

#### **Processing Additional Pays Overview**

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

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

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

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

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

- Someone is receiving a stipend. The **Goal Amount** field is preferred over End Date field in this scenario because a specific amount has been approved.

- Someone is in a position that qualifies for monthly cell phone reimbursement. Neither the **Goal Amount** nor **End Date** fields are used because a total amount to be paid out nor end date has been established

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



# Human Resources Job Aid

#### HR351\_Processing Additional Pays

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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.	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
🔍 Se	d an Existing Value earch Criteria er any information you have and click Search. Leave fields blank for a list of all values.
	Recent Searches Choose from recent searches
	Empl ID       begins with          Empl Record
2.	Enter the employee's Employee ID in the <b>Empl ID</b> field. <b>Note</b> : Users can also search for the applicable employee using the various Name fields if the
2.	
2.	Note: Users can also search for the applicable employee using the various Name fields if the
	Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
2.	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



Step	Action							
The Create Additional Pay page displays for the applicable employee.								
Cr	eate Additional Pay							
	Employee Empl ID Empl Record 0							
Ac	Iditional Pay Find   View All First () 2 of 2 () Last							
	*Earnings Code							
E	ffective Date Find   View All First ④ 1 of 1 🕢 Last							
	Effective Date 06/26/2023 🛐 🛨 -							
	Payment Details Find   View 1 First ④ 1 of 1 ④ Last							
	*Addl Seq Nbr End Date 1							
	Rate Code Q Reason Not Specified V							
	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							
	Job Information							
	Tax Information							
4.	If this is the employee's first additional pay item (i.e., <b>Earnings Code</b> field is blank), proceed to the next step.							
5.	If the employee has at least one existing additional pay item (i.e., <b>Earnings Code</b> field contains a value), first click the <b>Add a New Row</b> icon (+) to the right of the <b>Earnings Code</b> field in the <b>Additional Pay</b> section to add a new additional pay item, and then proceed to the next step.           Additional Pay         Find   View All         First ④ 2 of 2 ⑥ Last							
	*Earnings Code							
i	A list of earnings codes to be entered by HR Administrators are listed in the last section of this job aid.							
6.	Enter the applicable earnings code for the type of additional pay being added using the <b>Earnings Code Look Up</b> icon.							
	*Earnings Code							



Step	Action
i	For further information on earnings codes, see the Job Aid titled <b>PY381_Earnings Codes</b> . This job aid can be found on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
7.	The <b>Effective Date</b> 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 <b>Effective Date Calendar</b> icon as needed.  Effective Date 06/26/2023
Í	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 <b>Payment Details</b> 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 <b>Goal Balance</b> 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				



Field	Description
Goal Balance	This field will display the current amount paid to an employee when an amount is entered in the <b>Goal Amount</b> field.
Disable Direct Deposit Checkbox	Do not check this checkbox. This field is not utilized in Cardinal
Prorate Additional Pay	Do not check this checkbox. This field is not utilized in Cardinal
OK to Pay checkbox	This box must be checked for the Additional Pay to be processed by Payroll
Applies to Pay Periods	This section auto populates based on the frequency in which the employee's salary is paid.
	For example, if the additional pay should only be paid out once for per month, the user can uncheck all but one checkbox in this section.

Step	Action						
i	Neither the <b>End Date</b> nor <b>Goal Amount</b> 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 <b>End Date</b> field should be entered.						
	<ul> <li>Stipends are approved for a specific amount. For this type of payment, the Goal Amount field should be used.</li> </ul>						
	• Cell phone reimbursement uses neither the <b>End Date</b> nor <b>Goal Amount</b> fields. Typically, this monthly payment is approved as long as the employee's job qualifies this reimbursement.						
	End Date Goal Amount						



Step Action

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 Q Tempora	
	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 Rate Code	End Date 01/09/2024 5
	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	
	Refresh	Decision Dec
	ick the Expand icon (>) to the left of t Job Information	
ne Job Info	rmation section displays.	
	rmation section displays.	
	Data Override	
	Data Override Position	
	Data Override Position Business Unit Department	
	Data Override Position	Edit ChartFields
	Data Override Position Position Business Unit Department Job Code Combination Code	Edit ChartFields
	Data Override Position Business Unit Department Job Code Q	Edit ChartFields
Job	Data Override Position Position Business Unit Department Job Code Combination Code GL Pay Type	
Job	Data Override Position Position Business Unit Department Job Code GL Pay Type *Addl Shift Use Job Shift ax Information	



# Human Resources Job Aid

Step	Action								
9.	Click the Edit Char	Edit ChartFie	<b>lds</b> link.						
The ChartField Common Component page displays in a pop-up window. ChartField Common Component ChartField Details Employee ID Search Options Set ID: 14000									
ChartFie Account 599999 Ok	Set ID: eld Detail Fund Cancel	14000 d	Program	Department		Cost Center	Q	Task	٩
10.	informatic been ente <b>Fund</b> = 0	on for the addi ered: 1000; <b>Progra</b> ommon Component etails Employee ID	Program	oartment =	eded. 085 earch Opt	In this scer tions			
11.	Click the	OK button.							



Action				
te Additional Pay pag	e returns.			
Applies To Pay Periods				
🗹 First 🛛 🗹 Second	Third	Fourth	Fifth	
Job Information				
	00000			
Business Unit 14000 Department 10320 Job Code 92313 Combination Code GL Pay Type	Dept of Criminal Ju Juvenile Services Analyst	stice Svcs		
Job Data Override				
Business Unit Department Job Code Combination Code GL Pay Type	209 <u>6</u>	Eult Charterielus		
Tax Information				
Save Return to Search 1 Pr	evious in List 🛛 🚛 Next i	n List 📔 Notify 🔗	Refresh Update/Display	Include History
entered and Ok butto	n was clicked.			
Click the Save button				
Save Return to	Search 1 Prev	ious in List 🛛 🚛	Next in List Notify	C Refresh
	te Additional Pay page Applies To Pay Periods	te Additional Pay page returns.	te Additional Pay page returns.  Applies To Pay Periods  First Gecond Third Fourth Job Information Employee Type Salaried Compensation Rate \$2,500.00000 Frequency Sem Default Job Data Position Dept of Criminal Justice Svcs Department 10320 Juvenile Services Job Code 92313 Analyst Combination Code GL Pay Type Shift Not Applicable Job Data Override Position Department Q Job Code Combination Code GL Pay Type Shift Tax Information Save Return to Search Previous in List Notice that the Combination Code has populated a entered and Ok button was clicked. Additionally, th next to the Edit Chartfields link. Click the Save button.	te Additional Pay page returns.  Applies To Pay Periods  First Second Third Fourth Fitth Job Information Employee Type Salaried Compensation Rate \$2,500,00000 Frequency Semimonthly Default Job Data  Position CJSTRN01 Business Unit 14000 Dept of Criminal Justice Svcs Department 10320 Juvenile Services Job Code 22313 Analyst Combination Code GL Pay Type Shift Not Applicable Job Code Comparison Shift Use Job Shift Tax Information Save Return to Search Thereious in Let Notify C Refreeh DeptateDisplay  Notice that the Combination Code has populated after the Edit Chartfields entered and Ok button was clicked. Additionally, there is now an eraser next to the Edit Chartfields link.  Click the Save button.



# Human Resources Job Aid

#### HR351\_Processing Additional Pays

#### **Updating/Correcting an Additional Pay**

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

The Create Additional Pay search page displays.

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



Step	Action

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

	Employee		Empl ID	Em	ol Record (	)
Additional Pay				Find View All	First 🕢 2	of 2 🕟 Last
*Earnings	Code TMP	C Temporary Pa	v			+ -
Effective Date		,,,,,,,,,,,	-	Find   View All	First 🕢 1 o	f 1 🕟 Last
Effective	e Date 05/01/2025	31				+ -
Payment Details			Fi	ind   View All	First 🕢 1 of	1 🕟 Last
*AddI Se	eq Nbr	1	End Date	05/10/2026	31	+ -
Rate	Code	Q	Reason	Not Specified		~
Ear	rnings \$	\$125.00				
	Hours		Hourly Rate			
Goal Ar	mount		Goal Balance			
Sep Cheo			-	Disable Direct I		
	OK to Pa	ι <b>γ</b>	L	Prorate Additio	nal Pay	
Applies To Pay Period						
	Second Second	Third	Fourth	Fifth		
Job Information						
Tax Information						
🔚 Save 🛛 🐼 Return to Se	earch	C Refresh		Update/Disp		clude History
In Save		K) IVenesii				adde History
Locate the eviet		and that near	ha ta ba unde	ated using t	ho novia	ational arra
Locate the existing the Additional F				ateu using t	ne navig	alional and
Additional Pay				Find   View	All First	🕙 2 of 2 🕑 Las
	ings Code TMP	C Temporal	ry Pay			+
*Earni						
*Earni						
*Earni Click the Add a	New Row id	con (+) within th	e Effective	Date section	n.	
	New Row i	con (+) within th	e Effective	Date section		🕢 1 of 1 🕟 La



Step	Action			
A new	Effective Date row of	displays.		
	Create Additional Pay	/		
		Employee	Empl ID	Empl Record 0
	Additional Pay		Find   Vie	w All First 🕢 2 of 2 🕢 Last
	*Earnings Co	ode TMP Temporary Pa	ay	• <b>-</b>
	Effective Date		Find   View	All First 🕢 1 of 2 🕟 Last
	Effective D	ate 05/23/2025		· –
	Payment Details		Find   View A	All First 🕢 1 of 1 🕟 Last
	*Addl Seq I	Nbr 1	End Date 05/10/2026	
	Rate Co	``````````````````````````````````````	Reason Not Specifi	ied 🗸
	Earnir	-		
			Hourly Rate	
	Goal Amo Sep Check I		Goal Balance	Direct Deposit
	Sop Chock	OK to Pay	_	Additional Pay
	Applies To Pay Periods			
	Z First	Second Third	Fourth	Fifth
	▶ Job Information			
	Tax Information			
	Save 🕂 Return to Sear	ch 🔄 Notify 🤶 Refresh	🔊 Upda	ate/Display Include History
7.	The Effective Date	e field defaults to the cur	rent system date.	Update the effective date to the
	date the change or	ccurred by using the Effe	ective Date Calence	<b>lar</b> icon.
	r		7	
	Effective Date	05/23/2025		
A				e previous row is copied. When
			hat the new effective	e date can NOT be the same as
	the effective date o	on the previous row.		
	<ul> <li>IF this is a</li> </ul>	a correction enter the da	y after the original	effective date (within the same
	pay cycle	and before the HR Free	ze as noted on the	Payroll calendar posted on the
	DOA web	site).		
	<ul> <li>IF it is not</li> </ul>	t possible to follow this a	pproach a ticket wi	Il need to be opened to make the
	correction	•	r F	
	The information wind the dated row.	ithin the <b>Payment Detai</b>	Is section carries for	orward from the previous effective
		of this job aid for more in		i <b>ng Additional Sequence</b> g when to update the Additional



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



#### Step | Action

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

	Employee	Empl ID	Empl Record	0
Additional Pay		Fin	d   View All First 🕚	2 of 2 🕑 Last
*Earni	ngs Code (TMP) 🔍	Temporary Pay		+ -
Effective Date		Find	View All First 🕚 1	of 2 🕑 Last
Effe	ctive Date 05/23/2025			+ -
Payment Details		Find	View All First 🕚 1	of 1 🕑 Last
*Add	II Seq Nbr 1	End Date 05/1	0/2026	+ -
F	Rate Code	Reason Not	Specified	~
	Earnings \$300.00			
	Hours	Hourly Rate		
Goa	al Amount	Goal Balance		
Sep C	Check Nbr	🗆 Di	sable Direct Deposit	
	🗹 OK to Pay	- PI	rorate Additional Pay	
Applies To Pay Pe	riods			
First	Second 🗌 T	hird Fourth	Fifth	
Job Informatio	n			
V SOD IIIOIIIatio				
Tax Information	n			



#### **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 Cr	eate Additional Pay search page displays.
Crea	te Additional Pay
-	ind an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	Recent Searches Choose from recent searches V Raved Searches Choose from saved searches V
	Empl ID begins with   Empl Record =   Name begins with   Last Name begins with   Last Name begins with   Second Last Name begins with   Alternate Character Name begins with   Middle Name begins with    Case Sensitive Include History Correct History  Search Clear
2.	Enter the employee's Employee ID in the <b>Empl ID</b> field. <b>Note</b> : 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 <b>Search</b> button.
1	If multiple employees match the search criteria entered, the search results display in the bottom portion of the page. Enter the correct record (by clicking any of the links on that row) in order to access the <b>Additional Pay</b> page.



Step	Action	
The Cr	reate Additional Pay page displays for the applicable employee.	
	Create Additional Pay	
	Employee Empl ID	Empl Record 0
	Additional Pay Find   View	
	*Earnings Code TMP Q Temporary Pay	•
	Effective Date Find   View A	
	Effective Date 01/10/2023	
	Payment Details Find   View All	
	*Addi Seq Nbr 1 End Date 01/09/2024 Rate Code Q Reason Not Specifier	
	Earnings \$125.00	<u> </u>
	Hours Hourly Rate	
	Goal Amount Goal Balance	
	Sep Check Nbr	irect Deposit
		dditional Pay
	Applies To Pay Periods	
		Fifth
	Job Information	
	Tax Information	
	Return to Search Solution Return to Search	e/Display
4.	Locate the existing earn code that that needs to be updated using	a the newlastional arrows
4.	within the <b>Additional Pay</b> section as needed.	g the havigational arrows
		View All First ( 2 of 3 ) Last
	*Earnings Code TMP Q Temporary Pay	+ -
5.	Click the Add a New Row icon (+) within the Effective Date sect	
	Effective Date Find   Vie	
	Effective Date 01/10/2023	



Step	Action			
A new	Effective Date row displays.			
	Create Additional Pay			
	Employee Empl ID Empl Record 0			
	Additional Pay Find   View All First (1) 2 of 3 (1) Last			
	*Earnings Code TMP Q Temporary Pay			
	Effective Date Find   View All First (1) of 4 (2) Last			
	Effective Date 2/1/2023 🛐 +			
	Payment Details Find   View All First ( ) of 1 ( ) Last			
	*Addi Seq Nbr 1 End Date 3/31/2023			
	Rate Code  Q  Reason Not Specified    Earnings  \$300.00			
	Earnings \$300.00 Hours Hourly Rate			
	Goal Amount Goal Balance			
	Sep Check Nbr			
	CK to Pay			
	Applies To Pay Periods			
	✓ First     ✓ J Second     Third     Fourth     Fifth			
	Job Information			
	Tax Information			
	Return to Search 🔄 Notify 📿 Refresh			
6.	The Effective Date field defaults to the current system date. Update the effective date to the date the change occurred by using the Effective Date Calendar icon.  Effective Date 2/1/2023			
7.	Enter the applicable End Date for the additional pay using the End Date Calendar icon.			
	End Date 3/31/2023			
i	The Addl Seq Nbr field should not be changed. View the Using Additional Sequence Numbers section of this job aid for more information regarding when to update the additional sequence number field.			
8.	Click the <b>Save</b> button.			
	Save Return to Search E Notify Refresh			



#### **Extending an Additional Pay**

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

The Create Additional Pay search page displays.

0	
Crea	ate Additional Pay
	ind an Existing Value Search Criteria
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	PRecent Searches Choose from recent searches V 🖉 🖓 Saved Searches Choose from saved searches V
	Empl ID begins with  Empl Record  Second Last Name begins with  Alternate Character Name begins with  Middle Name begins with
	Show fewer options      Case Sensitive     Include History     Correct History      Search     Clear
	Enter the employee's Employee ID in the <b>Empl ID</b> field.
	<b>Note</b> : Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
	Empl ID begins with V
	Click the Include History checkbox.
	Include History Correct History
	Click the <b>Search</b> button.
	Search Clear



Step	Action								
The Cr	he 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 3 ) Last								
	*Earnings Code TMP Effective Date Find View All First (1 of 2 ) Last								
	Effective Date 01/10/2023 ii + - Payment Details Find View All First (1 of 1 (2) Last								
	*Addi Seq Nbr 1 End Date 01/09/2024								
	Rate Code Q Reason Not Specified V								
	Earnings \$125.00								
	Hours Hourly Rate								
	Goal Amount Goal Balance								
	Sep Check Nbr								
	✓ OK to Pay								
	Applies To Pay Periods								
	First Second Third Fourth Fifth								
	Job Information								
	Tax Information								
	Referesh Dynamic Contraction C								
F	Leasts the evicting core code that that people to be undeted using the povigational arrows								
5.	Locate the existing earn code that that needs to be updated using the navigational arrows within the <b>Additional Pay</b> section as needed.								
	Additional Pay Find   View All First ( 2 of 3 ) Last								
	*Earnings Code TMP Q Temporary Pay +								
6.	Click the Add a New Row icon (+) within the Effective Date section.								
	Effective Date 01/10/2023								



Step	Action								
A new Effective Date row displays.									
	Create Additional Pay								
	Employee     Empl ID     Empl Record     0       Additional Pay     Find     View All     First     2 of 3     Last       *Earnings Code     TMP     Temporary Pay     +     -								
	Effective Date Find View All First (1) of 4 (2) Last								
	Effective Date 2/1/2023								
	Payment Details     Find   View All     First (1 of 1 ()) Last								
	*Addi Seq Nbr 1 End Date 3/31/2023 🛐 🕂 🖃								
	Rate Code Q Reason Not Specified V								
	Earnings \$300.00								
	Hours Hourly Rate								
	Goal Amount Goal Balance								
	Sep Check Nbr Disable Direct Deposit								
	Image: Construction of the Pay     Image: Construction of the Pay       Applies To Pay Periods     Image: Construction of the Pay								
	✓ First ✓ Second Third Fourth Fifth								
	Job Information								
	Job Information     Tax Information								
	🔚 Save 🔯 Return to Search 🖃 Notify 📿 Refresh 🖉 Update/Display 🖉 Include History								
7.	Update the effective date to the exact date the extension is to be effective by using the <b>Effective Date Calendar</b> icon.								
	Effective Date 2/1/2023								
İ	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.								
0									
8.	Enter the applicable <b>End Date</b> for the additional pay using the <b>End Date Calendar</b> icon. Leave								
	the field blank if there is no set end date.								
	End Date 3/31/2023								
9.	Click the Save button.								
	Save Return to Search E Notify Refresh								



#### **Using Additional Sequence Numbers**

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

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

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

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

The Create Additional Pay search page displays.

Sea	an Existing Value arch Criteria er any information you have and click Search. Leave fields blank for a list of all values.
	Recent Searches Choose from recent searches V Recent Searches Choose from saved searches V
	Empl ID begins with w   Empl Record •   Name begins with w   Last Name begins with w   Last Name begins with w   Second Last Name begins with w   Alternate Character Name begins with w   Middle Name begins with w   Middle Name begins with w   ^ Show fewer options Include History   Search Clear
L	
2.	Enter the employee's Employee ID in the <b>Empl ID</b> field. <b>Note</b> : Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
2.	
2.	Note: Users can also search for the applicable employee using the various Name fields if Employee ID is not known.



# Human Resources Job Aid

Step	Action							
4.	Click the <b>Search</b> button.							
i	If multiple employees match the search criteria entered, the search results display in the bottom portion of the page. Enter the correct record (by clicking any of the links on that row) in order to access the <b>Additional Pay</b> page.							
The Crea	te Additional Pay page displays for the applicable employee.							
Creat	e Additional Pay							
	Employee Empl ID Empl Record 0							
Additio	onal Pay Find   View All First (1 of 1 () Last							
	*Earnings Code AJT Adjunct Faculty							
Effect	tive Date Find   View All First (1 of 1 (2) Last							
Barrie	Effective Date 04/25/2022 iii Find View All First (4) 1 of 1 (2) Last							
Payr								
	*AddI Seq Nbr 1 End Date 1							
	Earnings \$600.00 Hours Hourly Rate							
	Goal Amount \$6,000.00 Goal Balance							
	Sep Check Nbr							
	✓ OK to Pay							
Ap	plies To Pay Periods							
	First Second Third Fourth Fifth							
	Job Information							
	Tax Information							
🔚 Sav	re 🔯 Return to Search 🖹 Notify 🖉 Refresh 🗵 Update/Display 🗾 Include History							
5.	If this is the employee's first additional pay item (i.e., <b>Earnings Code</b> field is blank), proceed to the next step.							
6.	If the employee has at least one existing additional pay item (i.e., <b>Earnings Code</b> field contains a value), first click the <b>Add a New Row</b> icon (+) to the right of the <b>Earnings Code</b> field in the <b>Additional Pay</b> section to add a new additional pay item, and then proceed to the next step.							
	Additional Pay Find   View All First ④ 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 <b>Earnings Code Look Up</b> icon. For this scenario the earn code is <b>AJT</b> ( <b>Adjunct Faculty</b> ).
8.	The <b>Effective Date</b> 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 <b>Effective Date Calendar</b> 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 <b>Addl Seq Nbr</b> field. *Addl Seq Nbr 1
10.	Enter the fixed amount of the additional pay in the <b>Earnings</b> field. For this scenario, enter \$600.          Earnings       \$600.00
11.	Enter the <b>End Date</b> or <b>Goal Amount</b> if applicable. For this scenario, a goal amount is entered.          Goal Amount       \$6,000.00
12.	Click the <b>OK to Pay</b> checkbox.
13.	The <b>Applies to Pay Periods</b> 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         Image: Second in the second in the second interval of the second interva
	Applies To Pay Periods



# Human Resources Job Aid

Step	Action								
14.	Click the <b>Expand</b> icon (>) to the left of the <b>Job Information</b> .								
	Job Information								
The Job	The Job Information section displays.								
	Job Data Override   Position   Business Unit   Q   Department   Q   Job Code   Q   Location     Include History								
15.	Click the Edit Chart	Edit ChartField	<b>s</b> link.						
i	Do not uj	pdate any other	field in the <b>Job</b> I	Data Override	section of the pa	ige.			
The <b>Cha</b>	artField Co	ommon Compor	<b>nent</b> page displa	ays in a pop-up	window.				
Ch	artField Comm	non Component							
Ch	ChartField Details Employee ID Search Options Set ID: 14000 Search								
Ch	ChartField Detail								
Acc	ount	Fund	Program	Department	Cost Center	Task			
599	1999	٩	Q		م ا	Q			
	Ok Cancel								



Step	Action								
16.	Enter or use information f been entered <b>Fund</b> = 0100	or the ad d:	ditional pay t	ransacti	on as ne	eded. In thi			
	ChartField Com	mon Compone	ent						
	ChartField Details Employee ID				Search Options			]	
	Set ID:		14000			Speed Types		Search	J
	ChartField Detail								
	Account	Fund	Program		Department	Cost Cente	r	Task	
	599999	01000	Q 399029	<u> </u>	085	Q	Q		Q
	OkC	ancel							
17.	Click the Ok	button.							
	Ok	Cancel	]						



Step	Action						
The Cre	ate Additional Pa	<b>ay</b> page re	turns.				
A	pplies To Pay Periods						
	🗹 First 🛛 🗹 Sec	ond	Third	Fourth	Eift	1	
	Job Information						
	Employee Type Compensation Rate		Sta	ndard Hours 40.0 Frequency Ser			
	efault Job Data						
	Business Unit Department Job Code Combination Code GL Pay Type	10320 92313	Dept of Criminal Justice 5 Juvenile Services Analyst	3vcs			
J	ob Data Override						
	Position Business Unit Department Job Code Combination Code GL Pay Type *Addl Shift	000737209	] ] ] ] ] ] ] ] ] ] ]	it ChartFields			
	Tax Information						
	eve Return to Search	T Previous in	List Vext in List	Notify	C Refresh	Update/Display	Jinclude History
i	Notice that the <b>C</b> entered and <b>Ok</b> next to the <b>Edit</b>	button wa	s clicked. Addi				
18.	Scroll back up	to the top o	of the page.				



Step	Action								
The top o	f the Create Additional Pay page displays.								
Cre	Create Additional Pay								
010									
Add	Employee     Empl ID     Empl Record     0       tional Pay     Find     View All     First     1 of 1     Last								
Auu									
Fffe	*Earnings Code AJT Adjunct Faculty								
	Effective Date 04/25/2022								
Pa	yment Details Find   View All First ④ 1 of 1 ④ Last								
	*Addl Seq Nbr 1 End Date 1								
	Rate Code Q Reason Not Specified V								
	Earnings \$600.00								
	Hours Hourly Rate								
	Goal Amount \$6,000.00 Goal Balance								
	Sep Check Nbr Disable Direct Deposit								
	OK to Pay     OK to Pay     Prorate Additional Pay								
	✓ First Second Third Fourth Fifth								
	Job Information								
	Tax Information								
S S	Return to Search ≧ Notify <i>C</i> Refresh								
19.	In the <b>Payment Details</b> section, click the <b>Add a New Row</b> 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 1 End Date								
20.	Enter "2" in the Addl Seq Nbr field. This allows the system to process two additional pays for								
	the same Earnings Code.								
	*Addl Seq Nbr 2								
	Addi Sed Hbi								
21.	In the <b>Earnings</b> field, enter the amount. For this scenario, enter the remaining \$400.								
	Earnings \$400.00								
	Lannings								
22.	Enter the End Date or Goal Amount if applicable. For this scenario, a Goal Amount is								
	entered.								
	Goal Amount \$4,000.00								



Step	Action							
23.	Click the <b>OK to Pay</b> checkbox.							
	CK to Pay							
24.	Click the <b>Expand</b> icon (>) to the left of <b>Job Information</b> .	Click the <b>Expand</b> icon (>) to the left of <b>Job Information</b> .						
	Job Information	Job Information						
The <b>Jok</b>	bb Information section displays.							
25.	Job Data Override         Position         Business Unit         Q         Job Code         Q         Combination Code         Edit ChartFields         GL Pay Type         *Addl Shift         *Addl Shift         Tax Information         If Save         If Return to Search         Elick the Edit ChartFields link.							
	Edit ChartFields							
CI	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							
Ch	nartField Detail							
	Account Fund Program Department Cost Center	Task						
599		QQ						
	Ok Cancel							



Step	Action
26.	Enter or use the <b>SpeedTypes Search</b> to complete the applicable ChartField distribution information for the additional pay transaction as needed. In this example the following has been entered: <b>Fund</b> = 01000; <b>Program</b> = 599001; <b>Department</b> = 18100; <b>Cost Center</b> = 012.
	ChartField Common Component
	ChartField Details
	Employee ID Search Options
	Set ID: 18100 Speed Types Search ChartField Detail
	Account Fund Program Department Cost Center Task FIPS Asset Agency L
	599999         01000         Q         599001         Q         012         Q
27.	Click the <b>Ok</b> button.
The Crea	te Additional Pay page returns.
	Job Data Override   Position   Q   Business Unit   Q   Department   Q   Job Code   Q   Combination Code   000666927   GL Pay Type   *Addl Shift   Use Job Shift
	🖫 Save 🔯 Return to Search 🎁 Previous in List 4 Next in List 🔄 Notify 🎜 Refresh 🖉 Update/Display 🔎 Include History
i	Notice that the <b>Combination Code</b> has populated after the <b>Edit Chartfield</b> values were entered and <b>Ok</b> button was clicked. Additionally, there is now an eraser icon that appears next to the <b>Edit Chartfields</b> link.
28.	Click the <b>Save</b> button.
	Save Return to Search Search



# Human Resources Job Aid

#### HR351\_Processing Additional Pays

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

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



Step	Action	
The <b>C</b>	reate Additional Pay page displays for the app	blicable employee.
C	Create Additional Pay	
	Employee Additional Pay	Empl ID         Empl Record         0           Find         View All         First ( ) 2 of 2 ( ) Last
ĺ,	*Earnings Code	
	Effective Date	Find View All First ④ 1 of 1   Last
	Effective Date 06/26/2023	÷ -
	Payment Details	Find View 1 First ④ 1 of 1 ⑥ Last
	*Addl Seq Nbr	End Date
	Rate Code	Reason Not Specified 🗸
	Earnings	
	Hours	Hourly Rate
	Goal Amount	Goal Balance
	Sep Check Nbr	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.	If the employee has at least one existing ac	lditional pay item (i.e., Earnings Code field
	contains a value), first click the Add a New	Row icon (+) to the right of the Earnings Code
	-	new additional pay item, and then proceed to the
	next step.	
	Additional Pay	Find   View All First (4) 2 of 2 (b) Last
	*Earnings Code	<b>■</b>
6	- · · ·	R Administrators are listed in the last section of this
	job aid.	
7.	Enter the applicable earnings code for the t	ype of additional pay being added using the
		ario, the earn code is <b>FOP</b> - Faculty Other Pay.
	*Earnings Code	



Step	Action
8.	The <b>Effective Date</b> 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 <b>Effective Date Calendar</b> 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 <b>Earnings</b> field. For this scenario, enter \$500.       Earnings
11.	Enter the <b>End Date</b> or <b>Goal Amount</b> if applicable. For this scenario, a goal amount of \$2500
	is entered.
	Goal Amount
12.	Click the <b>OK to Pay</b> checkbox.
	CK to Pay
13.	The <b>Applies to Pay Periods</b> 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       Image: Second       Image: First       Image: Second       Image: First       Image: Second       Image: First       Image:
14.	Click the <b>Expand</b> icon (>) to the left of the <b>Job Information</b> .
	▶ Job Information



Step	Action						
The Job	o Informati	on section displ	ays.				
	Job Data O	Position	Q				
		Department Job Code	`````````````````````````````````				
	C	ombination Code GL Pay Type *Addl Shift Use Jo	bb Shift	Edit Chart	Fields		
	Tax Infor	mation					
[	🔚 Save 🔯 R	eturn to Search 🔄 Na	tify 🕄 Refresh			Dpdate/Display	🖉 Include History
15.	Click the Edit Chart	Edit ChartField	l <b>s</b> link.				
i	Do not uj	odate any other	field in the <b>Job I</b>	Data Over	ride s	ection of the pa	ge.
The Cha	artField Co	mmon Compo	nent page displa	iys in a po	p-up v	window.	
CI	hartField Comm	non Component					
Ch	artField Detail	s					
		Employee ID			Search	Options	
	Set ID:	14000			<b>○</b> Spe	ed Types	Search
Ch	nartField Detail						
Ace	count	Fund	Program	Department		Cost Center	Task
599	9999	Q	Q		Q	Q	Q
	Ok Ca	ncel					



ер	Action						
6.	information been enter	n for the ad red:		insaction as	ete the applicat needed. In this nt = 085.		
	ChartField Co	ommon Compone	ent				
	ChartField De	Employee ID	14000		Search Options <ul> <li>Speed Types</li> </ul>	Search	]
	ChartField Det Account	Fund	Program	Departm	ent Cost Center	Task	
	599999	01000	Q 399029	Q 085		Q	Q
	Ok	Cancel					
•	Click the C	<b>)k</b> button.					
	Ok	Cancel	]				



Step	Action						
The Cre	ate Additional Pa	<b>ay</b> page re	turns.				
A	pplies To Pay Periods						
	🗹 First 🛛 🗹 Sec	ond	Third	Fourth	Eift	1	
	Job Information						
	Employee Type Compensation Rate		Sta	ndard Hours 40.0 Frequency Ser			
	efault Job Data						
	Business Unit Department Job Code Combination Code GL Pay Type	10320 92313	Dept of Criminal Justice 5 Juvenile Services Analyst	3vcs			
J	ob Data Override						
	Position Business Unit Department Job Code Combination Code GL Pay Type *Addl Shift	000737209	] ] ] ] ] ] ] ] ] ] ]	it ChartFields			
	Tax Information						
	eve Return to Search	T Previous in	n List Vext in List	Notify	C Refresh	Update/Display	Jinclude History
i	Notice that the <b>C</b> entered and <b>Ok</b> next to the <b>Edit</b>	button wa	s clicked. Addi				
18.	Scroll back up	to the top o	of the page.				



Step	Action	
The top of	of the <b>Create Additional Pay</b> page displays	i.
Creat	e Additional Pay	
	Employee	Empl ID Empl Record 0
Additi	onal Pay	Find   View All First 🕢 1 of 2 🕟 Last
	*Earnings Code FOT C Faculty Ot	ner Pay 🛨 🖃
Effec	tive Date	Find   View All First 🕢 1 of 1 🛞 Last
	Effective Date 08/01/2022	
Payı	nent Details	Find   View 1 First (1-2 of 2 ) Last
	*Addl Seq Nbr 1	End Date
	Rate Code	Reason Not Specified V
	Earnings \$500.00	Hausta Data
	Goal Amount \$2,500.00	Hourly Rate
	Sep Check Nbr	Disable Direct Deposit
	Sop check has a gradient of the second secon	Prorate Additional Pay
Ap	plies To Pay Periods	
	First Second Third	Fourth Fifth
	Job Information	
	Tax Information	
19.	In the Effective Date section, click the Ad	d a New Row button (+) to add a new row and
	change the effective date.	
	Effective Date	Find   View All First 🕢 1 of 1 🕟 Last
	Effective Date 08/01/2022	
20.	Enter "2" in the <b>Add! Seg Nbr</b> field This :	allows the system to process two additional pays for
201	the same Earnings Code.	
	*A dell Comp Nike	
	*Addl Seq Nbr 2	
21.	In the <b>Earnings</b> field, enter the amount. F	or this scenario, enter the remaining \$300.
	Earnings	
22.		plicable. For this scenario, a Goal Amount of
	\$1500 is entered.	
	Goal Amount	



Step	Action					
23.	Click the OK to Pay check	DOX.				
	OK to Pay					
24.	Click the Expand icon (>) to	o the left of <b>Jo</b>	b Informat	tion.		
	Job Information					
The <b>Job</b>	Information section displays	S.				
	Job Data Override  Position Business Unit Department Job Code Combination Code GL Pay Type *AddI Shift Use Job S Tax Information  Save Return to Search		Edit ChartF	ields	Update/Display	Include History
25.	Click the Edit ChartFields	link.				
The Cha	rtField Common Compone	<b>nt</b> page displa	ys in a pop	o-up \	window.	
Ch	artField Common Component					
Cha	rtField Details Employee ID			Search	Options	
	Set ID: 14000			© Sp€	eed Types	Search
Ch	rtField Detail					
			Department		Cost Center	Task
599		Q		Q	Q	Q
	Ok Cancel					



Step	Action
26.	Enter or use the <b>SpeedTypes Search</b> to complete the applicable ChartField distribution information for the additional pay transaction as needed. In this example the following has been entered: <b>Fund</b> = 01000; <b>Program</b> = 599001; <b>Department</b> = 18100; <b>Cost Center</b> = 012.
	ChartField Common Component
	ChartField Details Employee ID Search Options
	Set ID: 18100 Speed Types Search
	ChartField Detail         Account       Fund       Program       Department       Cost Center       Task       FIPS       Asset       Agency L         599999       01000       Q       599001       Q       1012       Q
27.	Click the <b>Ok</b> button.
The Crea	te Additional Pay page returns.
	Job Data Override   Position   Q   Business Unit   Q   Department   Q   Job Code   Q   GL Pay Type   *Addl Shift   *Addl Shift   * Tax Information     Tax Information     Tax Information     Include History
i	Notice that the <b>Combination Code</b> has populated after the <b>Edit Chartfield</b> values were entered and <b>Ok</b> button was clicked. Additionally, there is now an eraser icon that appears next to the <b>Edit Chartfields</b> link.
28.	Click the Save button.
	Save Return to Search ENotify 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.

Typical Additional Pay Earnings Codes				
Earn		Add to Gross		
Code	Description	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	Υ	N	
MTB	Mobile Device Taxable	Y	Y	
SEV	Work Study Student	Y	Y	
TMN	Temp Pay Non Paid Agys	N	N	
тмр	Temporary Pay	Y	Y	
TPD	Taxable Per Diem	Y	Y	
TTR	Taxable Tuition	Y	Y	
VRS	VRS Contribution Base	N	N	Loaded by Batch Program
PRW	Premium Reward	Y	Υ	Loaded by Interface

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