

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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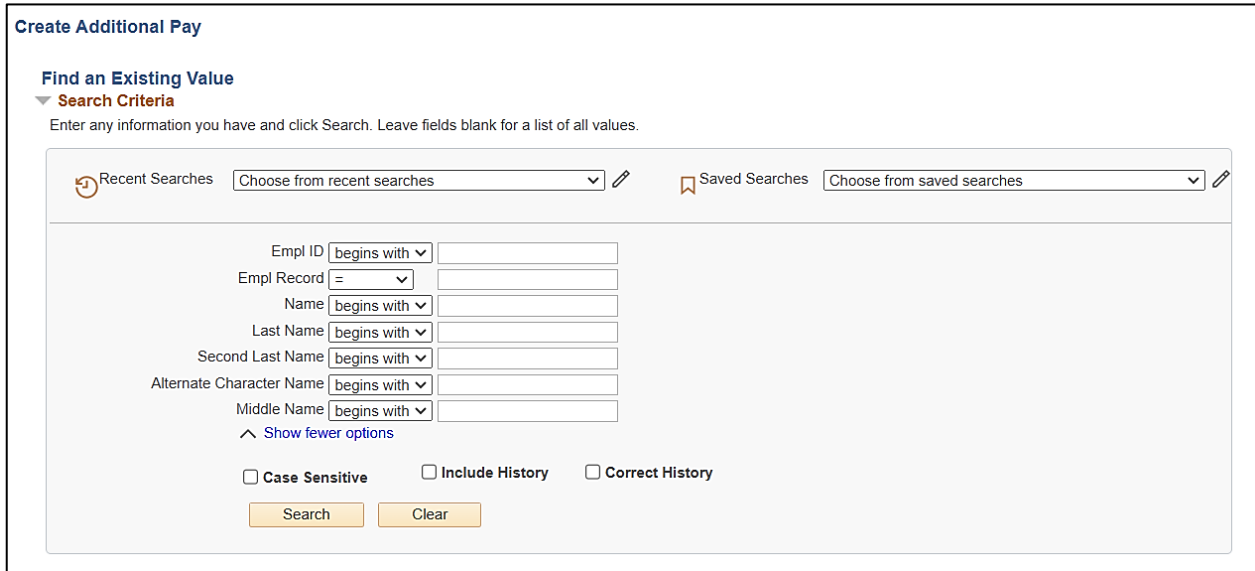



Human Resources Job Aid

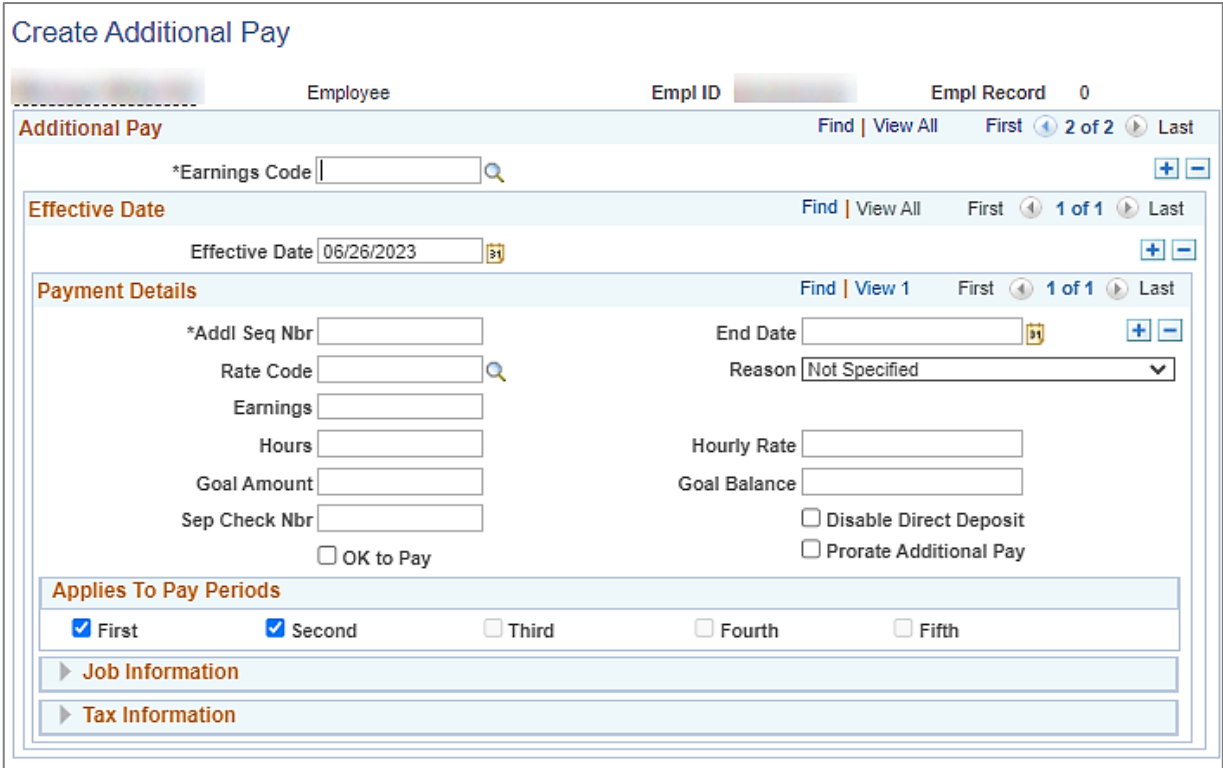


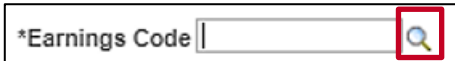
HR351_Processing Additional Pays

Revision History

Revision Date	Summary of Changes
3/1/2025	Baseline.

Creating Additional Pay




Step	Action
1.	<p>Navigate to the Create Additional Pay page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay</p> <p>The Create Additional Pay search page displays.</p> <div data-bbox="193 577 1440 1144">  </div>
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div data-bbox="289 1314 987 1394">  </div>
3.	<p>Click the Search button.</p> <div data-bbox="289 1480 618 1530">  </div>
	<p>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.</p>

Step	Action
	<p>The Create Additional Pay page displays for the applicable employee.</p> 
4.	<p>If this is the employee's first additional pay item (i.e., Earnings Code field is blank), proceed to the next step.</p>
5.	<p>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.</p> 
	<p>A list of earnings codes to be entered by HR Administrators are listed in the last section of this job aid.</p>
6.	<p>Enter the applicable earnings code for the type of additional pay being added using the Earnings Code Look Up icon.</p> 



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Step	Action
	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.	<p>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.</p> <div><div>Effective Date</div><div>06/26/2023</div><div></div></div>
	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.

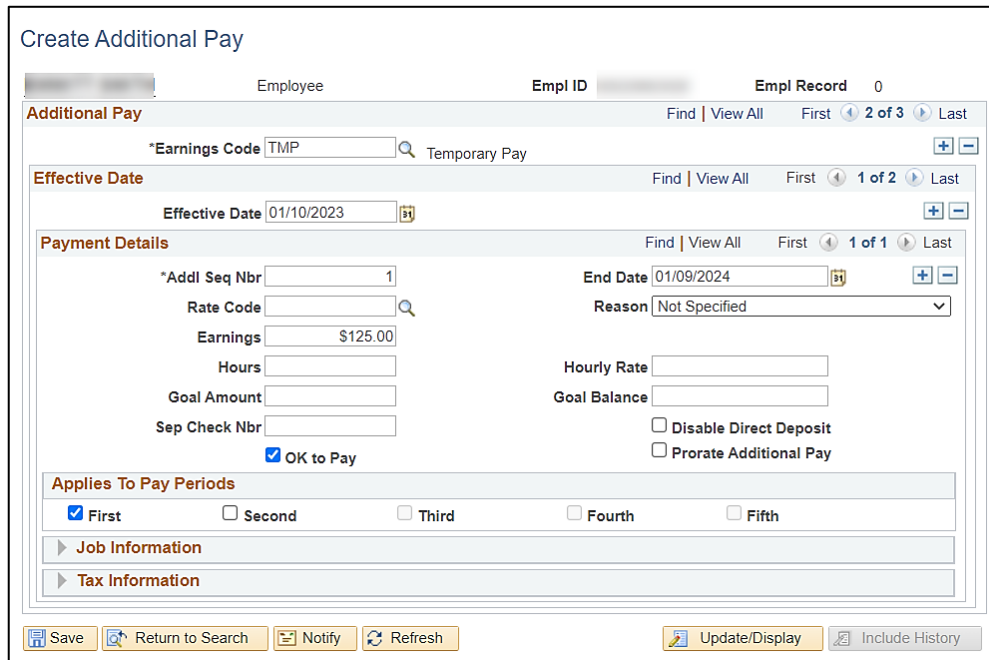
Field	Description
Addl Seq Nbr	Enter "1"
*End Date	<p>Use this field to enter the end date of the additional pay if most appropriate for the scenario. This date should be the actual end date of the additional pay.</p> <p>If this date is in the middle of the pay period and requires proration, work with 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

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	<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, the user can uncheck all but one checkbox in this section.</p>

Step	Action
	<p>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:</p> <ul style="list-style-type: none"> • 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. <div> <div>End Date <input type="text"/></div> <div>Goal Amount <input type="text"/></div> </div>

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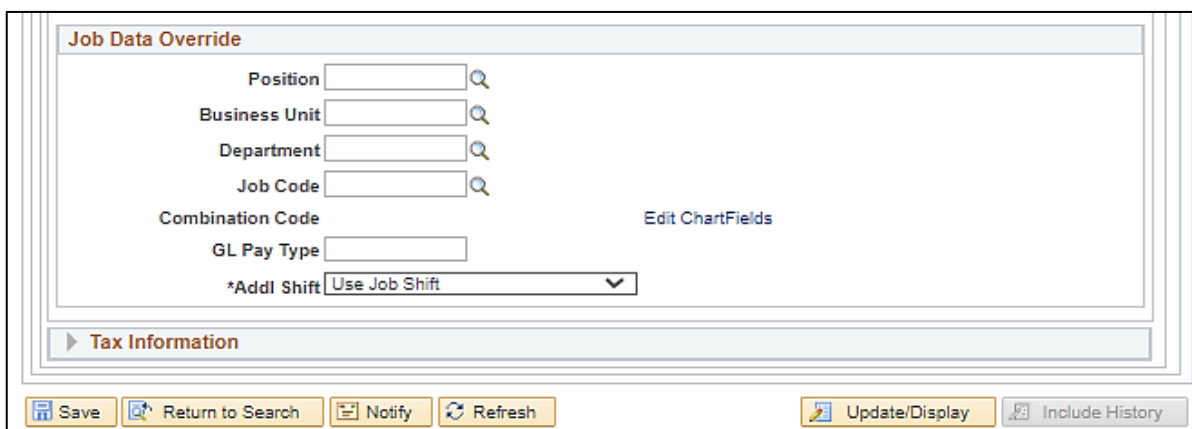
Sample **Create Additional Pay** page with the **Payment Details** and **Applies to Pay Periods** sections completed.



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



The **Job Information** section displays.



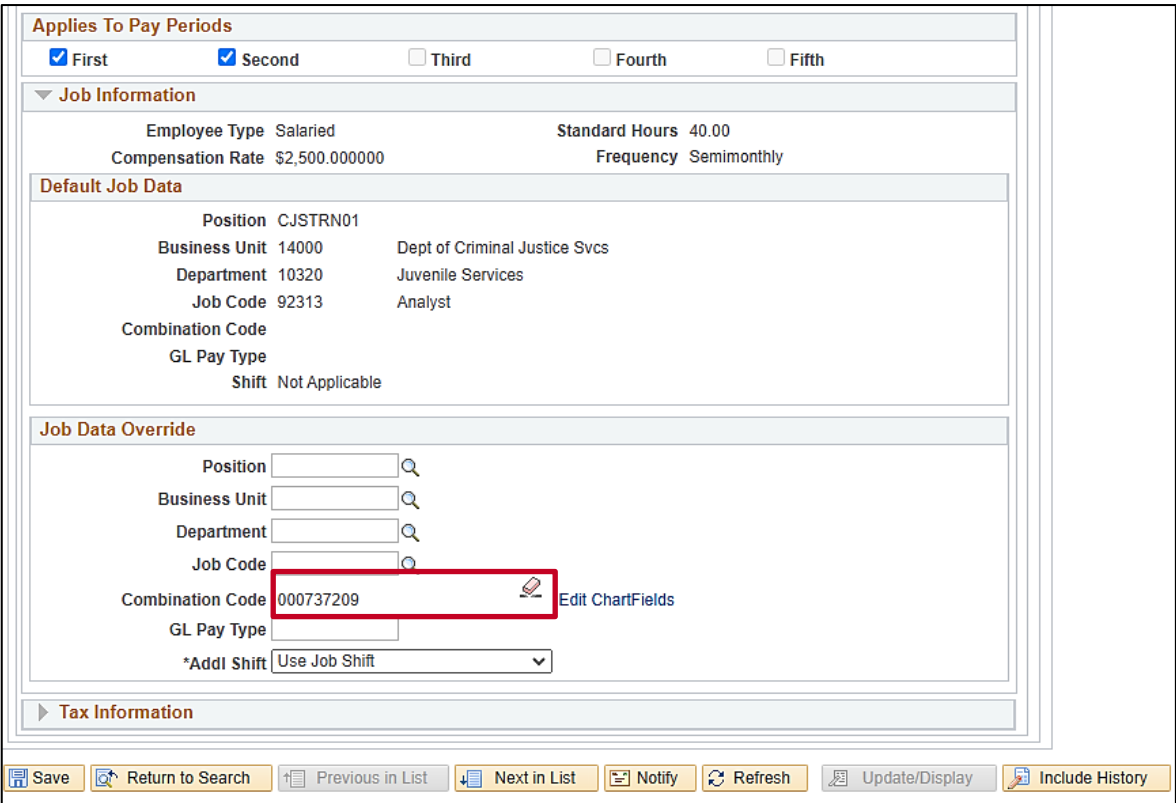

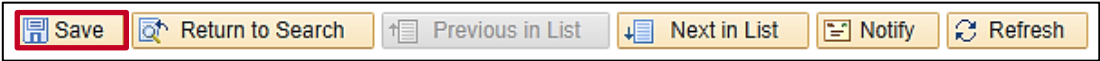

Do not update any other field in the **Job Data Override** section. Entering information in the **Position**, **Business Unit**, **Department**, or **Job Code** will have adverse downstream impacts to other Cardinal modules.



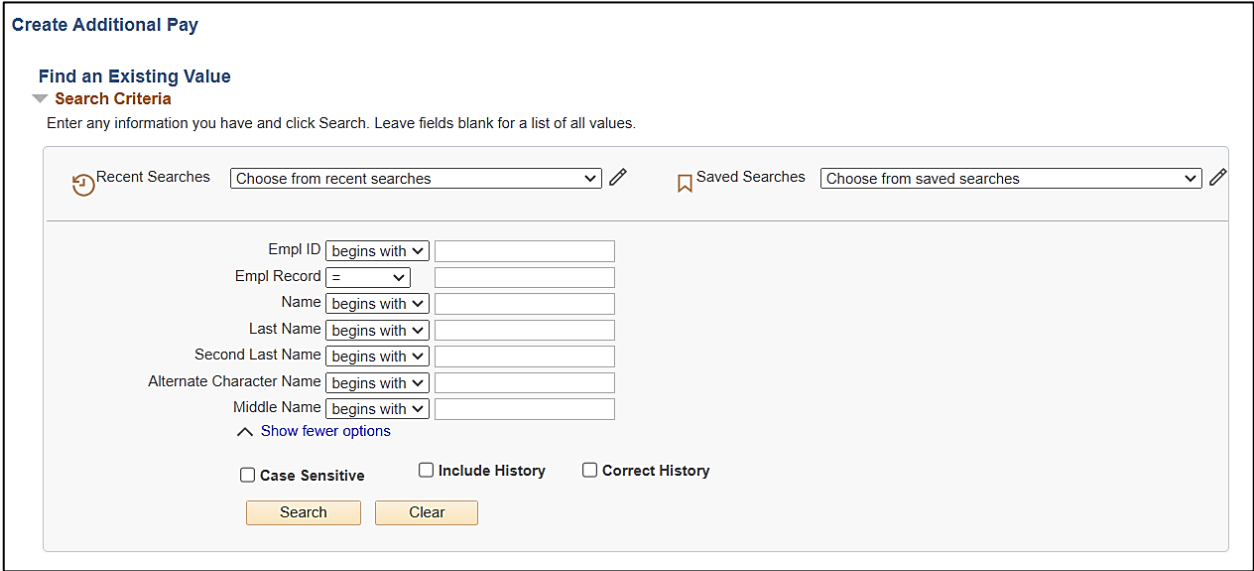

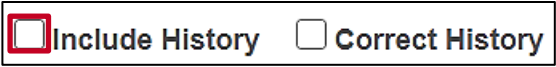


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Step	Action												
9.	<p>Click the Edit ChartFields link.</p> <div><div>Edit ChartFields</div></div>												
<p>The ChartField Common Component page displays in a pop-up window.</p> <div><div><div>ChartField Common Component</div><div><div>ChartField Details</div><div><div>Employee ID</div><div></div></div><div><div>Set ID:</div><div>14000</div></div><div><div>Search Options</div><div><div><input checked="" type="radio"/> Speed Types</div><div>Search</div></div></div></div><div><div>ChartField Detail</div><table><tr><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th></tr><tr><td>599999</td><td><div><div></div><div></div></div></td><td><div><div></div><div></div></div></td><td><div><div></div><div></div></div></td><td><div><div></div><div></div></div></td><td><div><div></div><div></div></div></td></tr></table><div><div>Ok</div><div>Cancel</div></div></div></div></div>		Account	Fund	Program	Department	Cost Center	Task	599999	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
Account	Fund	Program	Department	Cost Center	Task								
599999	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>								
10.	<p>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</p> <div><div><div>ChartField Common Component</div><div><div>ChartField Details</div><div><div>Employee ID</div><div></div></div><div><div>Set ID:</div><div>14000</div></div><div><div>Search Options</div><div><div><input checked="" type="radio"/> Speed Types</div><div>Search</div></div></div></div><div><div>ChartField Detail</div><table><tr><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th></tr><tr><td>599999</td><td><div><div>01000</div><div></div></div></td><td><div><div>399029</div><div></div></div></td><td><div><div>085</div><div></div></div></td><td><div><div></div><div></div></div></td><td><div><div></div><div></div></div></td></tr></table><div><div>Ok</div><div>Cancel</div></div></div></div></div>	Account	Fund	Program	Department	Cost Center	Task	599999	<div><div>01000</div><div></div></div>	<div><div>399029</div><div></div></div>	<div><div>085</div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
Account	Fund	Program	Department	Cost Center	Task								
599999	<div><div>01000</div><div></div></div>	<div><div>399029</div><div></div></div>	<div><div>085</div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>								
11.	<p>Click the OK button.</p> <div><div><div>Ok</div><div>Cancel</div></div></div>												

Step	Action
	<p>The Create Additional Pay page returns.</p> 
	<p>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.</p>
12.	<p>Click the Save button.</p> 

Updating/Correcting an Additional Pay

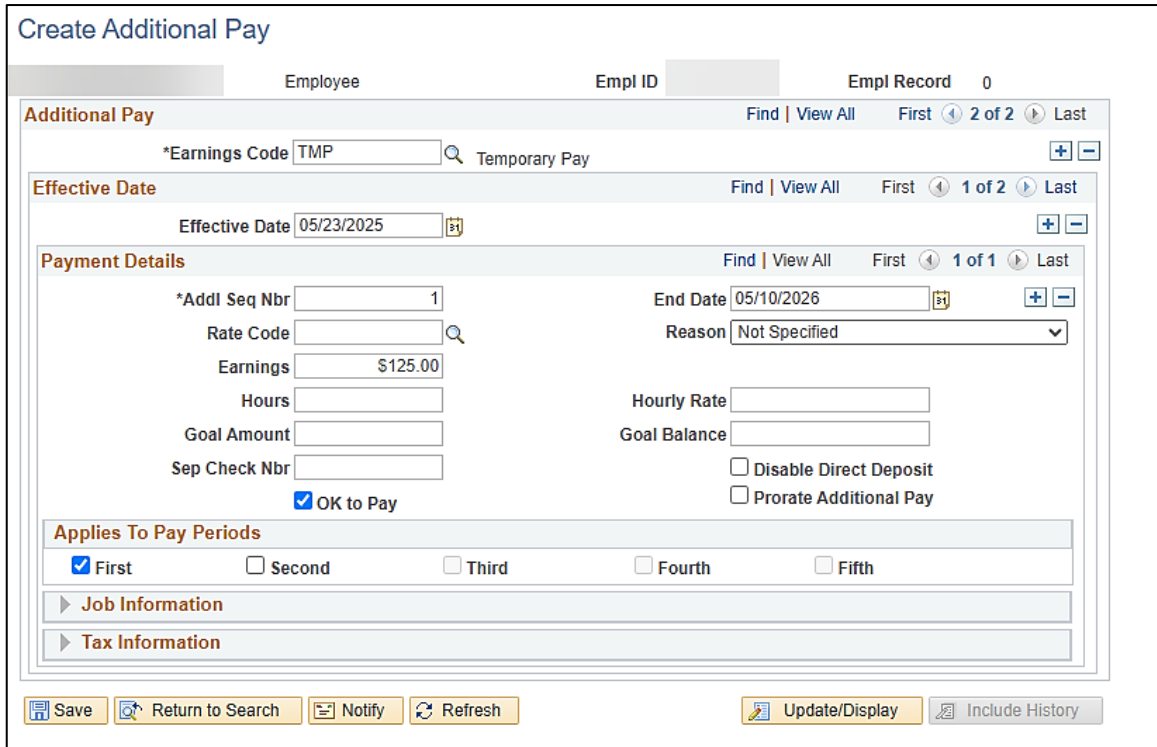
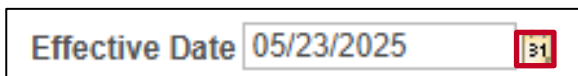

Step	Action
1.	<p>Navigate to the Create Additional Pay page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay</p> <p>The Create Additional Pay search page displays.</p> 
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> 
3.	<p>Click the Include History checkbox.</p> 
4.	<p>Click the Search button.</p> 
	<p>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.</p>



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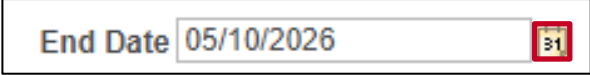





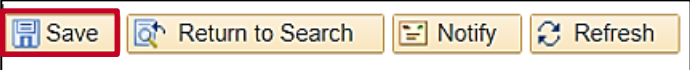
Step	Action
	<p>The Create Additional Pay page displays for the applicable employee. In this Scenario, the Earnings and Applies To Pay Periods on the Temporary Pay entry is being updated.</p> <div><p>Create Additional Pay</p><p>Employee [] Empl ID [] Empl Record 0</p><p>Additional Pay Find View All First 2 of 2 Last</p><p>*Earnings Code TMP Temporary Pay</p><p>Effective Date Find View All First 1 of 1 Last</p><p>Effective Date 05/01/2025</p><p>Payment Details Find View All First 1 of 1 Last</p><p>*Addl Seq Nbr 1 End Date 05/10/2026</p><p>Rate Code Rate Code Reason Not Specified</p><p>Earnings \$125.00</p><p>Hours</p><p>Goal Amount</p><p>Sep Check Nbr</p><p>Hourly Rate</p><p>Goal Balance</p><p><input checked="" type="checkbox"/> OK to Pay <input type="checkbox"/> Disable Direct Deposit <input type="checkbox"/> Prorate Additional Pay</p><p>Applies To Pay Periods</p><p><input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth</p><p>Job Information</p><p>Tax Information</p><p>Save Return to Search Notify Refresh Update/Display Include History</p></div>
5.	<p>Locate the existing earnings code that needs to be updated using the navigational arrows within the Additional Pay section as needed.</p> <div><p>Additional Pay Find View All First 2 of 2 Last</p><p>*Earnings Code TMP Temporary Pay</p></div>
6.	<p>Click the Add a New Row icon (+) within the Effective Date section.</p> <div><p>Effective Date Find View All First 1 of 1 Last</p><p>Effective Date 05/01/2025</p><p>+ -</p></div>

Step	Action
	<p>A new Effective Date row displays.</p> <div data-bbox="238 373 1388 1115">  </div>
7.	<p>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.</p> <div data-bbox="254 1234 828 1308">  </div>
	<p>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.</p> <ul style="list-style-type: none"> 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. <p>The information within the Payment Details section carries forward from the previous effective dated row.</p> <p>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.</p>



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Step	Action
8.	Enter the applicable End Date for the additional pay using the End Date Calendar icon. 
	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. 
10.	Change the Goal Amount field if needed. Otherwise leave Goal Amount as is. 
11.	Click OK to Pay if it is not already checked. 
12.	Once all required update/corrections have been made, click the Save button. 



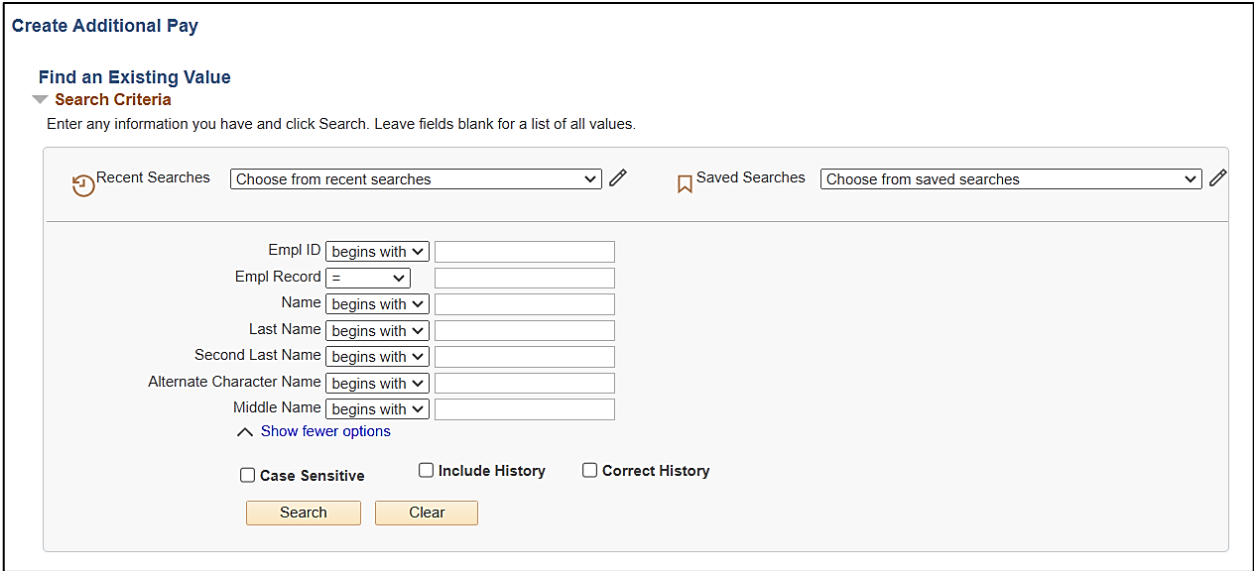



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Step	Action
	<p>The updated/changed Create Additional Pay page displays with the Earnings updated and the Applies to Pay Periods updated.</p> <div><h4>Create Additional Pay</h4><div>Employee Empl ID Empl Record 0</div><div>Additional Pay Find View All First 2 of 2 Last</div><div>*Earnings Code <input type="text" value="TMP"/> Temporary Pay + -</div><div>Effective Date Find View All First 1 of 2 Last</div><div>Effective Date <input type="text" value="05/23/2025"/> + -</div><div>Payment Details Find View All First 1 of 1 Last</div><div>*Addl Seq Nbr <input type="text" value="1"/> End Date <input type="text" value="05/10/2026"/> + -</div><div>Rate Code <input type="text"/> Reason <input type="text" value="Not Specified"/> v</div><div>Earnings <input type="text" value="\$300.00"/> Hours <input type="text"/> Hourly Rate <input type="text"/></div><div>Goal Amount <input type="text"/> Goal Balance <input type="text"/></div><div>Sep Check Nbr <input type="text"/> <input type="checkbox"/> Disable Direct Deposit</div><div><input checked="" type="checkbox"/> OK to Pay <input type="checkbox"/> Prorate Additional Pay</div><div>Applies To Pay Periods</div><div><input checked="" type="checkbox"/> First <input checked="" type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth</div><div>▶ Job Information</div><div>▶ Tax Information</div><div><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/></div></div>

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.





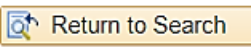
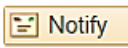
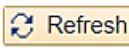
Step	Action
1.	<p>Navigate to the Create Additional Pay page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay</p> <p>The Create Additional Pay search page displays.</p> 
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> 
3.	<p>Click the Search button.</p> 
	<p>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.</p>



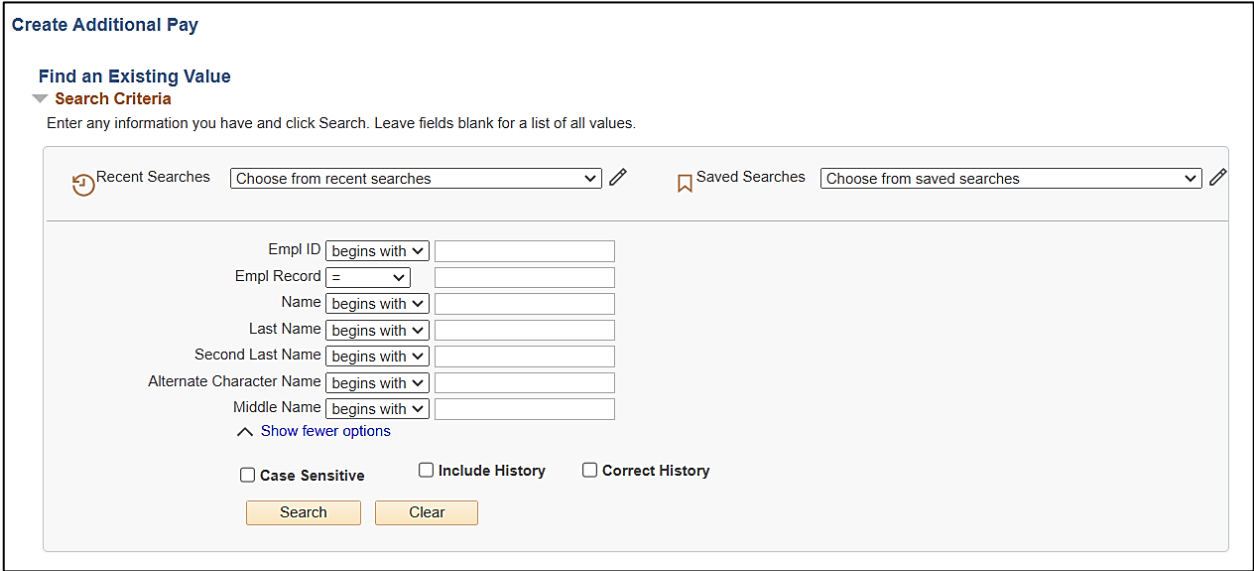




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Step	Action
	<p>The Create Additional Pay page displays for the applicable employee.</p> <div><p>Create Additional Pay</p><p>Employee [redacted] Empl ID [redacted] Empl Record 0</p><p>Additional Pay Find View All First 2 of 3 Last</p><p>*Earnings Code TMP Temporary Pay</p><p>Effective Date Find View All First 1 of 2 Last</p><p>Effective Date 01/10/2023</p><p>Payment Details Find View All First 1 of 1 Last</p><p>*Addl Seq Nbr 1 End Date 01/09/2024</p><p>Rate Code Reason Not Specified</p><p>Earnings \$125.00</p><p>Hours Hourly Rate</p><p>Goal Amount Goal Balance</p><p>Sep Check Nbr</p><p><input checked="" type="checkbox"/> OK to Pay <input type="checkbox"/> Disable Direct Deposit <input type="checkbox"/> Prorate Additional Pay</p><p>Applies To Pay Periods</p><p><input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth</p><p>Job Information</p><p>Tax Information</p><p>Save Return to Search Notify Refresh Update/Display Include History</p></div>
4.	<p>Locate the existing earn code that that needs to be updated using the navigational arrows within the Additional Pay section as needed.</p> <div><p>Additional Pay Find View All First 2 of 3 Last</p><p>*Earnings Code TMP Temporary Pay</p></div>
5.	<p>Click the Add a New Row icon (+) within the Effective Date section.</p> <div><p>Effective Date Find View All First 1 of 2 Last</p><p>Effective Date 01/10/2023</p><p>+</p></div>

Step	Action
	<p>A new Effective Date row displays.</p> <div data-bbox="233 375 1396 1144"> <p>Create Additional Pay</p> <p>Employee [redacted] Empl ID [redacted] Empl Record 0</p> <p>Additional Pay Find View All First 2 of 3 Last</p> <p>*Earnings Code TMP Temporary Pay</p> <p>Effective Date Find View All First 1 of 4 Last</p> <p>Effective Date 2/1/2023</p> <p>Payment Details Find View All First 1 of 1 Last</p> <p>*Addl Seq Nbr 1 End Date 3/31/2023</p> <p>Rate Code Rate Code Reason Not Specified</p> <p>Earnings \$300.00</p> <p>Hours Hourly Rate</p> <p>Goal Amount Goal Balance</p> <p>Sep Check Nbr</p> <p><input checked="" type="checkbox"/> OK to Pay <input type="checkbox"/> Disable Direct Deposit <input type="checkbox"/> Prorate Additional Pay</p> <p>Applies To Pay Periods</p> <p><input checked="" type="checkbox"/> First <input checked="" type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth</p> <p>Job Information</p> <p>Tax Information</p> <p>Save Return to Search Notify Refresh Update/Display Include History</p> </div>
6.	<p>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.</p> <div data-bbox="256 1266 675 1320"> <p>Effective Date 2/1/2023 </p> </div>
7.	<p>Enter the applicable End Date for the additional pay using the End Date Calendar icon.</p> <div data-bbox="264 1409 708 1461"> <p>End Date 3/31/2023 </p> </div>
	<p>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.</p>
8.	<p>Click the Save button.</p> <div data-bbox="256 1682 943 1751"> <p> Save  Return to Search  Notify  Refresh</p> </div>

Extending an Additional Pay




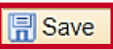
Step	Action
1.	<p>Navigate to the Create Additional Pay page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay</p> <p>The Create Additional Pay search page displays.</p> 
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> 
3.	<p>Click the Include History checkbox.</p> 
4.	<p>Click the Search button.</p> 
	<p>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.</p>



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HR351_Processing Additional Pays

Step	Action
	<p>The Create Additional Pay page displays for the applicable employee.</p> <div><p>Create Additional Pay</p><p>Employee [redacted] Empl ID [redacted] Empl Record 0</p><p>Additional Pay Find View All First 2 of 3 Last</p><p>*Earnings Code TMP Temporary Pay</p><p>Effective Date Find View All First 1 of 2 Last</p><p>Effective Date 01/10/2023</p><p>Payment Details Find View All First 1 of 1 Last</p><p>*Addl Seq Nbr 1 End Date 01/09/2024</p><p>Rate Code Reason Not Specified</p><p>Earnings \$125.00</p><p>Hours Hourly Rate</p><p>Goal Amount Goal Balance</p><p>Sep Check Nbr</p><p><input checked="" type="checkbox"/> OK to Pay <input type="checkbox"/> Disable Direct Deposit <input type="checkbox"/> Prorate Additional Pay</p><p>Applies To Pay Periods</p><p><input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth</p><p>Job Information</p><p>Tax Information</p><p>Save Return to Search Notify Refresh Update/Display Include History</p></div>
5.	<p>Locate the existing earn code that that needs to be updated using the navigational arrows within the Additional Pay section as needed.</p> <div><p>Additional Pay Find View All First 2 of 3 Last</p><p>*Earnings Code TMP Temporary Pay</p></div>
6.	<p>Click the Add a New Row icon (+) within the Effective Date section.</p> <div><p>Effective Date Find View All First 1 of 2 Last</p><p>Effective Date 01/10/2023</p><p>+</p></div>

Step	Action
	<p>A new Effective Date row displays.</p> <div data-bbox="233 375 1396 1144"> <p>Create Additional Pay</p> <p>Employee [Redacted] Empl ID [Redacted] Empl Record 0</p> <p>Additional Pay Find View All First 2 of 3 Last</p> <p>*Earnings Code TMP Temporary Pay</p> <p>Effective Date Find View All First 1 of 4 Last</p> <p>Effective Date 2/1/2023</p> <p>Payment Details Find View All First 1 of 1 Last</p> <p>*Addl Seq Nbr 1 End Date 3/31/2023</p> <p>Rate Code Rate Code Reason Not Specified</p> <p>Earnings \$300.00</p> <p>Hours Hourly Rate</p> <p>Goal Amount Goal Balance</p> <p>Sep Check Nbr</p> <p><input checked="" type="checkbox"/> OK to Pay <input type="checkbox"/> Disable Direct Deposit <input type="checkbox"/> Prorate Additional Pay</p> <p>Applies To Pay Periods</p> <p><input checked="" type="checkbox"/> First <input checked="" type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth</p> <p>Job Information</p> <p>Tax Information</p> <p>Save Return to Search Notify Refresh Update/Display Include History</p> </div>
7.	<p>Update the effective date to the exact date the extension is to be effective by using the Effective Date Calendar icon.</p> <div data-bbox="256 1266 673 1320"> <p>Effective Date 2/1/2023 </p> </div>
	<p>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.</p>
8.	<p>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.</p> <div data-bbox="263 1575 706 1625"> <p>End Date 3/31/2023 </p> </div>
9.	<p>Click the Save button.</p> <div data-bbox="256 1713 941 1782"> <p> Save Return to Search Notify Refresh</p> </div>



Human Resources Job Aid

HR351_Processing Additional Pays


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.	<p>Navigate to the Create Additional Pay page using the following path:</p> <p>NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay</p>
<p>The Create Additional Pay search page displays.</p> <div><p>Create Additional Pay</p><p>Find an Existing Value</p><p>▼ Search Criteria</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><div>Recent Searches</div><div>Choose from recent searches</div><div>Saved Searches</div><div>Choose from saved searches</div></div><div><div>Empl ID</div><div>begins with</div><div></div><div>Empl Record</div><div>=</div><div></div><div>Name</div><div>begins with</div><div></div><div>Last Name</div><div>begins with</div><div></div><div>Second Last Name</div><div>begins with</div><div></div><div>Alternate Character Name</div><div>begins with</div><div></div><div>Middle Name</div><div>begins with</div><div></div></div><div><div>Show fewer options</div><div>Case Sensitive</div><div>Include History</div><div>Correct History</div><div>Search</div><div>Clear</div></div></div>	
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div><div>Empl ID</div><div>begins with</div><div></div></div>
3	<p>Click the Include History checkbox.</p> <div><div><input type="checkbox"/> Include History</div><div><input type="checkbox"/> Correct History</div></div>

Step	Action
4.	Click the Search button. <div> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div>
	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 1 of 1 Last

*Earnings Code AJT Adjunct Faculty

Effective Date Find | View All First 1 of 1 Last

Effective Date 04/25/2022

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date

Rate Code Reason Not Specified

Earnings \$600.00

Hours Hourly Rate

Goal Amount \$6,000.00 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

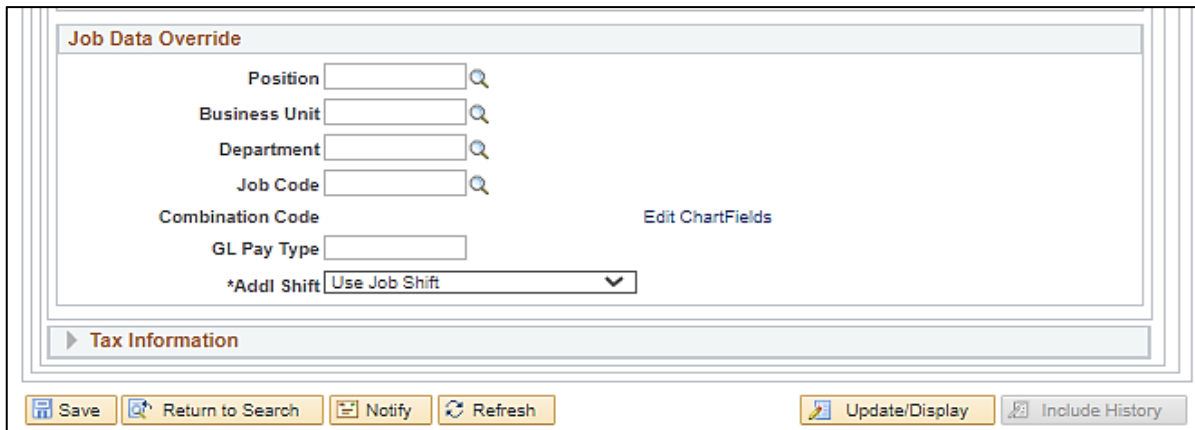
Tax Information

5.	If this is the employee's first additional pay item (i.e., Earnings Code field is blank), proceed to the next step.
6.	<p>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.</p> <div> Additional Pay Find View All First 2 of 2 Last </div> <div> *Earnings Code <input type="text"/>  </div>

Step	Action
	A list of earnings codes to be entered by HR Administrators are listed in the last section of this job aid.
7.	<p>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).</p> <p>*Earnings Code <input type="text"/> </p>
8.	<p>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.</p> <p>Effective Date <input type="text" value="04/25/2022"/> </p>
	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.	<p>Enter "1" in the Addl Seq Nbr field.</p> <p>*Addl Seq Nbr <input type="text" value="1"/></p>
10.	<p>Enter the fixed amount of the additional pay in the Earnings field. For this scenario, enter \$600.</p> <p>Earnings <input type="text" value="\$600.00"/></p>
11.	<p>Enter the End Date or Goal Amount if applicable. For this scenario, a goal amount is entered.</p> <p>Goal Amount <input type="text" value="\$6,000.00"/></p>
12.	<p>Click the OK to Pay checkbox.</p> <p><input checked="" type="checkbox"/> OK to Pay</p>
13.	<p>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.</p> <p>Applies To Pay Periods</p> <p><input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth</p>

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

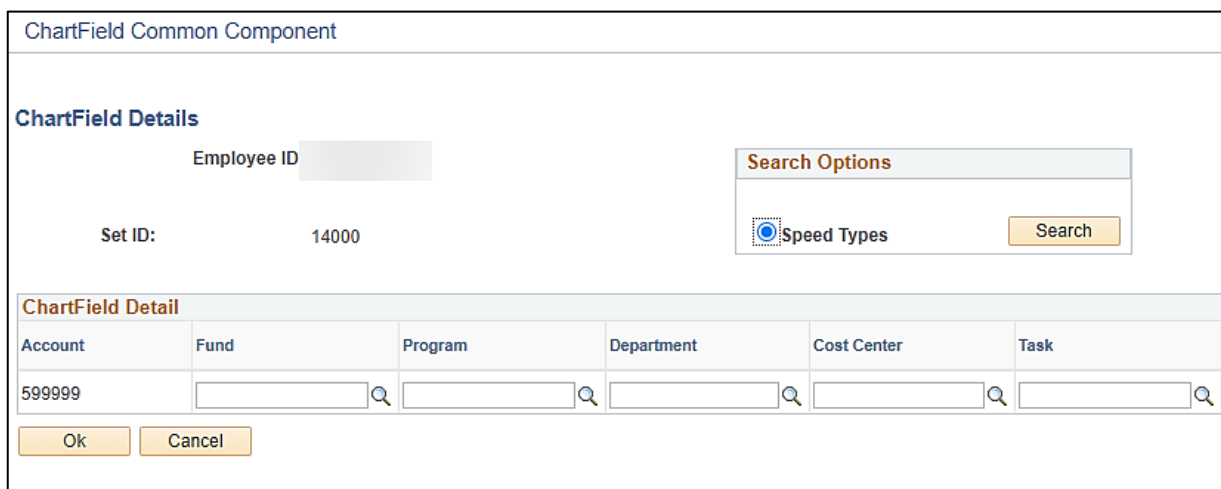
The **Job Information** section displays.



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

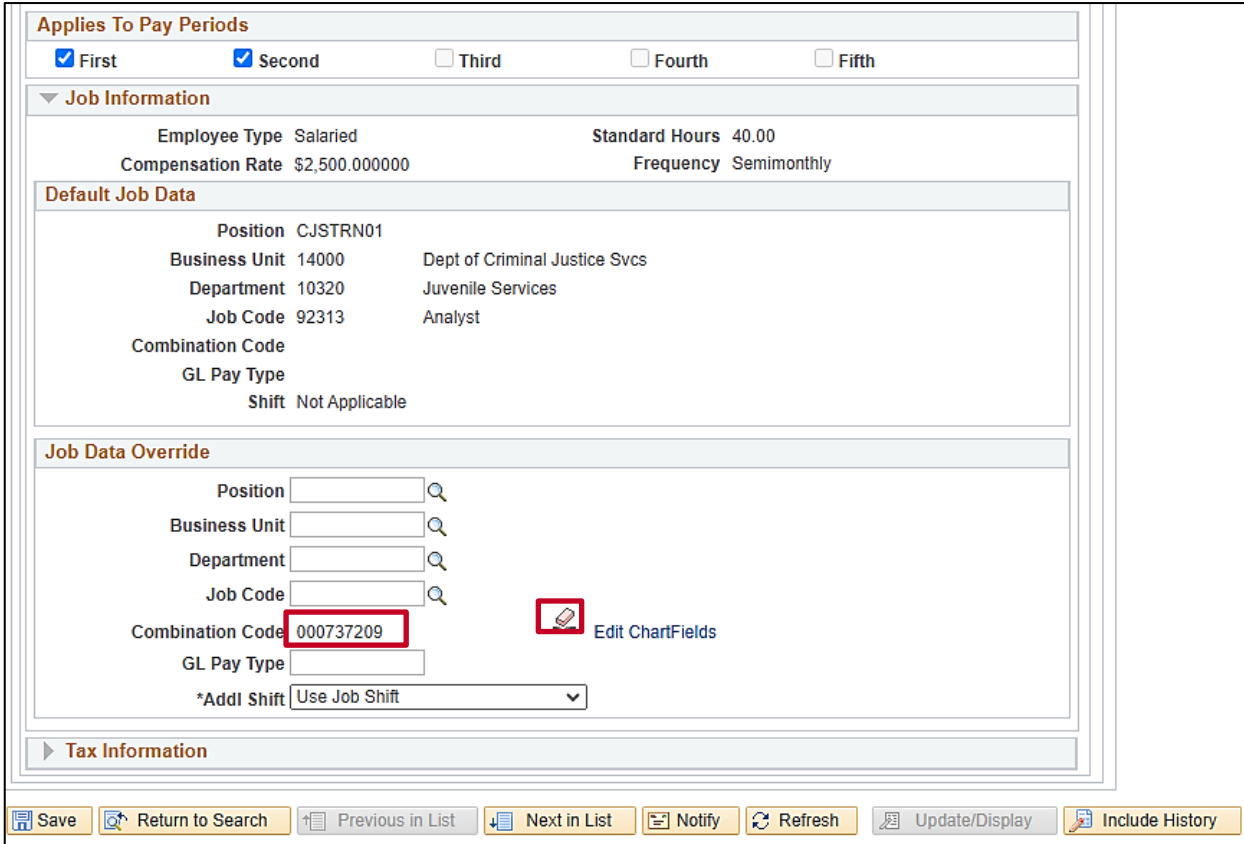




Human Resources Job Aid

HR351_Processing Additional Pays

Step	Action												
16.	<p>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.</p> <div><p>ChartField Common Component</p><p>ChartField Details</p><p>Employee ID <input type="text"/></p><p>Set ID: 14000</p><p>Search Options</p><p><input checked="" type="radio"/> Speed Types <input type="button" value="Search"/></p><p>ChartField Detail</p><table><tr><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th></tr><tr><td>599999</td><td><input type="text" value="01000"/></td><td><input type="text" value="399029"/></td><td><input type="text" value="085"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table><p><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p></div>	Account	Fund	Program	Department	Cost Center	Task	599999	<input type="text" value="01000"/>	<input type="text" value="399029"/>	<input type="text" value="085"/>	<input type="text"/>	<input type="text"/>
Account	Fund	Program	Department	Cost Center	Task								
599999	<input type="text" value="01000"/>	<input type="text" value="399029"/>	<input type="text" value="085"/>	<input type="text"/>	<input type="text"/>								
17.	<p>Click the Ok button.</p> <div><input type="button" value="Ok"/> <input type="button" value="Cancel"/></div>												

Step	Action
	<p>The Create Additional Pay page returns.</p> <div data-bbox="198 375 1435 1213">  </div>
	<p>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.</p>
18.	<p>Scroll back up to the top of the page.</p>



Human Resources Job Aid

HR351_Processing Additional Pays

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

Create Additional Pay

Employee _____ Empl ID _____ Empl Record 0

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code Adjunct Faculty

Effective Date Find | View All First 1 of 1 Last

Effective Date

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr End Date

Rate Code Reason

Earnings Hourly Rate

Hours Goal Balance

Goal Amount

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

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 1 of 1 Last

*Addl Seq Nbr 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 Seq Nbr

21. In the **Earnings** field, enter the amount. For this scenario, enter the remaining \$400.

Earnings

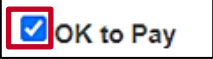

22. Enter the **End Date** or **Goal Amount** if applicable. For this scenario, a **Goal Amount** is entered.

Goal Amount

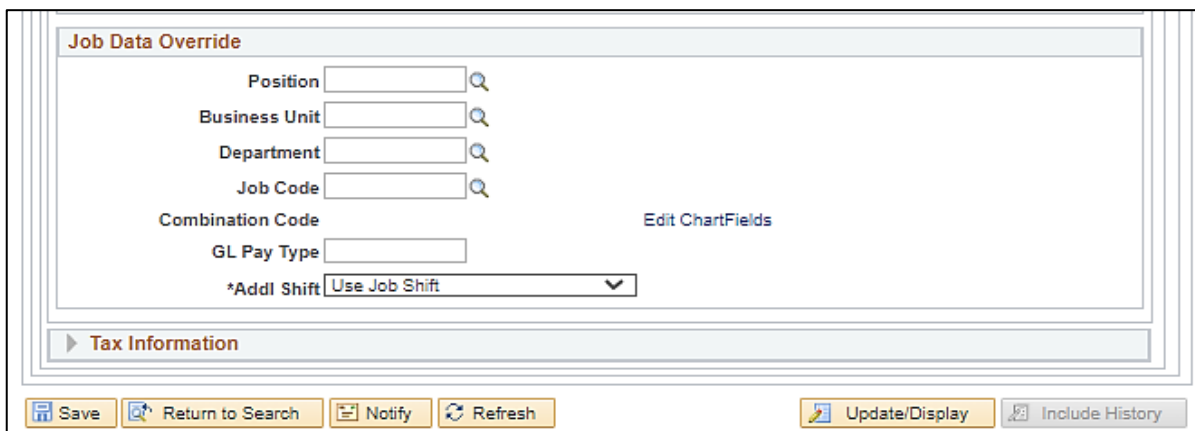


Human Resources Job Aid

HR351_Processing Additional Pays

Step	Action
23.	Click the OK to Pay checkbox. 
24.	Click the Expand icon (>) to the left of Job Information . 

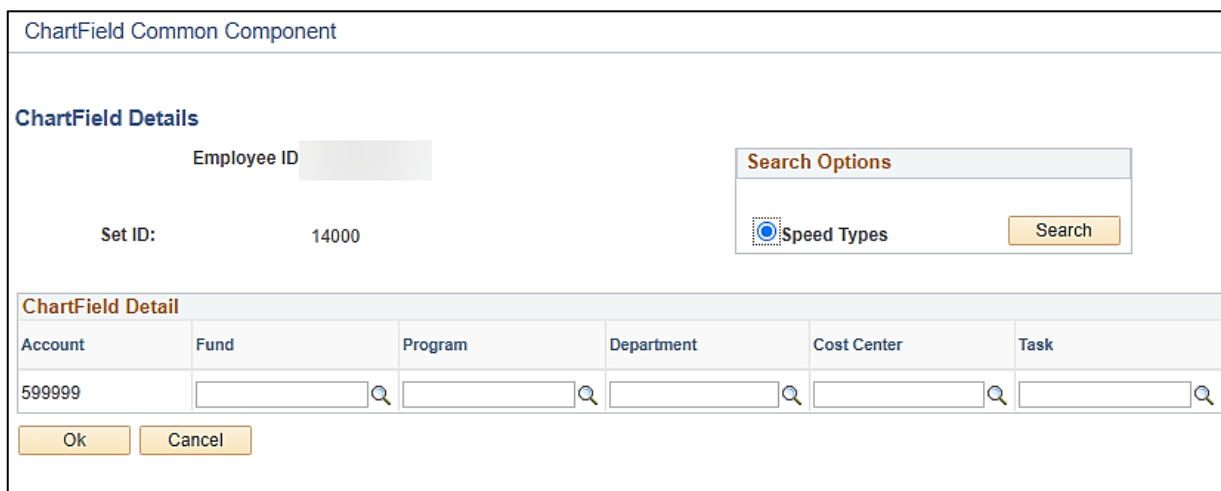
The **Job Information** section displays.



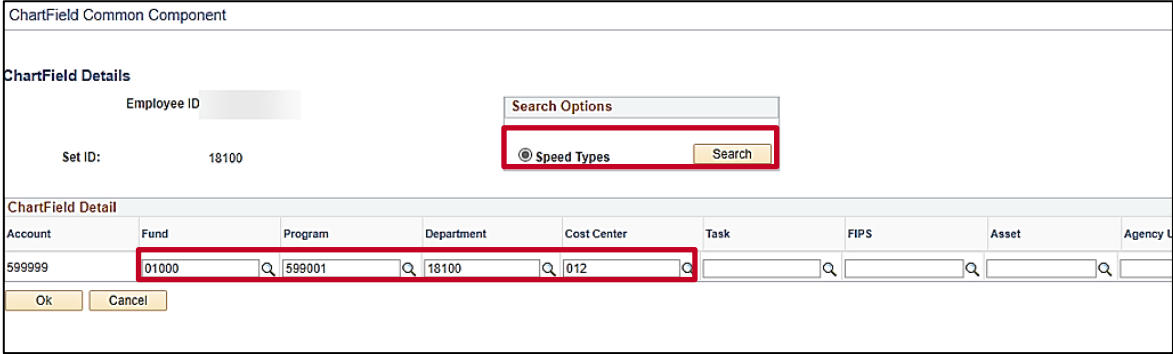

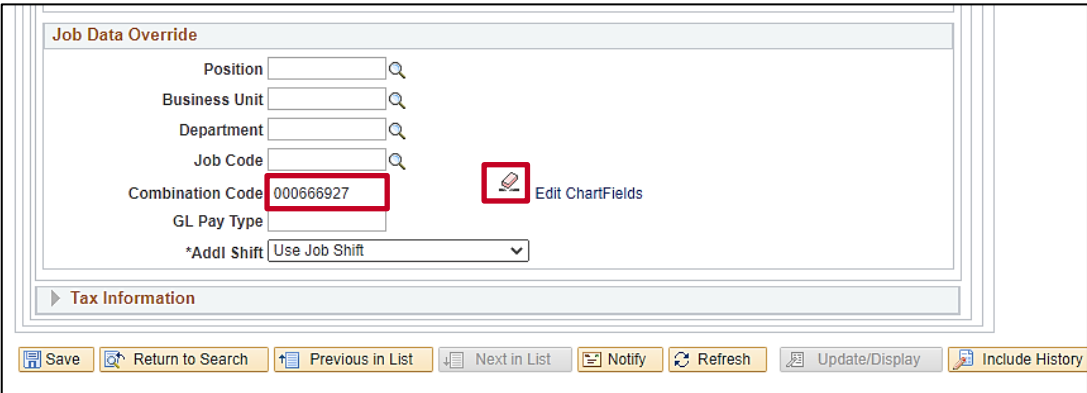

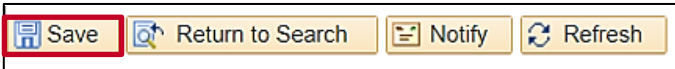
The screenshot shows a 'Job Data Override' form. It contains several input fields: Position, Business Unit, Department, Job Code, Combination Code, GL Pay Type, and *Addl Shift (set to 'Use Job Shift'). There is a magnifying glass icon next to each of the first four fields. To the right of the 'Combination Code' field is a link labeled 'Edit ChartFields'. Below the form is a 'Tax Information' section with an expand icon. At the bottom of the form are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

25.	Click the Edit ChartFields link. 
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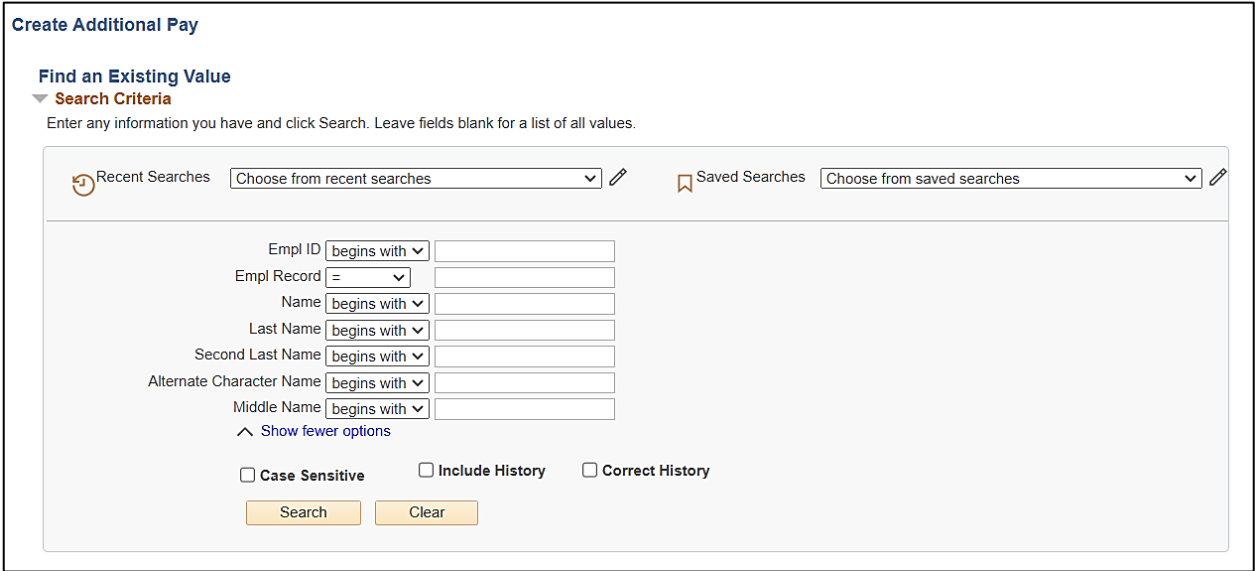

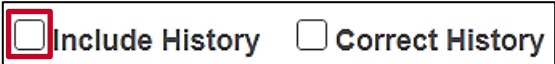


The **ChartField Common Component** page displays in a pop-up window.

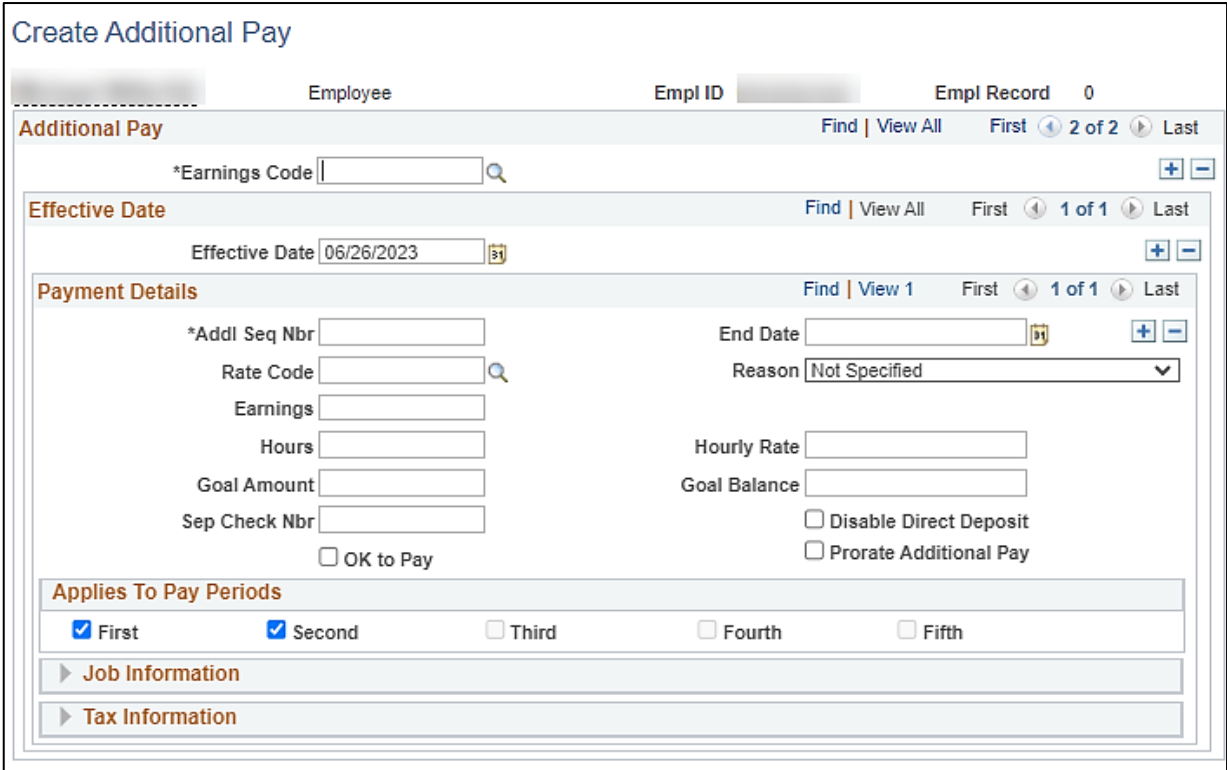


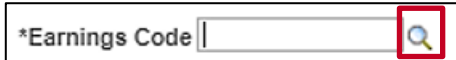





The screenshot shows the 'ChartField Common Component' page. It has a title bar 'ChartField Common Component'. Below it is a section 'ChartField Details' with 'Employee ID' and 'Set ID: 14000'. To the right is a 'Search Options' box with a radio button for 'Speed Types' and a 'Search' button. Below this is a 'ChartField Detail' table with columns: Account, Fund, Program, Department, Cost Center, and Task. The 'Account' column has the value '599999'. Each column has a magnifying glass icon. At the bottom are 'Ok' and 'Cancel' buttons.

Step	Action
26.	<p>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.</p> 
27.	<p>Click the Ok button.</p> 
<p>The Create Additional Pay page returns.</p> 	
	<p>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.</p>
28.	<p>Click the Save button.</p> 

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.	<p>Navigate to the Create Additional Pay page using the following path:</p> <p>NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay</p> <p>The Create Additional Pay search page displays.</p> 
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> 
3.	<p>Click the Include History checkbox.</p> 
4.	<p>Click the Search button.</p> 
	<p>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.</p>

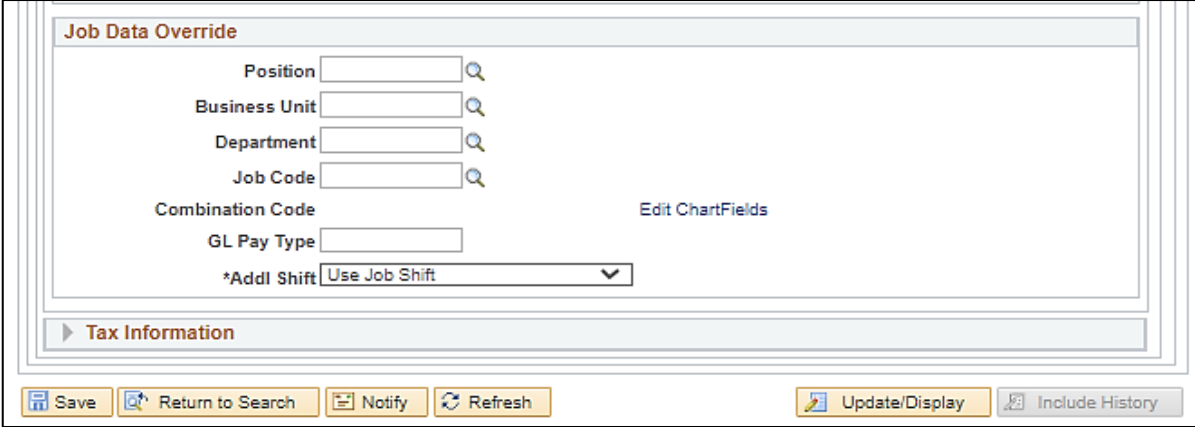


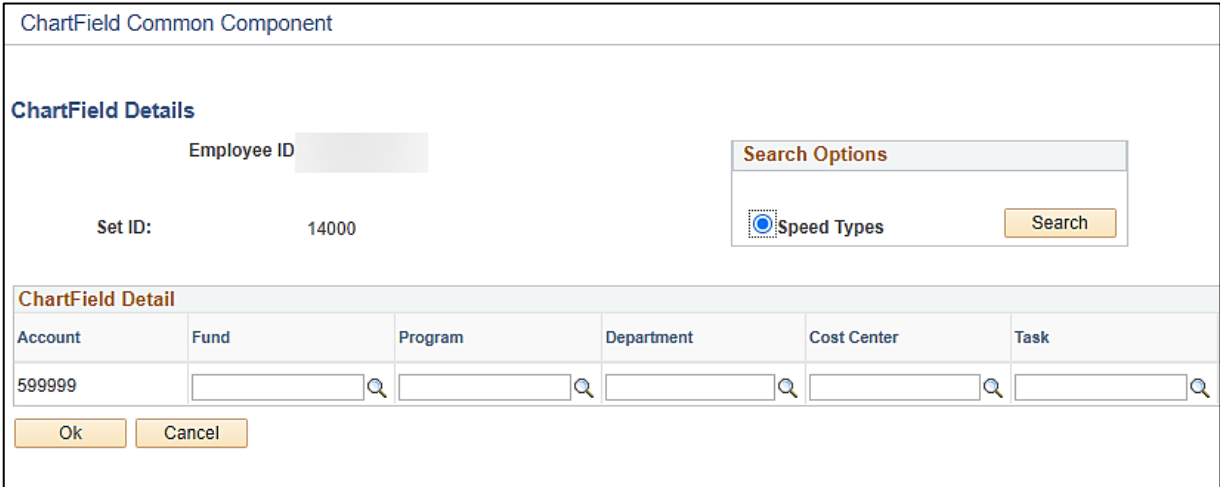
Step	Action
	<p>The Create Additional Pay page displays for the applicable employee.</p> 
5.	<p>If this is the employee's first additional pay item (i.e., Earnings Code field is blank), proceed to the next step.</p>
6.	<p>If the employee has at least one existing additional pay item (i.e., Earnings Code 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.</p> 
	<p>A list of earnings codes to be entered by HR Administrators are listed in the last section of this job aid.</p>
7.	<p>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.</p> 

Step	Action
8.	<p>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.</p> <p>Effective Date 06/26/2023 </p>
	<p>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.</p>
9.	<p>Enter "1" in the Addl Seq Nbr field.</p> <p>*Addl Seq Nbr <input type="text" value="1"/></p>
10.	<p>Enter the fixed amount of the additional pay in the Earnings field. For this scenario, enter \$500.</p> <p>Earnings <input type="text"/></p>
11.	<p>Enter the End Date or Goal Amount if applicable. For this scenario, a goal amount of \$2500 is entered.</p> <p>Goal Amount <input type="text"/></p>
12.	<p>Click the OK to Pay checkbox.</p> <p><input checked="" type="checkbox"/> OK to Pay</p>
13.	<p>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.</p> <p>Applies To Pay Periods</p> <p><input checked="" type="checkbox"/> First <input checked="" type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth</p>
14.	<p>Click the Expand icon (>) to the left of the Job Information.</p> <p> Job Information</p>



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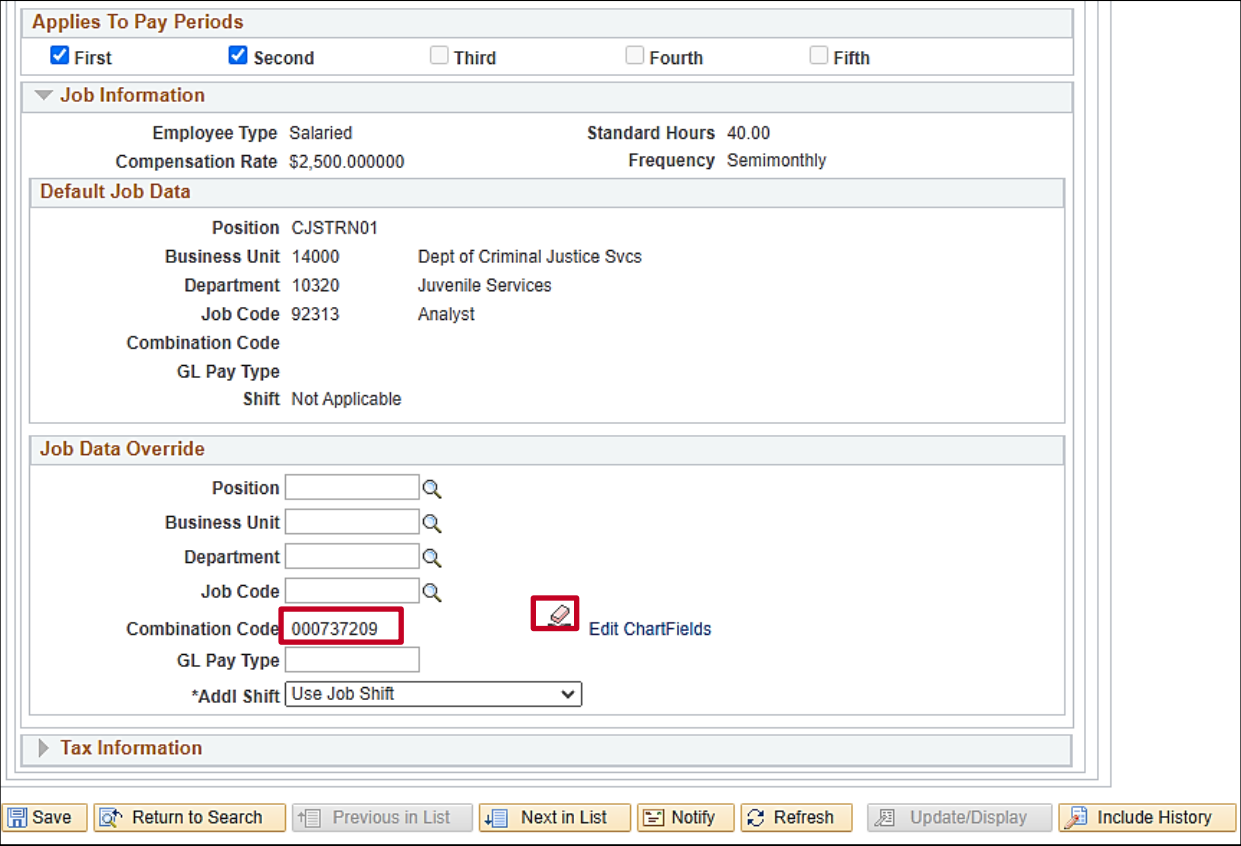

Step	Action
	<p>The Job Information section displays.</p> <div></div>
15.	<p>Click the Edit ChartFields link.</p> <div></div>
	<p>Do not update any other field in the Job Data Override section of the page.</p>
	<p>The ChartField Common Component page displays in a pop-up window.</p> <div></div>



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Step	Action												
16.	<p>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.</p> <div><div>ChartField Common Component</div><div><div><div>ChartField Details</div><div><div>Employee ID <input type="text"/></div><div>Set ID: 14000</div><div><div>Search Options</div><div><div><input checked="" type="radio"/> Speed Types</div><div>Search</div></div></div></div></div><div><div>ChartField Detail</div><table><tr><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th></tr><tr><td>599999</td><td><input type="text" value="01000"/></td><td><input type="text" value="399029"/></td><td><input type="text" value="085"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table><div><div>Ok</div><div>Cancel</div></div></div></div></div>	Account	Fund	Program	Department	Cost Center	Task	599999	<input type="text" value="01000"/>	<input type="text" value="399029"/>	<input type="text" value="085"/>	<input type="text"/>	<input type="text"/>
Account	Fund	Program	Department	Cost Center	Task								
599999	<input type="text" value="01000"/>	<input type="text" value="399029"/>	<input type="text" value="085"/>	<input type="text"/>	<input type="text"/>								
17.	<p>Click the Ok button.</p> <div><div><div>Ok</div><div>Cancel</div></div></div>												

Step	Action
The Create Additional Pay page returns.	
	
	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.



Human Resources Job Aid

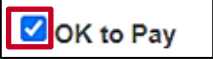

HR351_Processing Additional Pays

Step	Action
	<p>The top of the Create Additional Pay page displays.</p> <div><p>Create Additional Pay</p><p>Employee [redacted] Empl ID [redacted] Empl Record 0</p><p>Additional Pay Find View All First 1 of 2 Last</p><p>*Earnings Code <input type="text" value="FOT"/> Faculty Other Pay</p><p>Effective Date Find View All First 1 of 1 Last</p><p>Effective Date <input type="text" value="08/01/2022"/></p><p>Payment Details Find View 1 First 1-2 of 2 Last</p><p>*Addl Seq Nbr <input type="text" value="1"/> End Date <input type="text"/></p><p>Rate Code <input type="text"/> Reason <input type="text" value="Not Specified"/></p><p>Earnings <input type="text" value="\$500.00"/> Hourly Rate <input type="text"/></p><p>Hours <input type="text"/> Goal Amount <input type="text" value="\$2,500.00"/> Goal Balance <input type="text"/></p><p>Sep Check Nbr <input type="text"/> <input type="checkbox"/> Disable Direct Deposit</p><p><input checked="" type="checkbox"/> OK to Pay <input type="checkbox"/> Prorate Additional Pay</p><p>Applies To Pay Periods</p><p><input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth</p><p>Job Information</p><p>Tax Information</p></div>
19.	<p>In the Effective Date section, click the Add a New Row button (+) to add a new row and change the effective date.</p> <div><p>Effective Date Find View All First 1 of 1 Last</p><p>Effective Date <input type="text" value="08/01/2022"/> +</p></div>
20.	<p>Enter "2" in the Addl Seq Nbr field. This allows the system to process two additional pays for the same Earnings Code.</p> <div><p>*Addl Seq Nbr <input style="border: 2px solid red;" type="text" value="2"/></p></div>
21.	<p>In the Earnings field, enter the amount. For this scenario, enter the remaining \$300.</p> <div><p>Earnings <input style="border: 2px solid red;" type="text"/></p></div>
22.	<p>Enter the End Date or Goal Amount if applicable. For this scenario, a Goal Amount of \$1500 is entered.</p> <div><p>Goal Amount <input style="border: 2px solid red;" type="text"/></p></div>

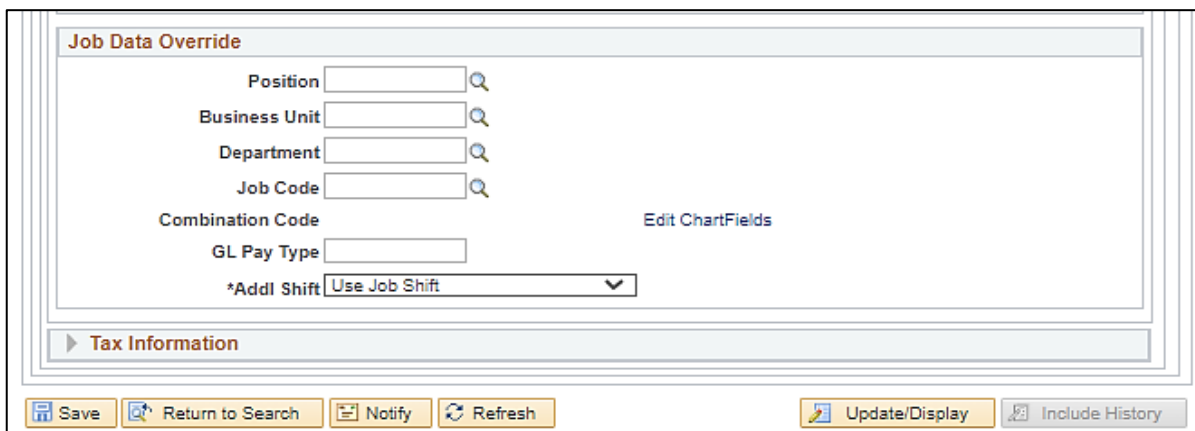


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Step	Action
23.	Click the OK to Pay checkbox. 
24.	Click the Expand icon (>) to the left of Job Information . 

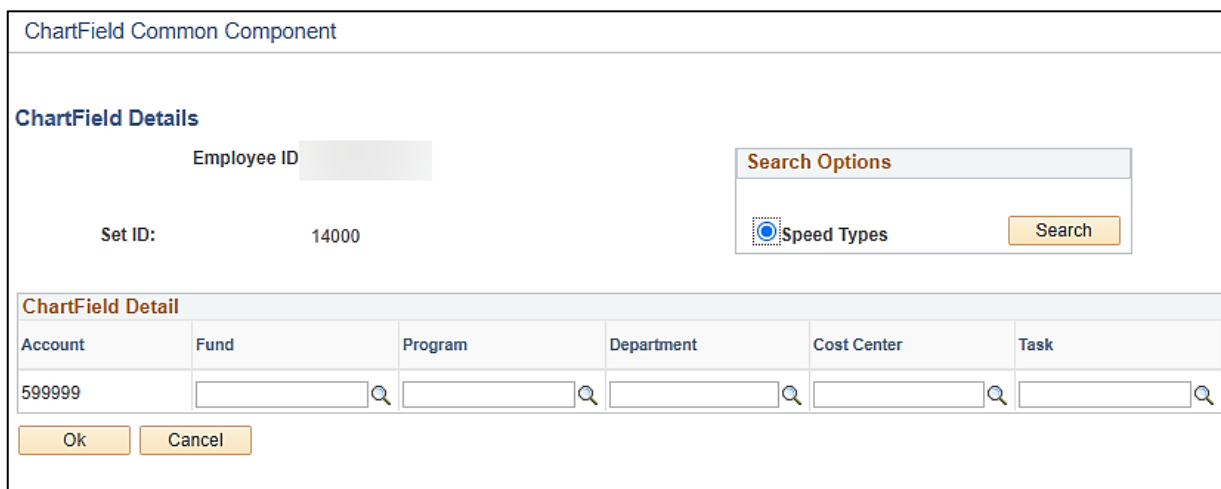
The **Job Information** section displays.



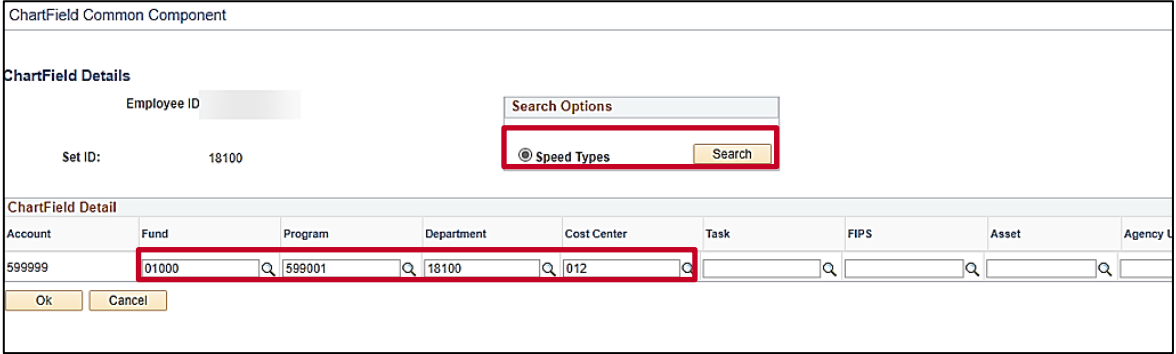

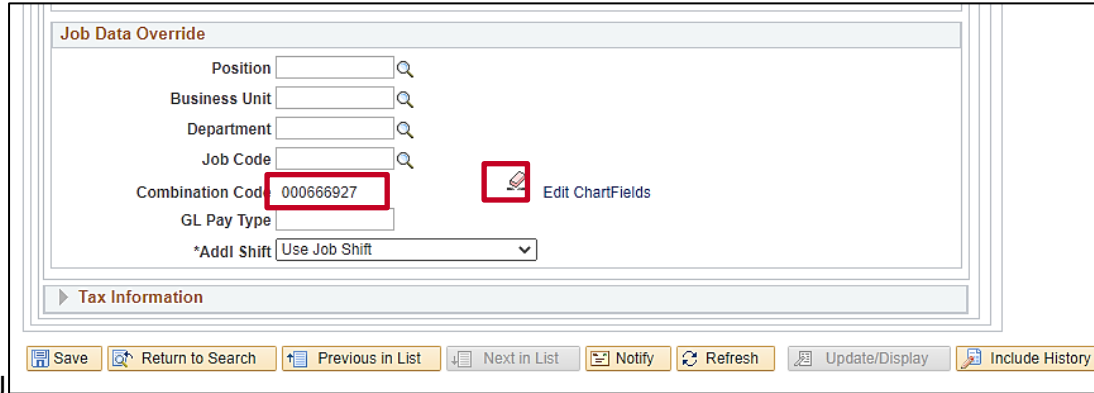

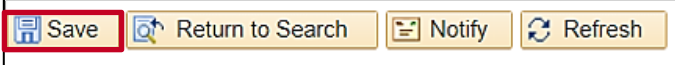
The screenshot shows a 'Job Data Override' form. It contains several input fields: Position, Business Unit, Department, Job Code, Combination Code, GL Pay Type, and *Addl Shift (set to 'Use Job Shift'). There is a magnifying glass icon next to each of the first four fields. To the right of the 'Combination Code' field is a link labeled 'Edit ChartFields'. Below the form is a 'Tax Information' section with an expand icon. At the bottom of the form are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

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



The screenshot shows the 'ChartField Common Component' page. It has a title bar 'ChartField Common Component'. Below it is a section 'ChartField Details' with 'Employee ID' and 'Set ID: 14000'. To the right is a 'Search Options' box with a radio button for 'Speed Types' and a 'Search' button. Below this is a 'ChartField Detail' table with columns: Account, Fund, Program, Department, Cost Center, and Task. The 'Account' column has the value '599999'. Each of the other five columns has an input field with a magnifying glass icon. At the bottom are 'Ok' and 'Cancel' buttons.

Step	Action
26.	<p>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.</p> 
27.	<p>Click the Ok button.</p> 
<p>The Create Additional Pay page returns.</p> 	
	<p>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.</p>
28.	<p>Click the Save button.</p> 



Human Resources Job Aid

HR351_Processing Additional Pays

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	