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. 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:
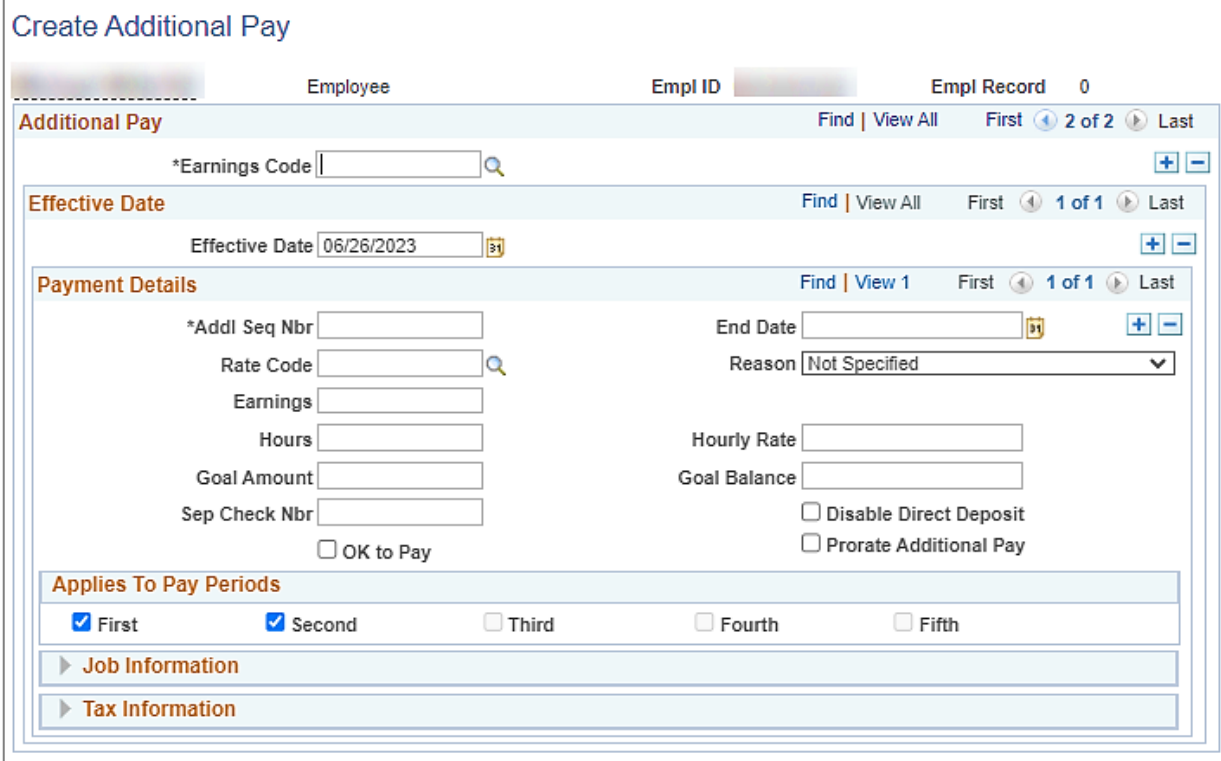
- Temporary pay is approved for a certain period of time. The **End Date** field is preferred over Goal Amount field in this scenario because an end date has been established.

- 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

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.

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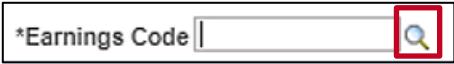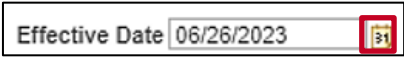
Revision History

Revision Date	Summary of Changes
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** 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.	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. Search Clear Basic Search Save Search Criteria

Step	Action
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.

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

4.	If this is the employee's first additional pay item (i.e., **Earnings Code** field is blank), proceed to the next step.
5.	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.
ℹ	A list of earnings codes to be entered by HR Administrators are listed in the last section of this job aid.

Step	Action
6.	Enter the applicable earnings code for the type of additional pay being added using the **Earnings Code Look Up** icon. *Earnings Code [🔍]
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 [📅]
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.

See the table below for the fields and descriptions in the **Payment 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	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	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
ℹ️	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. End Date [＿＿＿＿] 📅 Goal Amount [＿＿＿＿]
	Sample **Create Additional Pay** page with the **Payment Details** and **Applies to Pay Periods** sections completed. **Create Additional Pay** ████ ████ Employee Empl ID ████████ 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 [＿＿] 🔍 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 ☐ Second ☐ Third ☐ Fourth ☐ Fifth ▸ Job Information ▸ Tax Information 💾 Save 🔍 Return to Search 📧 Notify 🔄 Refresh ✏️ Update/Display 📄 Include History
8.	Click the **Expand** icon (**>**) to the left of the **Job Information** section. ▸ Job Information
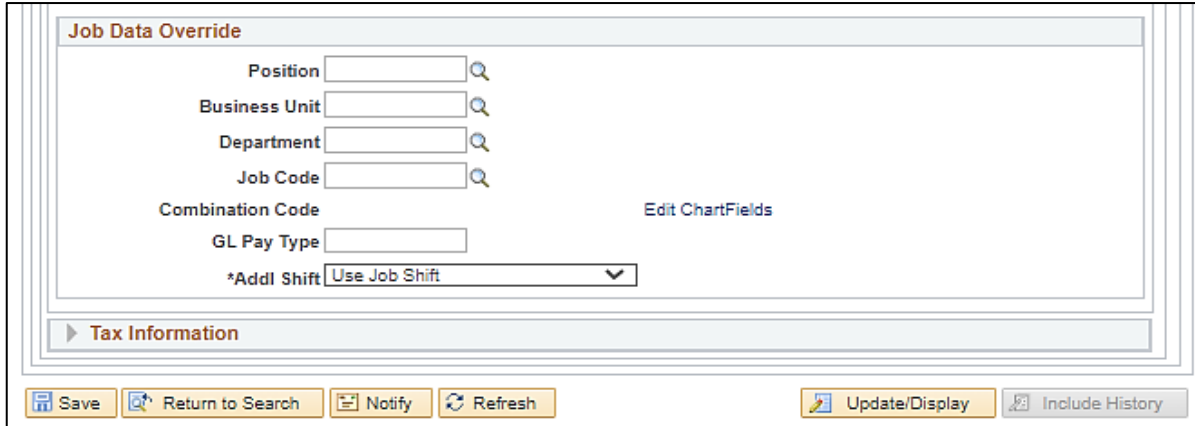
Step	Action

The **Job Information** section displays.
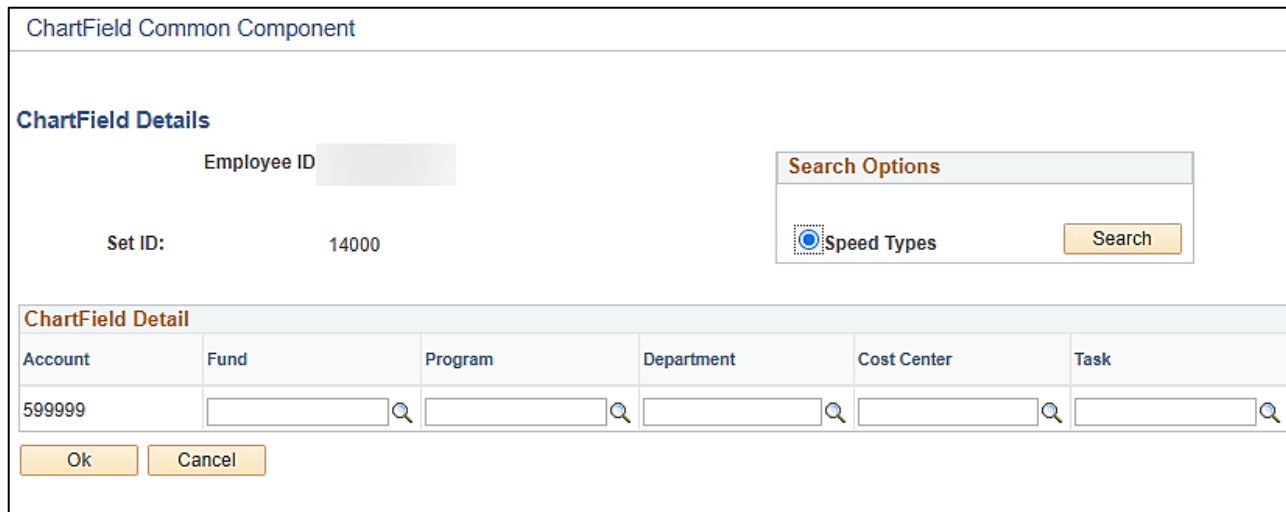
	Do not update any other field in the **Job Data Override** section. Entering information in the **Position**, **Business Unit**, **Department**, or **Job Code** will have adverse downstream impacts to other Cardinal modules.
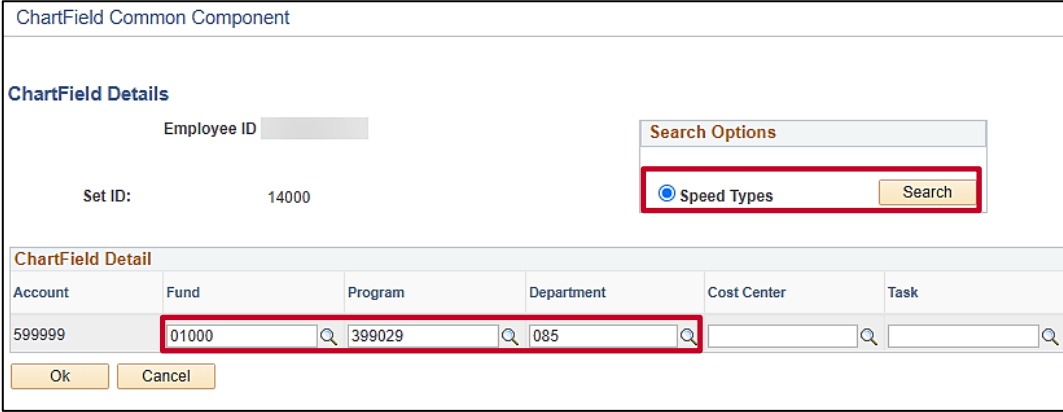
9.	Click the **Edit ChartFields** link.

Edit ChartFields

The **ChartField Common Component** page displays in a pop-up window.
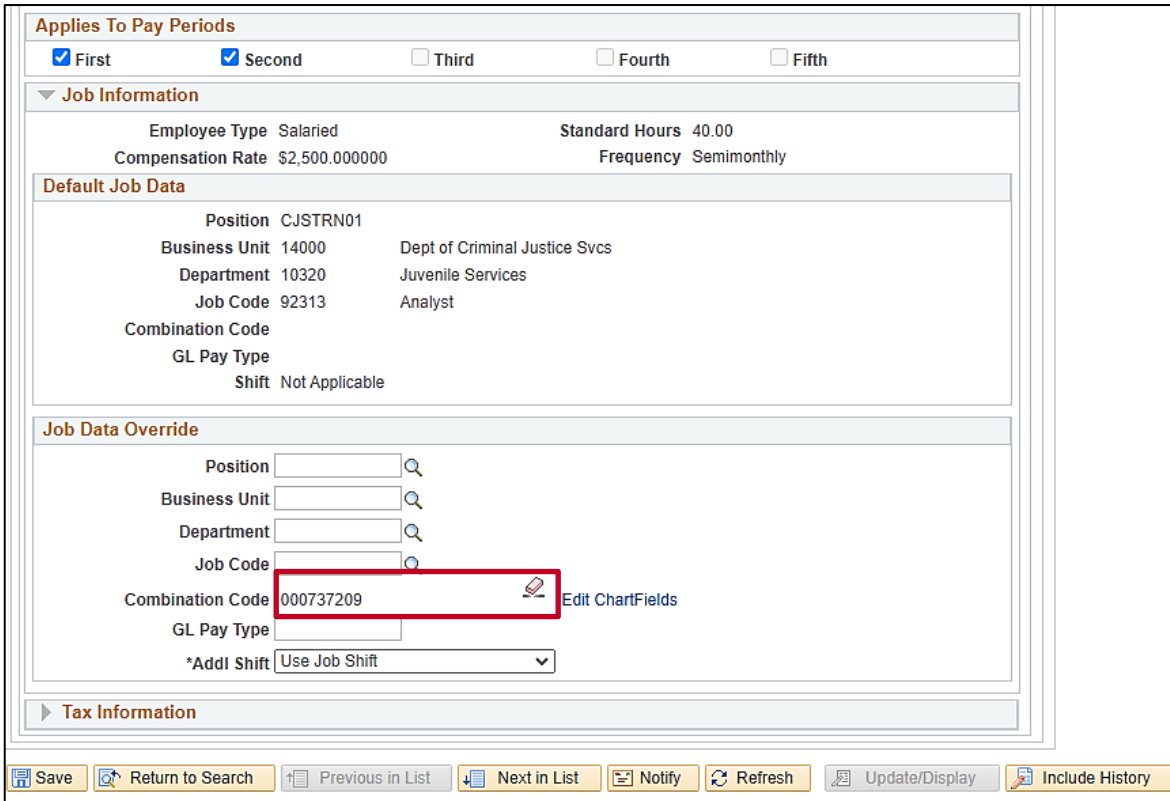
Step	Action
10.	Enter or use the **SpeedTypes Search** to complete the applicable ChartField distribution information for the additional pay transaction as needed. In this scenario, the following has been entered: **Fund** = 01000; **Program** = 399029; **Department** = 085
11.	Click the **OK** button.
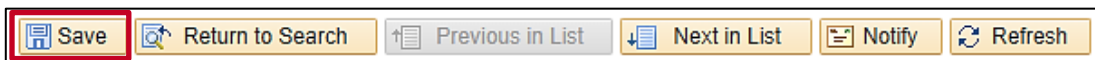
Step	Action
	The **Create Additional Pay** page returns.
ℹ️	Notice that the **Combination Code** has populated after the **Edit Chartfield** values were entered and **Ok** button was clicked. Additionally, there is now an eraser icon that appears next to the **Edit Chartfields** link.
12.	Click the **Save** button.

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. **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.	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

Step	Action
4.	Click the **Search** button.

	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 **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.

Step	Action
5.	Locate the existing earn code that that needs to be updated using the navigational arrows within the **Additional Pay** section as needed.

| 6. | Click the **Add a New Row** icon (**+**) within the **Effective Date** section. |

Step	Action
	A new **Effective Date** row displays.
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.

Step	Action
ℹ️	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 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. 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.
8.	Enter the applicable **End Date** for the additional pay using the **End Date Calendar** icon. End Date 01/09/2024 📅
9.	If this is a correction to the previous row entered, click the **Reason** dropdown button and select the applicable **Reason** for the correction. Reason Not Specified ▾
ℹ️	<table><tr><th>Description</th><th>Use</th></tr><tr><td>Correction to **Earnings**</td><td>Use if the original Earnings Amount needs to be corrected</td></tr><tr><td>Correction to **End Date**</td><td>Use if the original End Date needs to be corrected.</td></tr><tr><td>Correction to **Goal Amount**</td><td>Use if the original Goal Amount needs to be corrected.</td></tr><tr><td>Correction to **OK to Pay**</td><td>Use if the OK to Pay was not originally clicked on.</td></tr></table>
10.	Change the **Earnings** field if needed. Otherwise leave **Earnings** as is. Earnings [ ]
11.	Change the **Goal Amount** field if needed. Otherwise leave **Goal Amount** as is. Goal Amount [ ]
12.	Click **OK to Pay** if it is not already checked. ☑ OK to Pay

Step	Action
13.	Once all required update/corrections have been made, click the **Save** button.
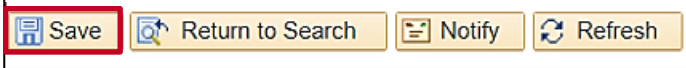
The updated/changed **Create Additional Pay** page displays with the **Earnings** updated and the **Applies to Pay Periods** updated.
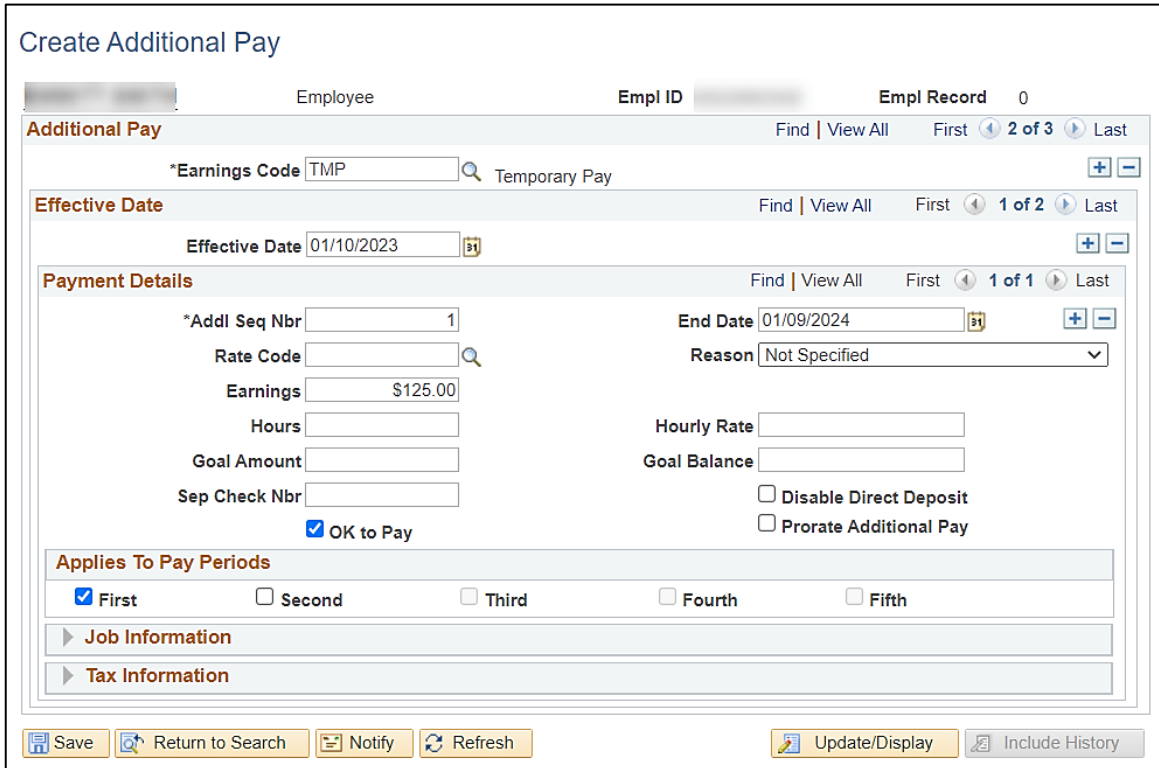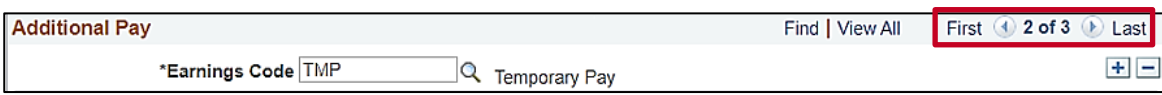
Stopping an Additional Pay

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: **NavBar > 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.	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. [Search] [Clear] Basic Search Save Search Criteria

Step	Action
ℹ️	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 **Create Additional Pay** page displays for the applicable employee.

Step	Action
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.

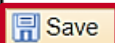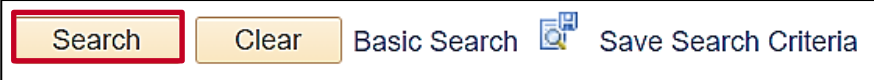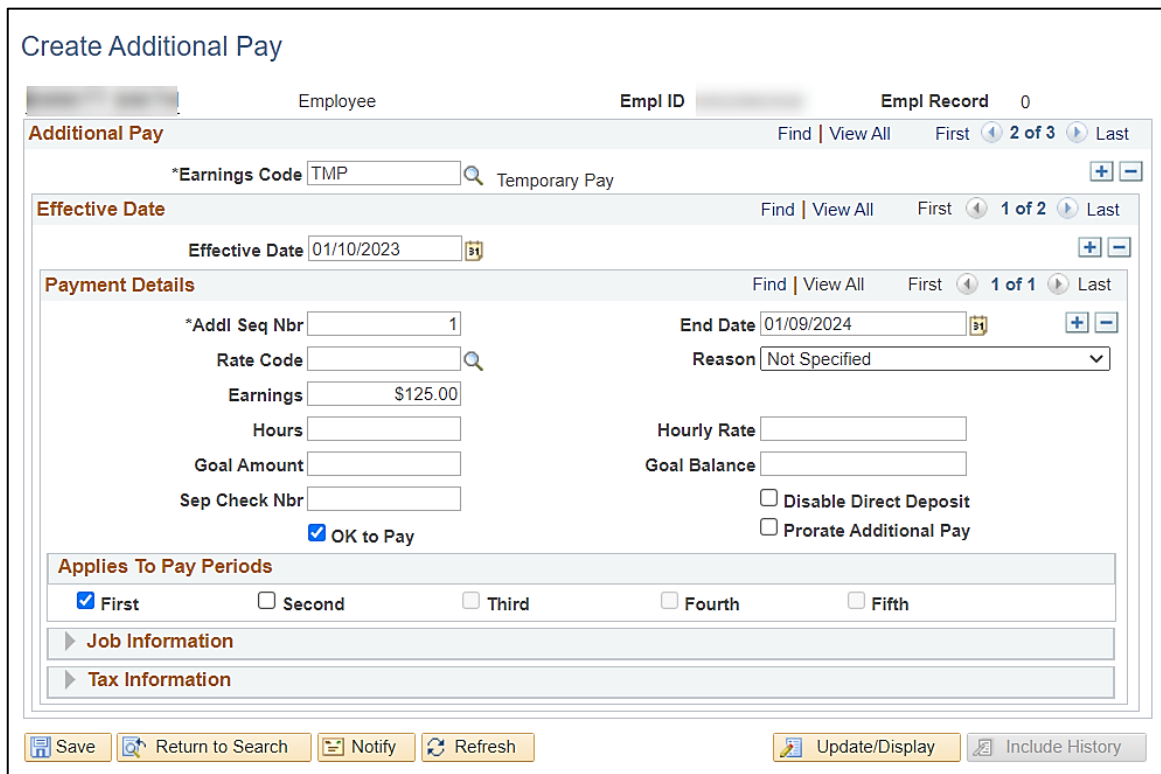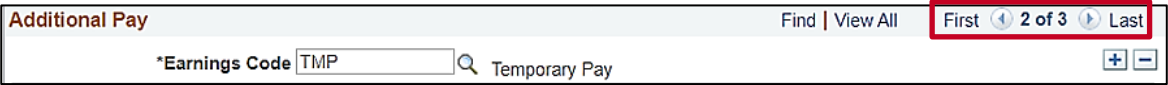| Step	Action
	A new **Effective Date** row displays.
6.	The **Effective Date** field defaults to the current system date. Update the effective date to the date the change occurred by using the **Effective Date Calendar** icon.
7.	Enter the applicable **End Date** for the additional pay using the **End Date Calendar** icon.
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.

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. **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.	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

Step	Action
4.	Click the **Search** button. [Search] [Clear] Basic Search 🔍 Save Search Criteria
ℹ️	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 **Create Additional Pay** page displays for the applicable employee.
5.	Locate the existing earn code that that needs to be updated using the navigational arrows within the **Additional Pay** section as needed.
6.	Click the **Add a New Row** icon (**+**) within the **Effective Date** section.

| Step	Action
	A new **Effective Date** row displays.
7.	Update the effective date to the exact date the extension is to be effective by using the **Effective Date Calendar** icon.
(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.
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.

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** 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

Step	Action
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
4.	Click the **Search** button. [Search] [Clear] Basic Search 📇 Save Search Criteria
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 **Create Additional Pay** page displays for the applicable employee.

Step	Action
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.
ⓘ	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**).

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 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. ☑ OK 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 ☑ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth
14.	Click the **Expand** icon (**>**) to the left of the **Job Information**. ▶ Job Information

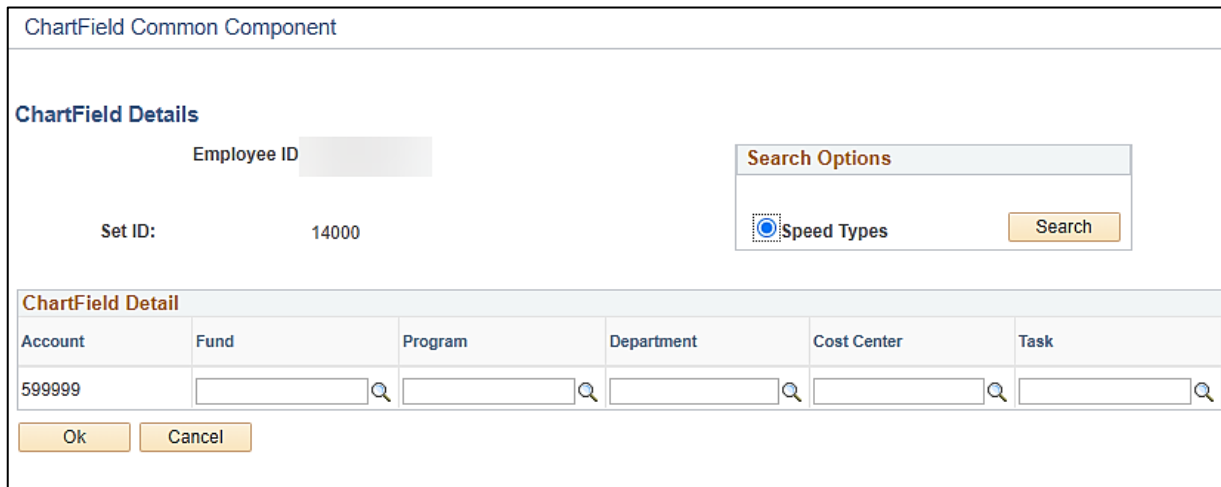| Step	Action
	The **Job Information** section displays.
15.	Click the **Edit ChartFields** link. Edit ChartFields
(i)	Do not update any other field in the **Job Data Override** section of the page.
	The **ChartField Common Component** page displays in a pop-up window.

Step	Action
16.	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. ChartField Common Component **ChartField Details** Employee ID Set ID: 14000 **Search Options** ● Speed Types Search **ChartField Detail** | Account	Fund	Program	Department	Cost Center	Task
---------	------	---------	------------	-------------	------
599999	01000	399029	085			 Ok Cancel
17.	Click the **Ok** button. Ok Cancel

Step	Action
	The **Create Additional Pay** page returns.

![info icon]		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.
18.		Scroll **back up** to the top of the page.

Step	Action

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

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.
20.	Enter "2" in the **Addl Seq Nbr** field. This allows the system to process two additional pays for the same **Earnings Code**.
21.	In the **Earnings** field, enter the amount. For this scenario, enter the remaining $400.
22.	Enter the **End Date** or **Goal Amount** if applicable. For this scenario, a **Goal Amount** is entered.

Step	Action
23.	Click 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.
25.	Click the **Edit ChartFields** link. Edit ChartFields
	The **ChartField Common Component** page displays in a pop-up window.

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.
27.	Click the **Ok** button.
	The **Create Additional Pay** page returns.
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.
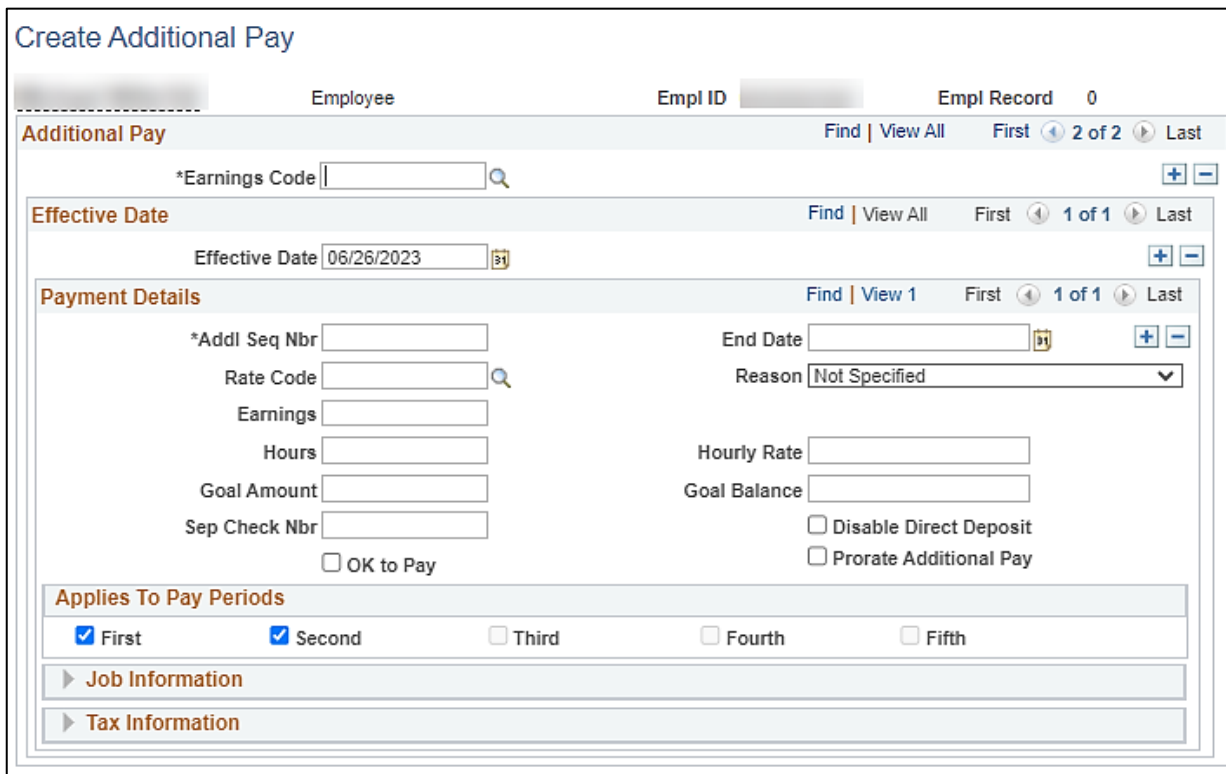
Scenario 2: An Adjunct or Faculty employee is paid from multiple contracts. They will be paid $500 per month with a goal amount of $2500 for five months from one contract and $300 per month with a goal amount of $1500.00 from a different contract. Both contracts have an effective date of 8/1/2022.

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 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.	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

Step	Action
4.	Click the **Search** button. Search Clear Basic Search Save Search Criteria
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.

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

Create Additional Pay

| | Employee | | Empl ID | | Empl Record | 0 |

Additional Pay — Find | View All — First ◄ 2 of 2 ► Last — + −

*Earnings Code [_____] 🔍

Effective Date — Find | View All — First ◄ 1 of 1 ► Last — + −

Effective Date 06/26/2023 📅

Payment 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

| 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 [_____] 🔍 — + − |

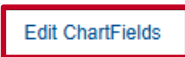| Step	Action
ℹ	A list of earnings codes to be entered by HR Administrators are listed in the last section of this job aid.
7.	Enter the applicable earnings code for the type of additional pay being added using the **Earnings Code Look Up** icon. In this scenario, the earn code is **FOP** - Faculty Other Pay. *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 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. Earnings [ ]
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. ☑ OK 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 ☑ First ☑ Second ☐ Third ☐ Fourth ☐ Fifth

Step	Action
14.	Click the **Expand** icon (**>**) to the left of the **Job Information**.

> ▶ Job Information

The **Job Information** section displays.

```
Job Data Override
                    Position  [          ] 🔍
               Business Unit  [          ] 🔍
                  Department  [          ] 🔍
                    Job Code  [          ] 🔍
            Combination Code                    Edit ChartFields
                 GL Pay Type  [          ]
                 *Addl Shift  [Use Job Shift      ▼]

▶ Tax Information

[💾 Save]  [🔍 Return to Search]  [📧 Notify]  [🔄 Refresh]        [Update/Display]  [Include History]
```

Step	Action
15.	Click the **Edit ChartFields** link.

Edit ChartFields

ℹ	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.

```
ChartField Common Component

ChartField Details
              Employee ID   [         ]
              Set ID:       14000              Search Options
                                               ⦿ Speed Types      [Search]

ChartField Detail
Account    Fund         Program      Department    Cost Center   Task
599999     [      ]🔍   [      ]🔍   [      ]🔍    [      ]🔍    [      ]🔍

[Ok]  [Cancel]
```

Step	Action
16.	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.
17.	Click the **Ok** button.

Step	Action
	The **Create Additional Pay** page returns.

ℹ️	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.
18.	Scroll **back up** to the top of the page.

Step	Action
	The top of the **Create Additional Pay** page displays.
19.	In the **Effective Date** section, click the **Add a New Row** button (**+**) to add a new row and change the effective date.
20.	Enter "2" in the **Addl Seq Nbr** field. This allows the system to process two additional pays for the same **Earnings Code**.
21.	In the **Earnings** field, enter the amount. For this scenario, enter the remaining $300.
22.	Enter the **End Date** or **Goal Amount** if applicable. For this scenario, a **Goal Amount** of $1500 is entered.

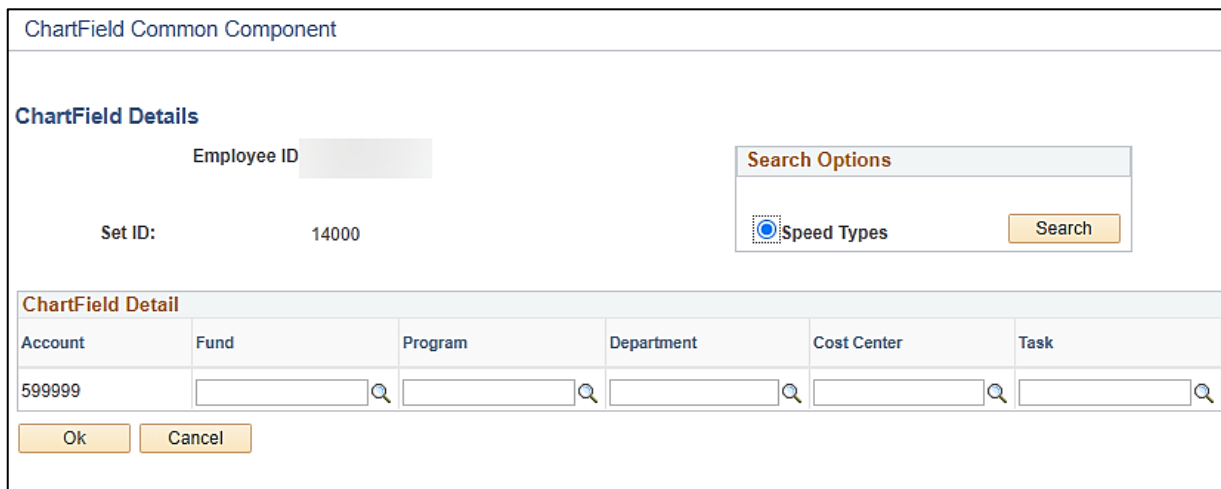| Step	Action
23.	Click the **OK to Pay** checkbox. ☑ OK to Pay
24.	Click the **Expand** icon (**>**) to the left of **Job Information**. ▶ Job Information
	The **Job Information** section displays. **Job Data Override** Position ⬚ 🔍 Business Unit ⬚ 🔍 Department ⬚ 🔍 Job Code ⬚ 🔍 Combination Code Edit ChartFields GL Pay Type ⬚ *Addl Shift [Use Job Shift ▾] ▶ Tax Information 🖫 Save 🔍 Return to Search 🗐 Notify ⟳ Refresh 📝 Update/Display 📄 Include History
25.	Click the **Edit ChartFields** link. Edit ChartFields
	The **ChartField Common Component** page displays in a pop-up window. **ChartField Common Component** **ChartField Details** Employee ID ▭ **Search Options** Set ID: 14000 ⦿ Speed Types [Search] **ChartField Detail** Account Fund Program Department Cost Center Task 599999 ⬚🔍 ⬚🔍 ⬚🔍 ⬚🔍 ⬚🔍 [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 Set ID: 18100 Search Options ● Speed Types Search **ChartField Detail** Account: 599999 Fund: 01000 Program: 599001 Department: 18100 Cost Center: 012 Task FIPS Asset Agency U Ok Cancel
27.	Click the **Ok** button. Ok Cancel
	The **Create Additional Pay** page returns. **Job Data Override** Position Business Unit Department Job Code Combination Code 000666927 ✎ 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 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 📧 Notify 🔄 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.

Earn Code	Description	Add to Gross Income	Taxable	Notes
Typical Additional Pay Earnings Codes				
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

Earn Code	Description	Add to Gross Income	Taxable	Notes
Agency Specific Additional Pay Earnings (e.g. supplement for working conditions)				
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				
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	