effective Date	Find View All First ④ 1 of 1 Last
	Effective Date 06/26/2023	÷ -
	Payment Details	Find View 1 First ④ 1 of 1 ⑥ Last
	*Addl Seq Nbr	End Date
	Rate Code	Reason Not Specified 🗸
	Earnings	
	Hours	Hourly Rate
	Goal Amount	Goal Balance
		Disable Direct Deposit Direct Deposit Prorate Additional Pay
	Applies To Pay Periods	-
	First Second Third	Fourth Fifth
	Job Information	
	Tax Information	
5.	If this is the employee's first additional pay	item (i.e., Earnings Code field is blank), proceed
	to the next step.	
6.	If the employee has at least one existing ac	lditional 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
	Additional Pay	Find View All First () 2 of 2 () Last
	*Earnings Code	
6	A list of earnings codes to be entered by HI	R Administrators are listed in the last section of this
	job aid.	
7.	Enter the applicable earnings code for the t	vpe of additional pay being added using the
	Earnings Code Look Up icon. In this scen	ario, the earn code is FOP - Faculty Other Pay.
	*Earnings Code	



Step	Action
8.	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 by using the Effective Date Calendar icon as needed.
	Effective Date 06/26/2023
i	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.
9.	Enter "1" in the Addl Seq Nbr field.
	*Addl Seq Nbr 1
10.	Enter the fixed amount of the additional pay in the Earnings field. For this scenario, enter \$500.
11.	Enter the End Date or Goal Amount if applicable. For this scenario, a goal amount of \$2500
	is entered.
	Goal Amount
12.	Click the OK to Pay checkbox.
	CK to Pay
13.	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.
	Applies to Pay Periods
14.	Click the Expand icon (>) to the left of the Job Information .
	Job Information



Step	Action						
The Jo	b Information	on section disp	lays.				
	Job Data O Co Tax Inform	verride Position Business Unit Department Job Code Ombination Code GL Pay Type *AddI Shift Use mation	Iotify 2 Refresh	Edit Char	Fields	Jupdate/Display	Include History
15.	Click the Edit ChartF	Edit ChartFiel	ds link.				
1	Do not up	odate any other	field in the Job	Data Over	ride s	ection of the pa	ige.
The Ch	artField Co	ommon Compo	nent page displa	ays in a po	p-up \	window.	
C	ChartField Comm	ion Component					
СІ	hartField Detail	S					
		Employee ID			Search	Options	
	Set ID:	14000			○ Spe	ed Types	Search
С	hartField Detail						
A	ccount	Fund	Program	Department		Cost Center	Task
59	99999	C	Q		Q	্	Q
	Ok Ca	ncel					



Step	Action										
16.	Enter or us informatior been enter Fund = 01	e the Spe for the ad ed: 000; Prog i	edTyp ditiona ram =	es Sear al pay tra 399029;	ch to d insacti Depa	complete on as ne rtment =	the a eded. 085.	pplicable In this e	Char xamp	tField di ble the fo	stribution bllowing ha
	ChartField Co	mmon Compon	ent								
	ChartField De	tails Employee ID					Search	Options			
	Set ID:		14000				🖲 Spe	eed Types		Search]
	ChartField Det	ail									
	Account	Fund		Program		Department		Cost Center		Task	
	599999	01000	Q	399029	Q	085	Q		Q		Q
	Ok	Cancel									
7.	Click the C	k button.									
	Ok	Cancel									



Step	Action							
The Cr	eate Additional P	ay page re	eturns.					
	Applies To Pay Periods							
	First Se	cond	C Thir	d	Fourth		Fifth	
	 Job Information 							
	Employee Type Compensation Rate	Salaried \$2,500.000000		Stan	dard Hours Frequency	40.00 Semimonthly		
	Default Job Data							
	Positior Business Uni Departmen Job Code Combination Code GL Pay Type Shift	CJSTRN01 14000 10320 92313 1 Not Applicable	Dept of C Juvenile s Analyst	Criminal Justice Sv Services	rcs			
	Job Data Override							
	Positior Business Uni Departmen Job Code Combination Code	000737209	ୁ ର ୁ ର ୁ	edit	ChartFields			
	GL Pay Type *Addl Shift	t Use Job Shift		~				
	Tax Information							
	Save Return to Search	↑ Previous i	n List 🛛	Next in List	E Notify	2 Refresh	Ø Update/Display	Include History
i	Notice that the entered and Ok next to the Edit	Combinat button wa ChartFie	ion Co as clich Ids lini	ode has po ked. Addit k.	opulated ionally, t	after the here is r	e Edit ChartFiel now an Eraser id	l d values were con that appears
18.	Scroll back up t	o the top o	of the p	bage.				



Step	Action	
The top o	of the Create Additional Pay page displays	
Creat	e Additional Pay	
	Employee	Empl ID Empl Record 0
Additi	onal Pay	Find View All First ④ 1 of 2 ④ Last
	*Earnings Code FOT Carly Oth	er Pay 🛨 🖃
Effec	tive Date	Find View All First 🕢 1 of 1 🕟 Last
	Effective Date 08/01/2022	+ -
Pay	nent Details	Find View 1 First (1-2 of 2) Last
	*Addl Seq Nbr 1	End Date
	Rate Code	Reason Not Specified
	Larnings \$500.00	Heuriu Bete
	Goal Amount \$2,500,00	
	Sep Check Nbr	Disable Direct Deposit
	OK to Pay	Prorate Additional Pay
Ap	plies To Pay Periods	
	First Second Third	Fourth Fifth
	Job Information	
	Tax Information	
19.	In the Effective Date section, click the Ad change the effective date.	d a New Row button (+) to add a new row and
	Effective Date	Find View All First ④ 1 of 1 ④ Last
	Effective Date 08/01/2022	
20.	Enter "2" in the Addl Seq Nbr field. This a the same Earnings Code .	llows the system to process two additional pays for
	Add See Mar 2	
	"Addi Seq Nbr 2	
21.	In the Earnings field, enter the amount. F	or this scenario, enter the remaining \$300.
	Earnings	
22.	Enter the End Date or Goal Amount if app \$1500 is entered.	blicable. For this scenario, a Goal Amount of
	Goal Amount	



Step	Action						
23.	Click the OK to Pay check	lick the OK to Pay checkbox.					
	OK to Pay						
24.	Click the Expand icon (>) to the left of Job Information .						
	Job Information						
The Job	Information section displays	S.					
	Job Data Override Position Q Business Unit Q Department Q Job Code Q Combination Code Edit ChartFields GL Pay Type *Addl Shift Use Job Shift ▼						
25.	Click the Edit ChartFields	link.					
The Cha	rtField Common Compone	nt page displa	ys in a pop	o-up \	window.		
Ch	artField Common Component						
Cha	hartField Details Employee ID Search Options						
	Set ID: 14000 Speed Types Search						
Ch	rtField Detail						
Acc	ount Fund Pro	ogram	Department		Cost Center	Task	
599		Q		Q	Q	Q	
	Ok Cancel						



Step	Action									
26.	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.									
	ChartField Common Component									
	ChartField Details Employee ID Search Options									
	Set ID: 18100 Speed Types Search									
	ChartField Detail Account Fund Program Department Cost Center Task FIPS Asset Agency L 599999 01000 Q 599001 Q 18100 Q 012 Q									
27.	Click the Ok button.									
The Crea	te Additional Pay page returns.									
	Job Data Override Position Q Business Unit Q Job Code Q Logartment Q Job Code Q Logartment Q Log									
i	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.									
28.	Click the Save button.									
	Save Return to Search Search Refresh									





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.

	Турі	cal Additional Pay E	arnings Co	des
Earn		Add to Gross		
Code	Description	Income	Taxable	Notes
CAR	Reimb Use of Personal Car	Y	Υ	
CCR	Company Car	N	Υ	
MIL	Military Supplement	Y	Υ	
MNT	Mobile Device Nontaxable	Y	Ν	
MTB	Mobile Device Taxable	Y	Υ	
SEV	Work Study Student	Y	Υ	
TMN	Temp Pay Non Paid Agys	N	N	
тмр	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

Earn		Add to Gross		
Code	Description	Income	Taxable	Notes
ТХВ	Misc Agency Specific Pay	Υ	Y	
SP1	Misc Agency Supplemental Pay 1	Υ	Y	
SP2	Misc Agency Supplemental Pay 2	Υ	Υ	
SPA	Misc Agency Specific Pay Amt	Υ	Υ	
AGY	Misc Agency Specific Pay	Υ	Y	
	Typical Addition	al Pay Earnings	for Higher	Education
Earn		Add to Gross		
Code	Description	Income	Taxable	Notes
WSS	Work Study Student	Υ	Υ	
SSN	Student Stipend Non Taxable	Υ	Υ	
SST	Student Stipend Taxable	Υ	Υ	
FOT	Faculty Other Pay (Adjust for Salary)	Υ	Υ	
AIT	Adjunct Faculty	Y	Y	