## 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 a few examples:

- 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.

**Notes**:

- When an Additional Pay ends, the current **Addl Seq Nbr** field value in the **Payment Details** section should be used instead of adding a new **Addl Seq Nbr**.
- Bonuses should not be processed on the Additional Pay page, as bonuses are not recurring payments. Bonuses should be processed by the Payroll Administrator using the Single Use Payroll Online Tool (SPOT).

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

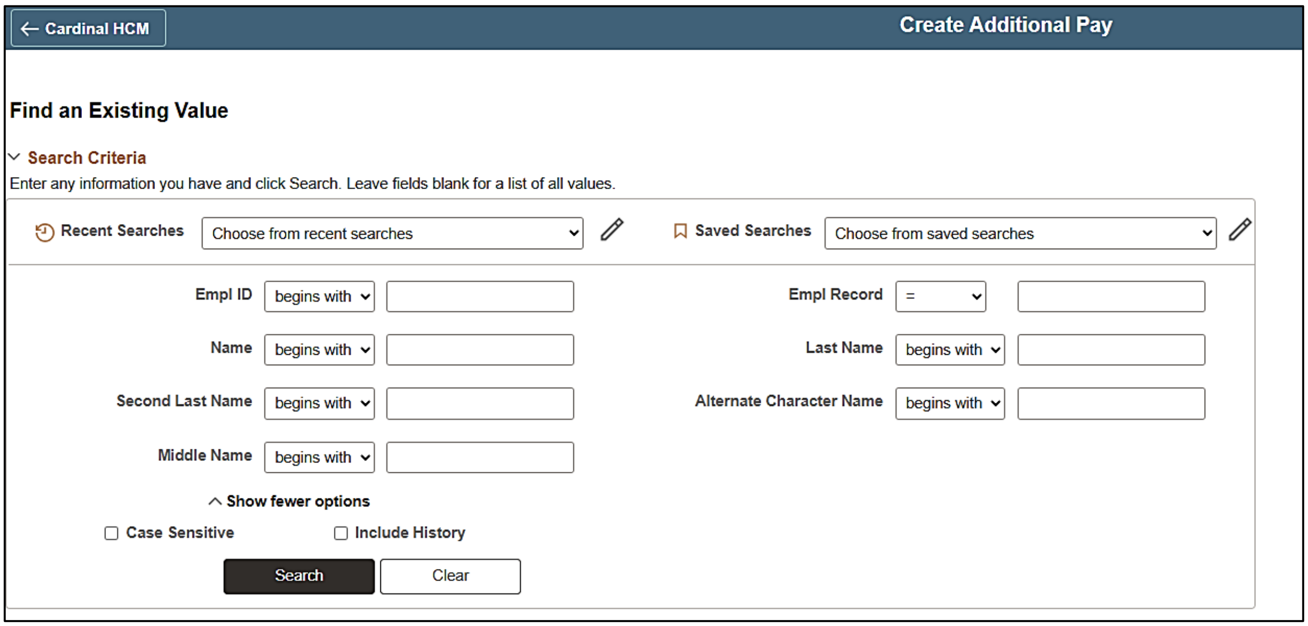
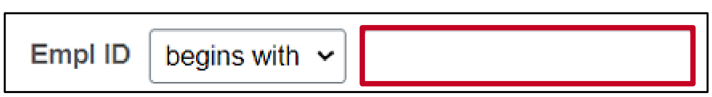
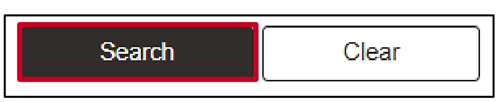
## Table of Contents

## Revision History

| Revision Date | Summary of Changes |
|---|---|
| 9/1/2026 | Updated to reflect the Cardinal system upgrades. |
| 7/21/2025 | Minor verbiage updates and added clarification notes in multiple sections throughout the sections of this Job Aid. |
| 3/1/2025 | Baseline. |

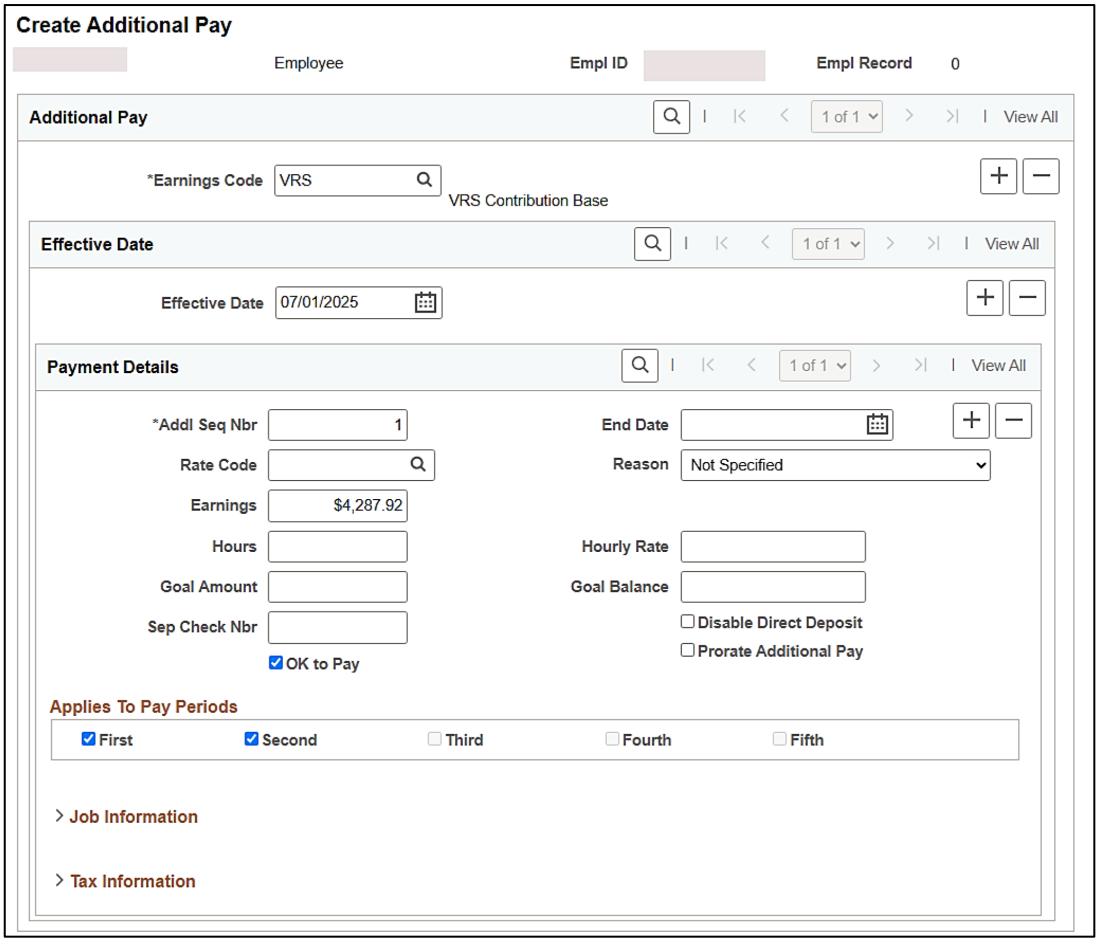
## Creating Additional Pay

This section of the Job Aid provides the steps for creating an additional pay.

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

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

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



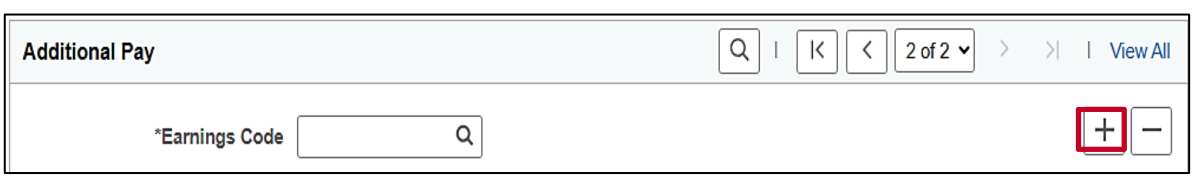

</td></tr>
<tr><td>4.</td><td>

If this is the employee's first additional pay item (i.e., **Earnings Code** field is blank), proceed to **Step 6**.

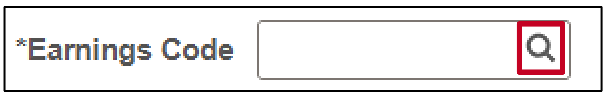
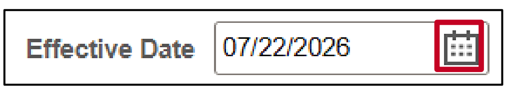
If an Earnings Code already exists, proceed to **Step 5**.

</td></tr>
<tr><td>5.</td><td>

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.



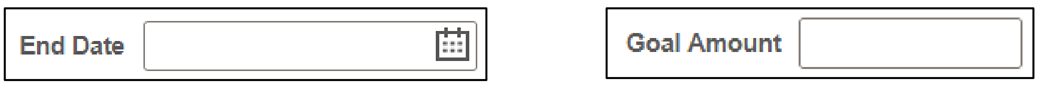

</td></tr>
</table>

| Step | Action |
|---|---|
| | A list of earnings codes to be entered by HR Administrators are listed in the last section of this job aid, Additional Pay Earnings Codes and Descriptions.<br>Bonuses should not be processed on the Additional Pay page, as bonuses are not recurring payments. Bonuses should be processed by the Payroll Administrator using the Single Use Payroll Online Tool (SPOT). |
| 6. | Enter the applicable earnings code for the type of additional pay being added using the **Earnings Code Look up** icon.<br> |
| | For further information on earnings codes, see the Job Aid titled **PY381 Earnings Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. |
| 7. | The **Effective Date** field defaults to the current system date. Update this date to the beginning date of the pay period when the additional pay should start by using the **Effective Date Calendar** icon as needed.<br> |
| | If the effective date is in the past or in the middle of the pay period, enter that date as the effective date. The HR Administrator will need to work with the Payroll Administrator to have the retroactive or pro-rated amount entered in SPOT. |

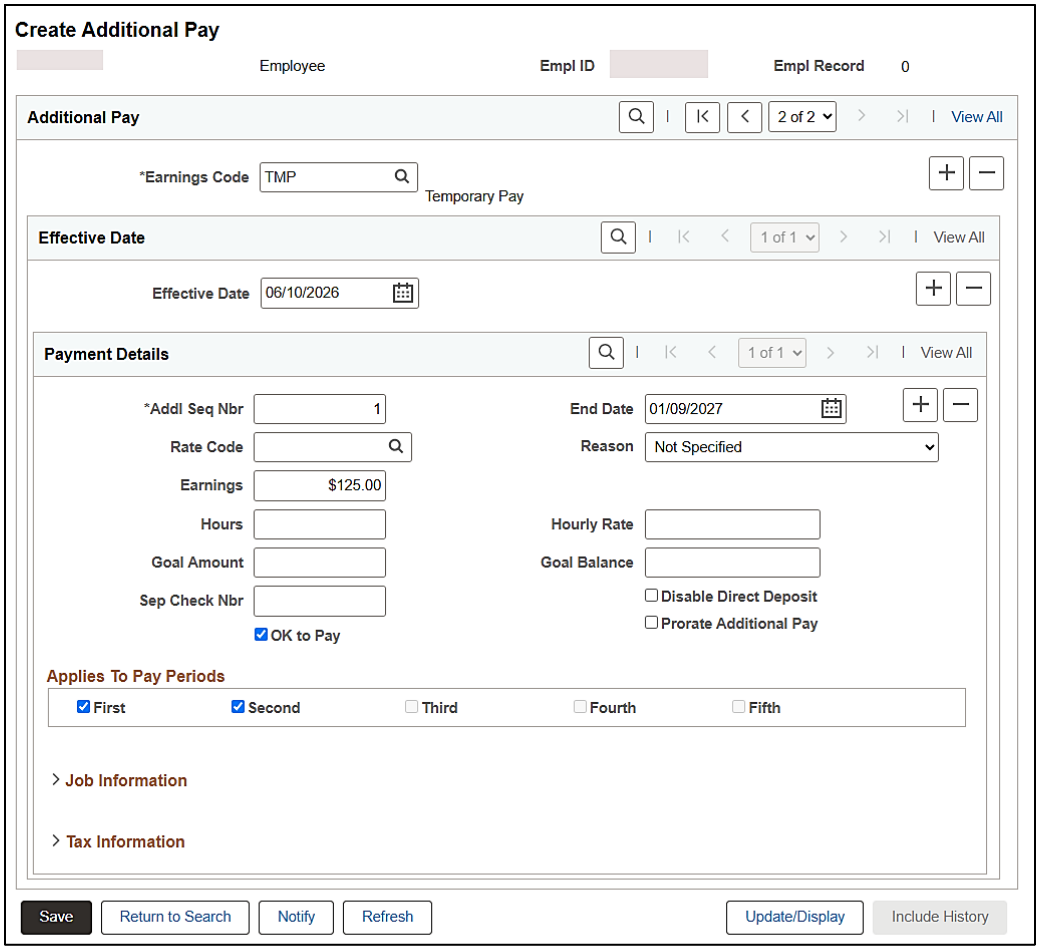
See the table below for the fields and descriptions in the **Payment Details** section.

| Field | Description |
|---|---|
| **Addl Seq Nbr** | Enter “1”. |
| ***End Date** | Use this field to enter the end date of the additional pay if most appropriate for the scenario. This date should be the actual end date of the additional pay.<br>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.<br>**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. |

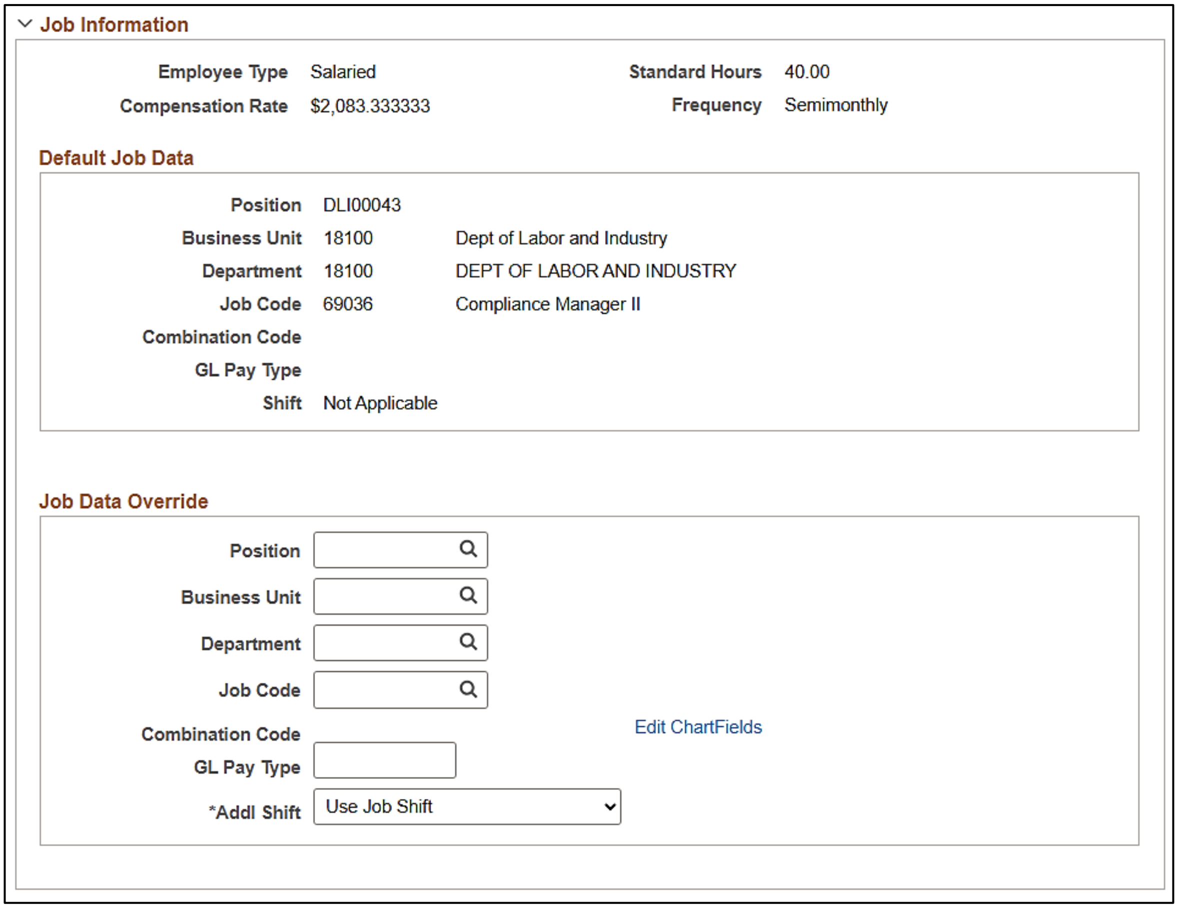
| Field | Description |
|---|---|
| ***Goal Amount** | Enter the total sum to be paid to the employee if most appropriate for the scenario.<br>When an amount is entered here, the **Goal Balance** field will track the current amount paid to the employee after each payment has been processed by Payroll.<br>**Note**: If both the **Goal Amount** and **End Date** fields are entered for an additional pay, the additional pay will end based on whichever occurs first. |
| **Sep Check Nbr** | Defaults to zero (blank). If earnings will be paid on a separate check, this value will need to be updated. |
| **Hourly Rate** | Not utilized in Cardinal. |
| **Goal Balance** | This field will display the current amount paid to an employee when an amount is entered in the **Goal Amount** field. This amount is updated automatically during Payroll processing. Do not populate/update this field. |
| **Disable Direct Deposit Checkbox** | Do not select this checkbox option. This field is not utilized in Cardinal. |
| **Prorate Additional Pay** | Do not select this checkbox option. This field is not utilized in Cardinal. |
| **OK to Pay checkbox** | This checkbox option must be selected 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.<br>For example, if the additional pay should only be paid out once per month, the user can deselect all but one checkbox option in this section. |

| Step | Action |
|---|---|
| | 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:<br>• Temporary Pay is approved for a certain period of time. For this type of payment, the **End Date** field should be entered.<br>• Stipends are approved for a specific amount. For this type of payment, the **Goal Amount** field should be used.<br>Cell phone reimbursement uses neither the **End Date** nor **Goal Amount** fields. Typically, this monthly payment is approved if the employee’s job qualifies for this reimbursement.<br>**Note**: If neither the **End Date** nor **Goal Amount** fields are selected, the **OK to Pay** checkbox can be unchecked when the payment needs to stop.<br> |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">Sample Create Additional Pay page with the Payment Details and Applies to Pay Periods sections completed.

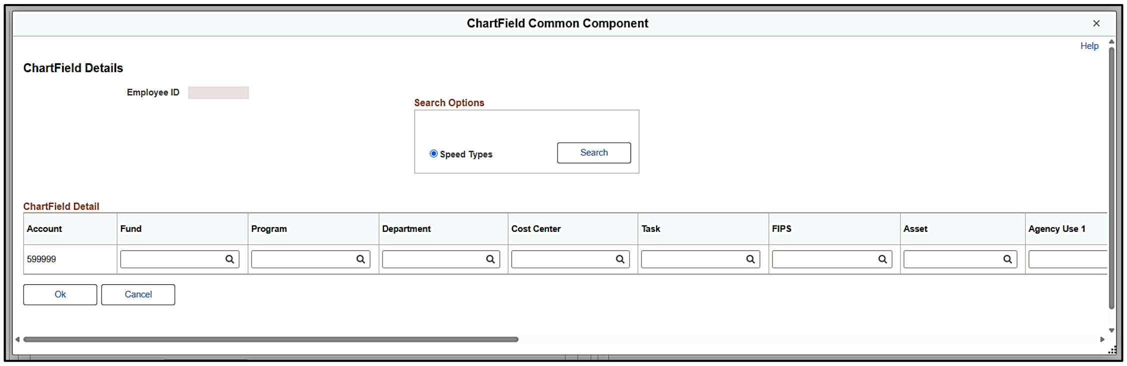

</td></tr>
<tr><td>8.</td><td>Click the Expand icon (>) to the left of the Job Information section.


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Job Information section displays.<br>
</td></tr>
<tr><td>9.</td><td>Click the Edit ChartFields link.<br>
</td></tr>
<tr><td></td><td>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.</td></tr>
</table>

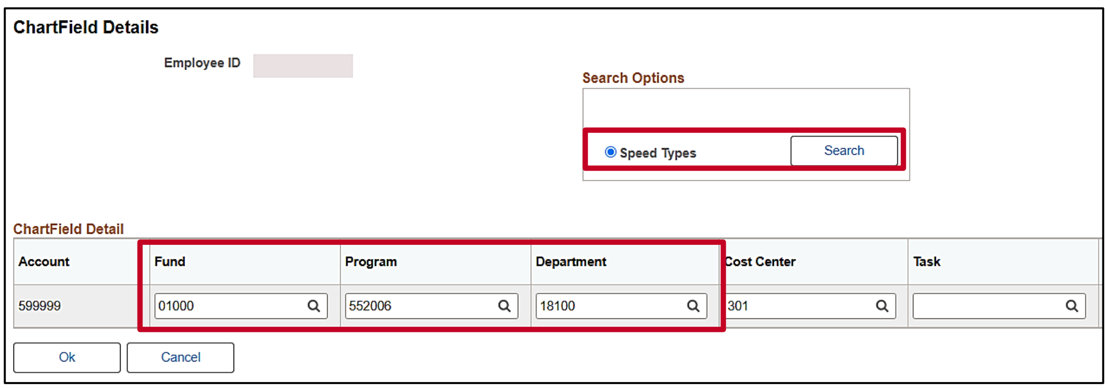
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

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



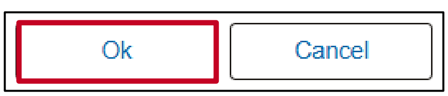

</td></tr>
<tr><td>10.</td><td>

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 = 552006; Department = 18100



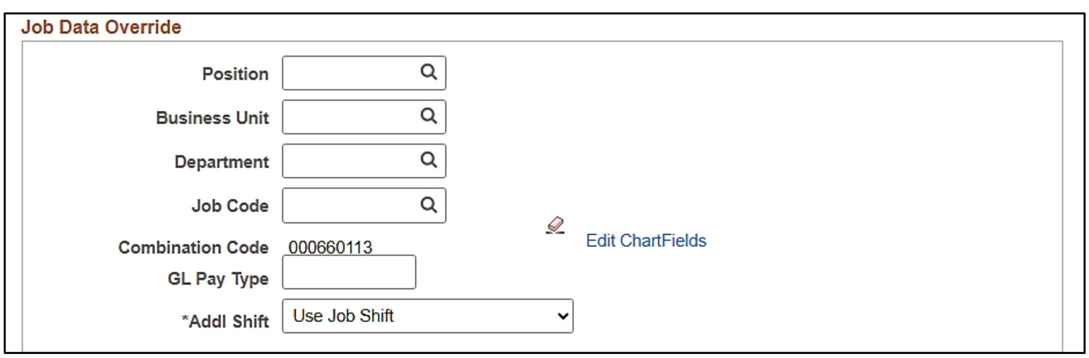

</td></tr>
<tr><td>11.</td><td>

Click the **Ok** button.

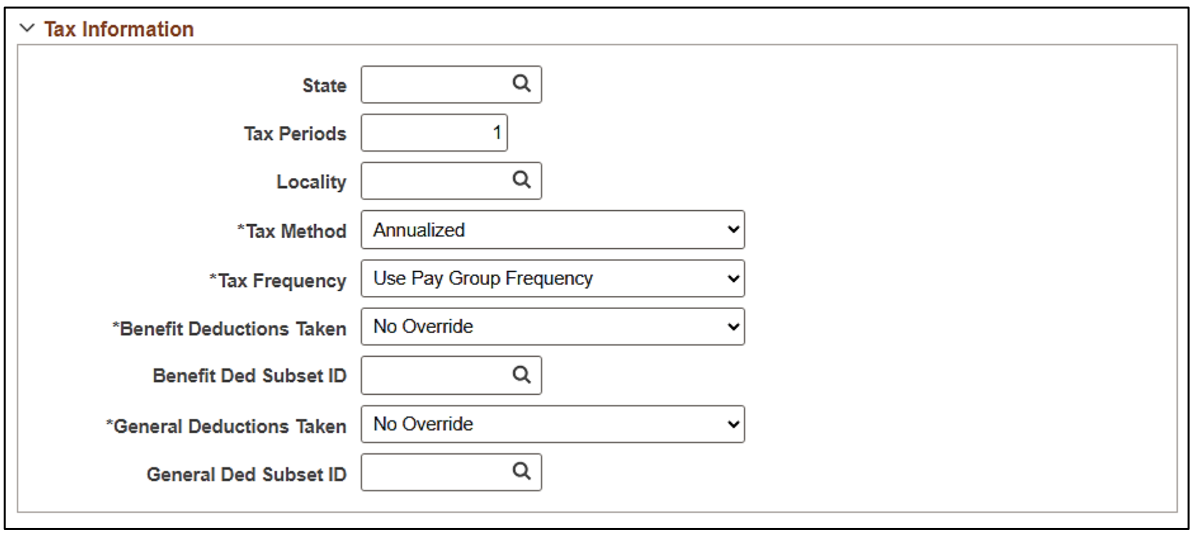
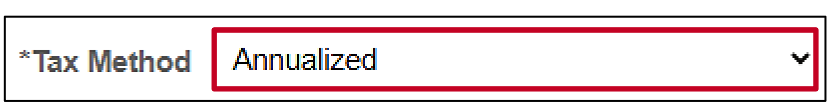


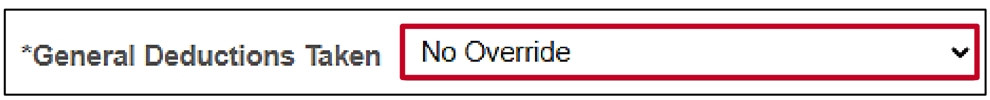

</td></tr>
<tr><td colspan="2">

The **Create Additional Pay** page returns and a Combination Code displays.



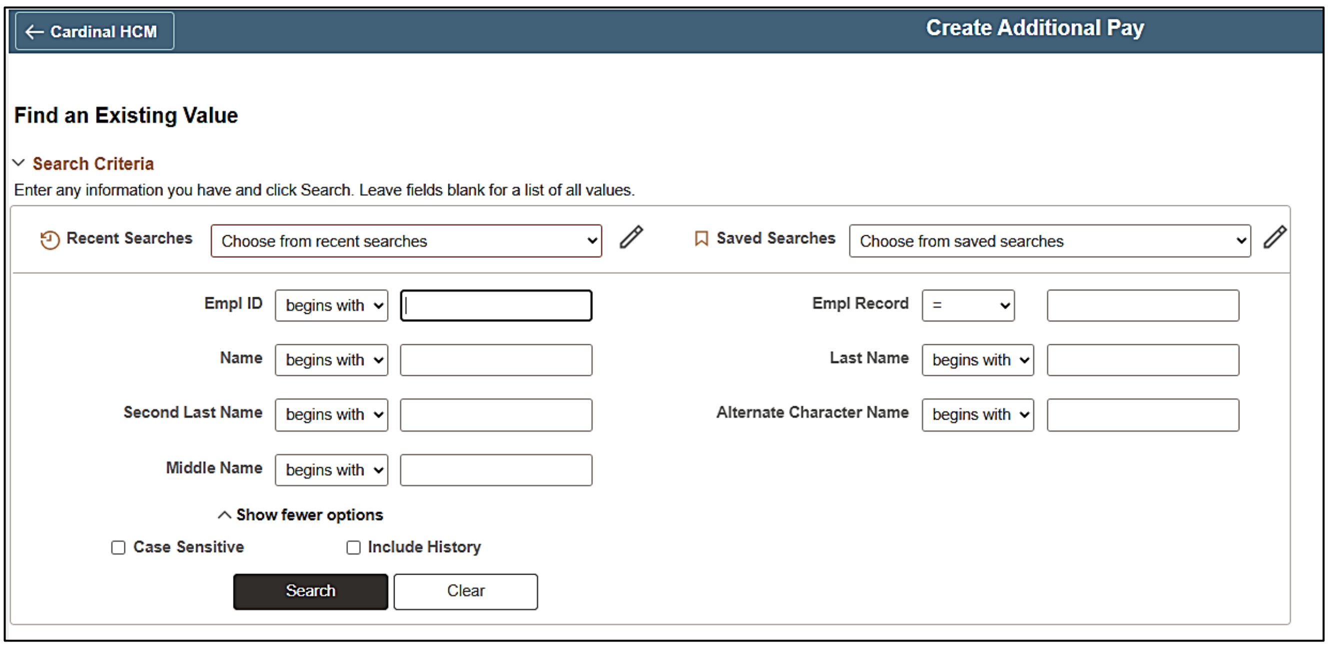
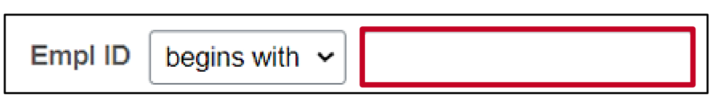

</td></tr>
</table>

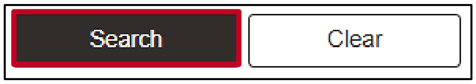
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>(i)</td><td>Notice that the Combination Code has populated after the Edit ChartField values were entered and the Ok button was clicked. Additionally, there is now an Eraser icon that appears next to the Edit ChartFields link.</td></tr>
<tr><td>12.</td><td>If Earnings are not being paid on a separate check, proceed to Step 16.<br><br>If Earnings are being paid on a separate check, click the Expand icon (>) to the left of the Tax Information section.<br><br>
</td></tr>
<tr><td colspan="2">The Tax Information section displays.<br><br>
</td></tr>
<tr><td>(i)</td><td>The Tax Information section is for tax and deduction overrides and are only applicable if earnings are being paid on a separate check.<br><br>The following fields are used in the Tax Information section when earnings are being paid on a separate check:<br><br>1. Tax Method<br>2. Benefit Deductions Taken<br>3. Benefit Ded Subset ID (only used if the Benefit Deductions Taken field option is “Deduction Table Subset Governs”)<br>4. General Deductions Taken<br>5. General Ded Subset ID (only used if the General Deductions Taken field option is “Deduction Table Subset Governs”)</td></tr>
<tr><td>13.</td><td>Select the applicable Tax Method.<br><br>
</td></tr>
</table>

| Step | Action |
|---|---|
| | The only Tax Methods used are “Annualized” and “Supplemental”. Do not select any other Tax Method. |
| 14. | Select the applicable **Benefit Deductions Taken**.<br>• Leave the default of “No Override” if benefit deductions should process for this earnings code<br>• Select “None” if no benefit deductions should process for this earnings code<br><br><br>**Note**: If the **Benefit Deductions Taken** field option is “Deduction Table Subset Governs” then the **Benefit Ded Subset ID** field applicable value must be selected. |
| 15. | Select the applicable **General Deductions Taken**.<br>• Leave the default of “No Override” if general deductions should process for this earnings code<br>• Select “None” if no general deductions should process for this earnings code<br><br><br>**Note**: If the **General Deductions Taken** field option is “Deduction Table Subset Governs” then the **General Ded Subset ID** field applicable value must be selected. |
| 16. | Click the **Save** button.<br><br> |

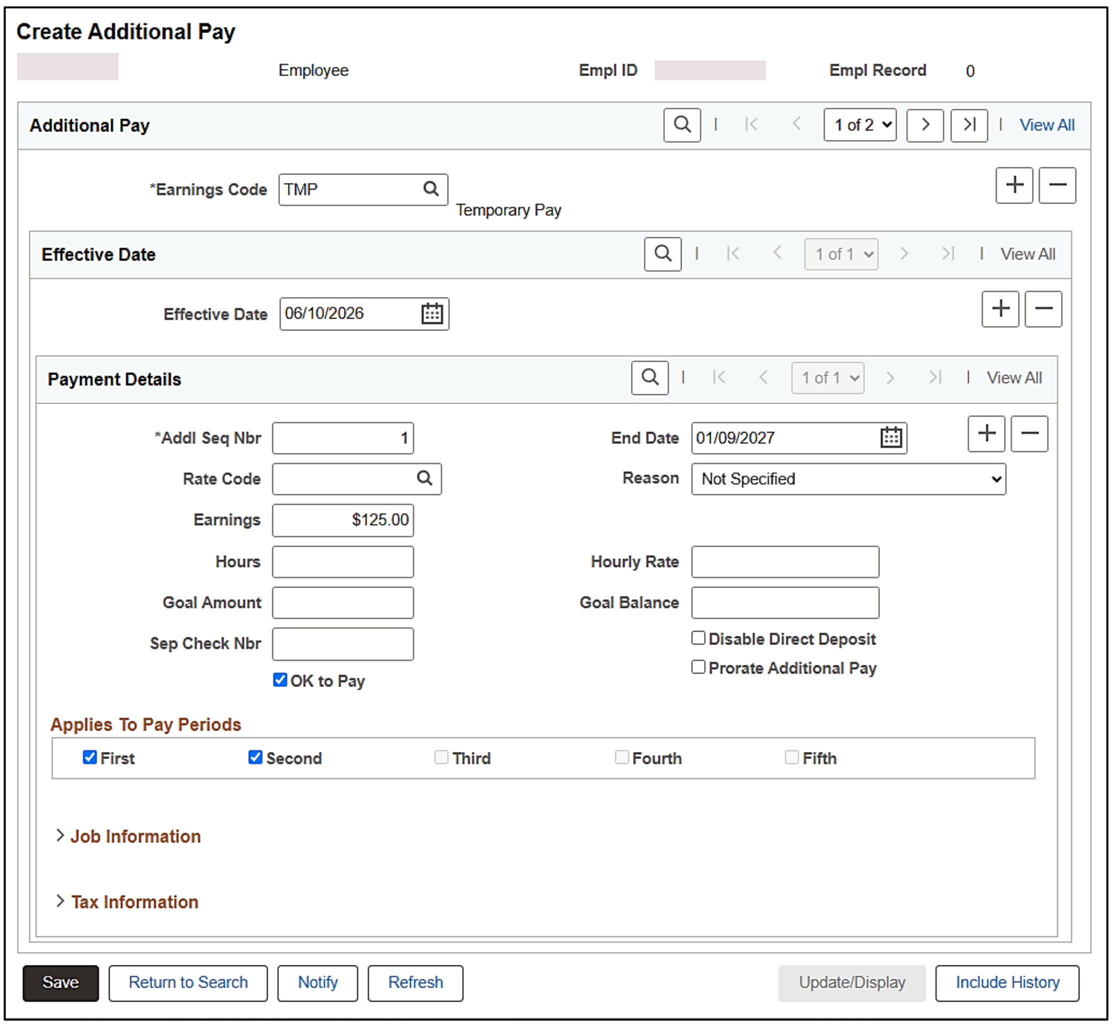
## Updating/Correcting an Additional Pay

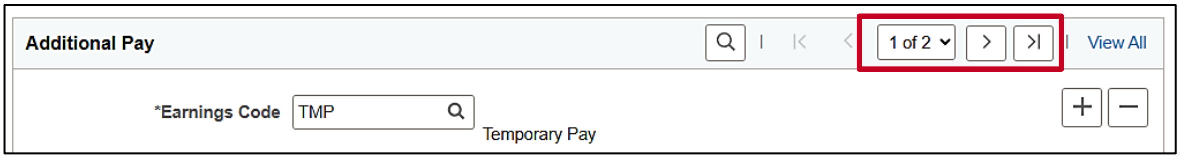
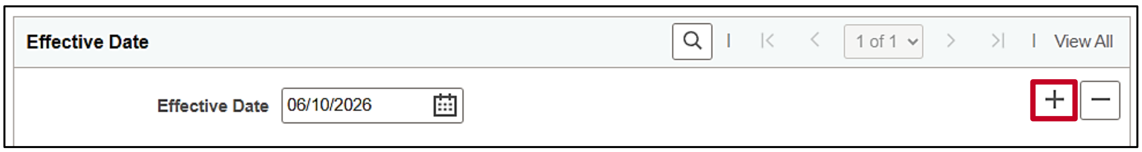
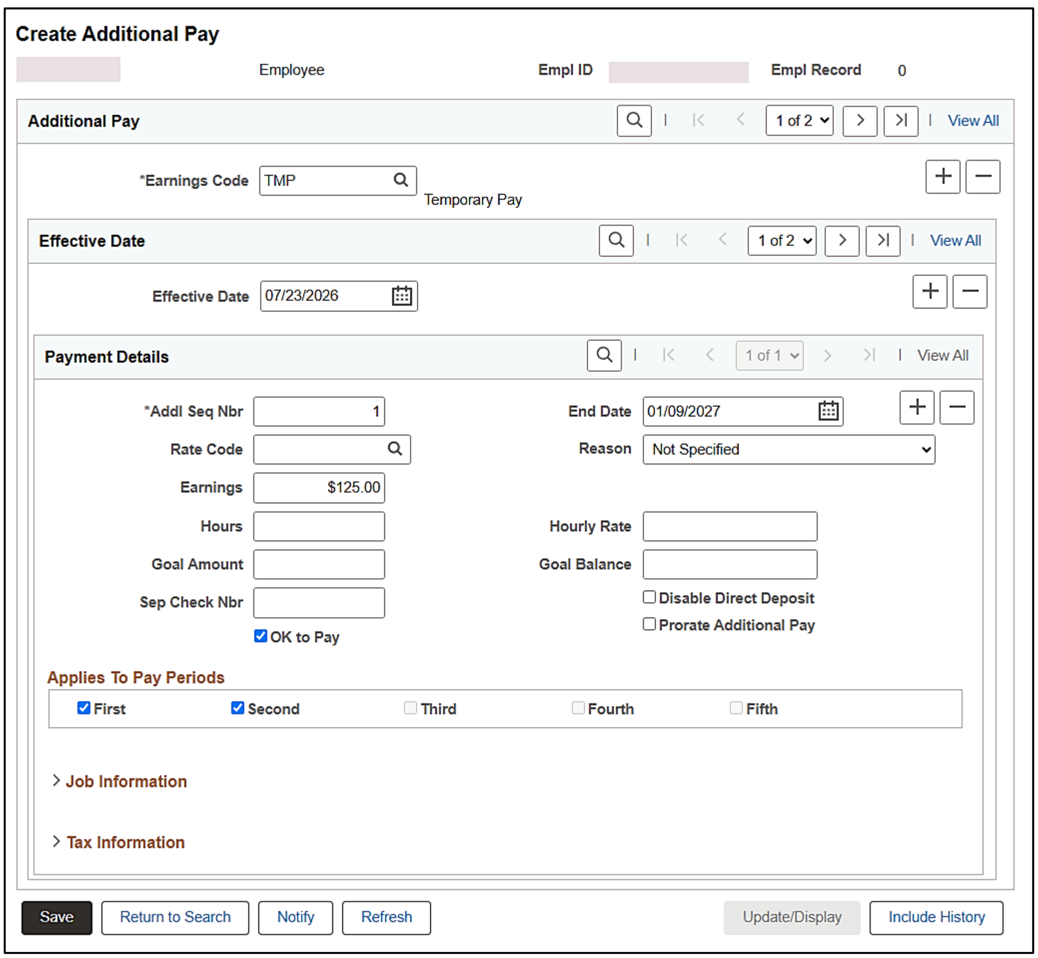
This section of the Job Aid covers the steps to follow when an employee has an existing Additional Pay that requires updating/correcting.

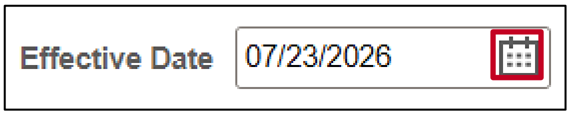
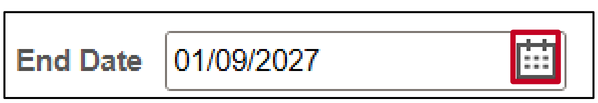
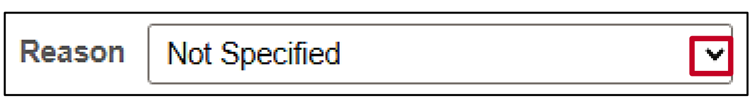
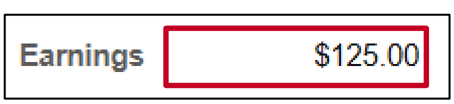
| Step | Action |
|---|---|
| 1. | Navigate to the **Create Additional Pay** page using the following path:<br>**NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay** |
| The **Create Additional Pay Find an Existing Value Search** page displays.<br> | |
| | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**. |
| 2. | Enter the employee's Employee ID in the **Empl ID** field.<br>**Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.<br> |
| 3. | Click the **Include History** checkbox.<br> |

| Step | Action |
|---|---|
| 4. | Click the **Search** button.   |
| | If multiple employees match the search criteria entered, the search results display in the bottom portion of the page. Enter the correct record (by clicking any of the links on that row) in order to access the **Additional Pay** page. |

The **Create Additional Pay** page displays for the applicable employee. In this scenario, the **Earnings** on the Temporary Pay entry is being updated.



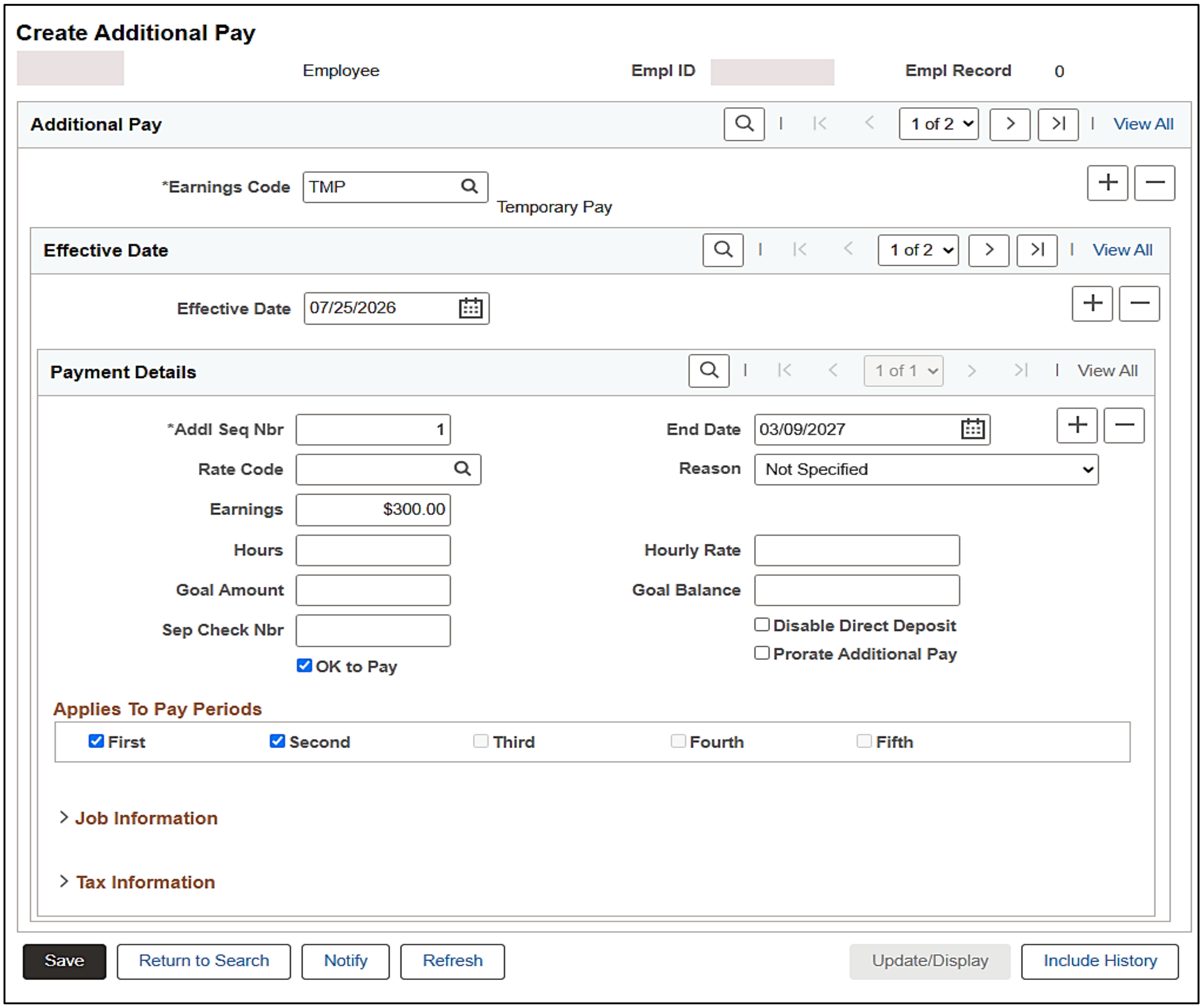
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Locate the existing earnings code that needs to be updated using the navigational arrows within the Additional Pay section as needed.<br>

</td></tr>
<tr><td>6.</td><td>Click the Add a New Row icon (+) within the Effective Date section.<br>

</td></tr>
<tr><td colspan="2">A new Effective Date row displays.<br>

</td></tr>
</table>

| Step | Action |
|---|---|
| 7. | The **Effective Date** field defaults to the current system date. Update the effective date to the date the change occurred by using the **Effective Date Calendar** icon.<br><br> |
| | 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.<br>• 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)<br>• If it is not possible to follow this approach a VCCC ticket will need to be opened to make the correction<br>The information within the **Payment Details** section carries forward from the previous effective dated row.<br>The **Addl Seq Nbr** field should not be changed. View the Using Additional Sequence Numbers section of this job aid for more information regarding when to update the Additional Sequence Number field. |
| 8. | Enter the applicable **End Date** for the additional pay using the **End Date Calendar** icon.<br><br> |
| | The **Reason** field is not used in Cardinal. Leave as the default of "Not Specified".<br><br> |
| 9. | Change the **Earnings** field if needed. Otherwise leave **Earnings** as is.<br><br> |
| 10. | Change the **Goal Amount** field if needed. Otherwise leave **Goal Amount** as is.<br><br> |
| 11. | Select the **OK to Pay** checkbox option if it is not already checked.<br><br> |

| Step | Action |
|---|---|
| 12. | Once all required update/corrections have been made, click the **Save** button.  |

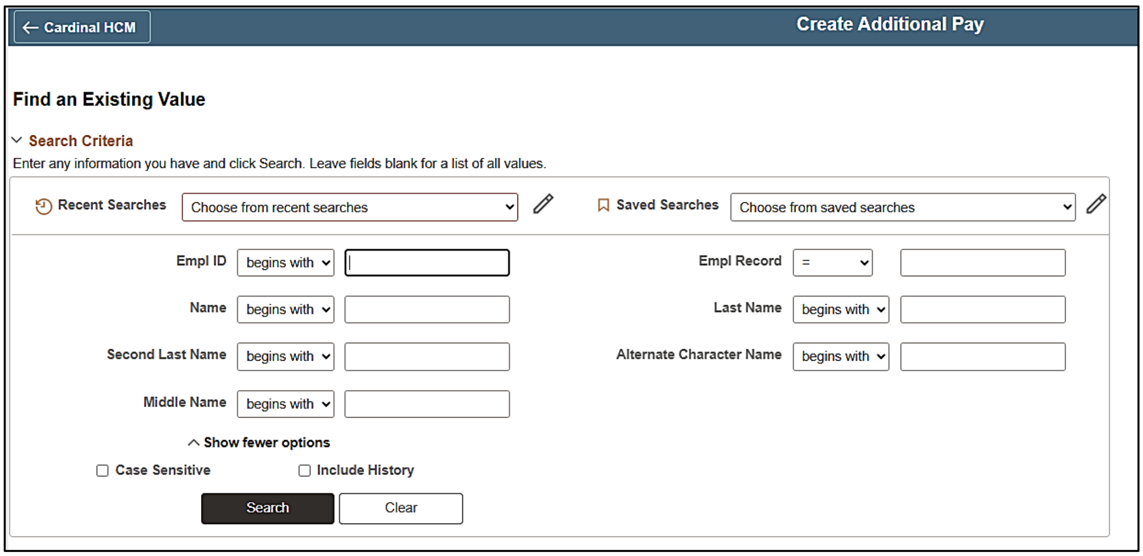
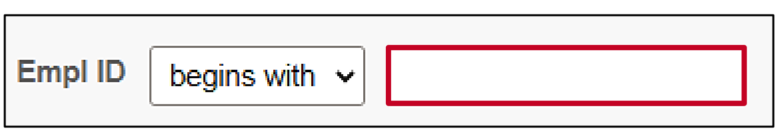
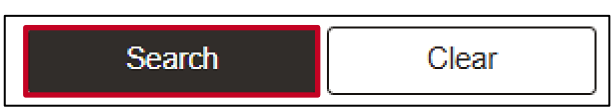


The updated/changed **Create Additional Pay** page displays with the **Earnings** updated.



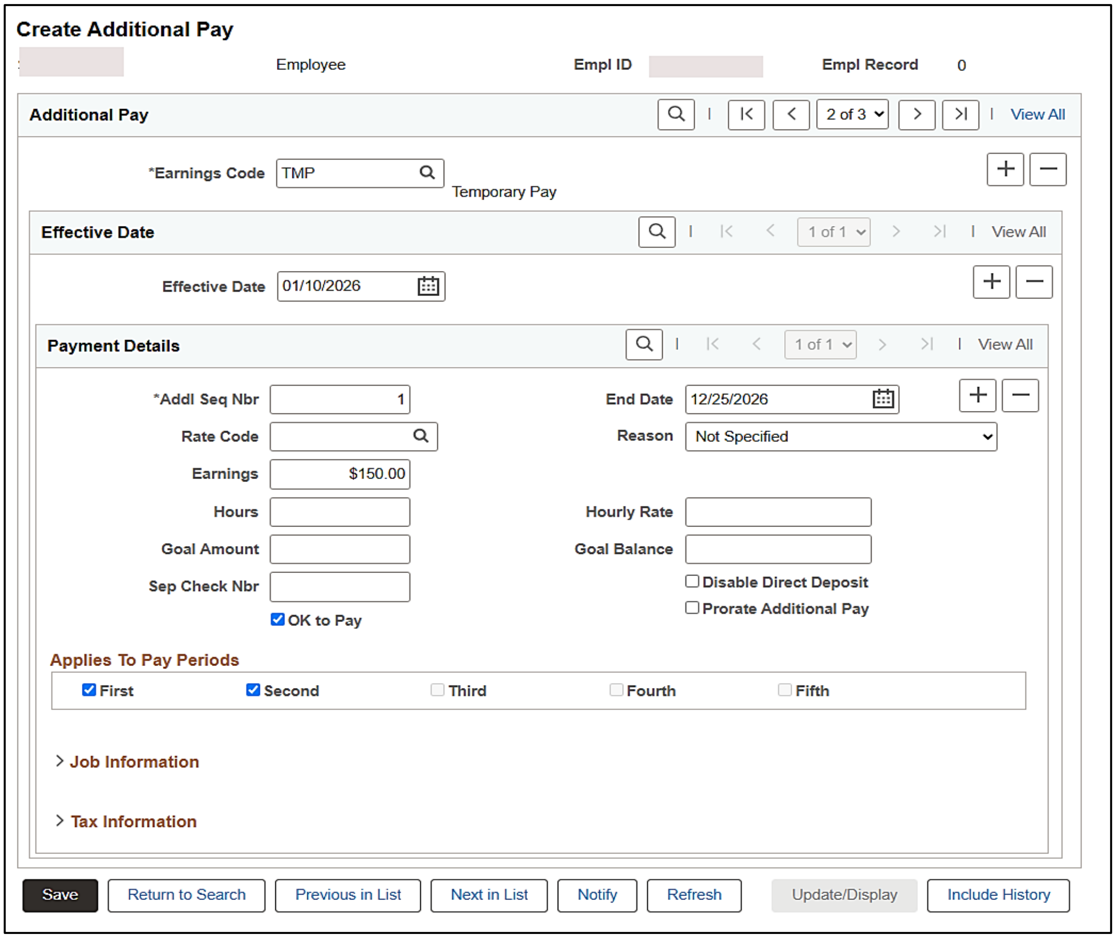
### Stopping an Additional Pay

The scenario used in this section is: HR Administrator receives notification on 7/23/2026 that the Additional Pay should end on 02/09/2027.

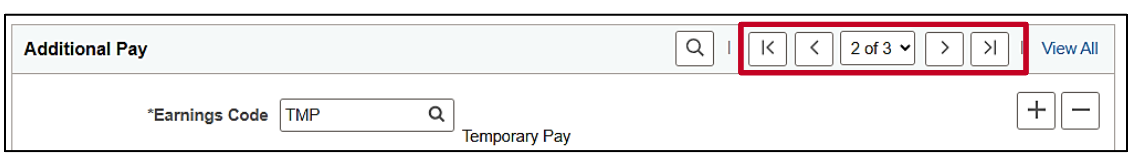
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Create Additional Pay page using the following path:<br>NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay</td></tr>
<tr><td colspan="2">The Create Additional Pay Find an Existing Value Search page displays.<br>
</td></tr>
<tr><td></td><td>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Enter the employee's Employee ID in the Empl ID field.<br>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.<br>
</td></tr>
<tr><td>3.</td><td>Click the Search button.<br>
</td></tr>
</table>

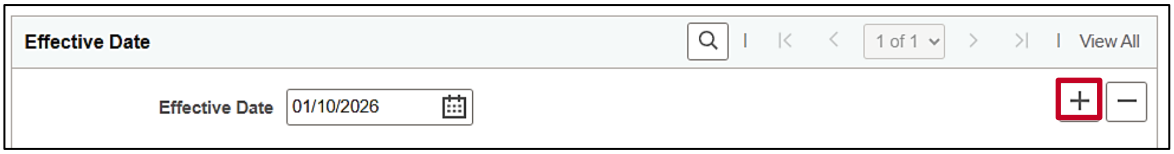
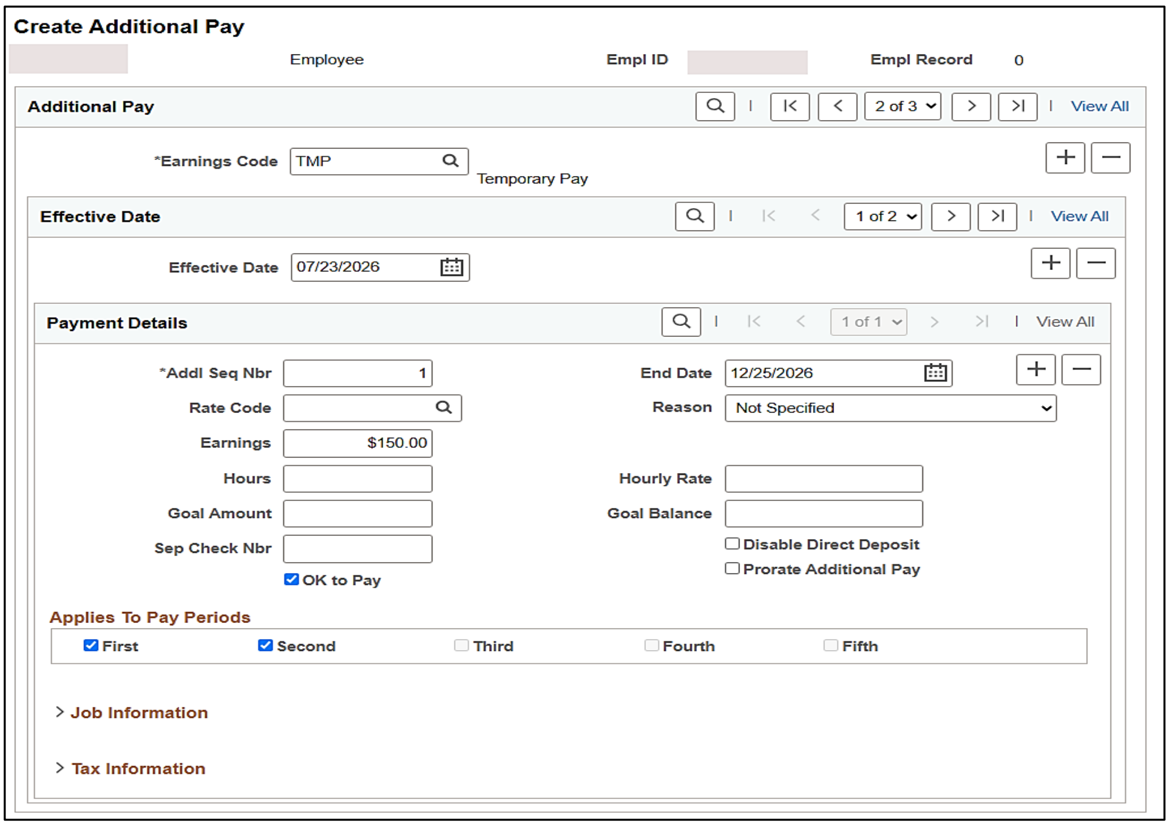
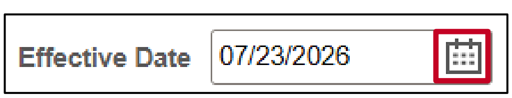
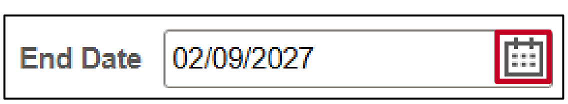
| Step | Action |
| --- | --- |
| ℹ | If multiple employees match the search criteria entered, the search results display in the bottom portion of the page. Enter the correct record (by clicking any of the links on that row) in order to access the **Additional Pay** page. |

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




| Step | Action |
| --- | --- |
| 4. | Locate the existing Earnings Code that that needs to be updated using the navigational arrows within the **Additional Pay** section as needed. |

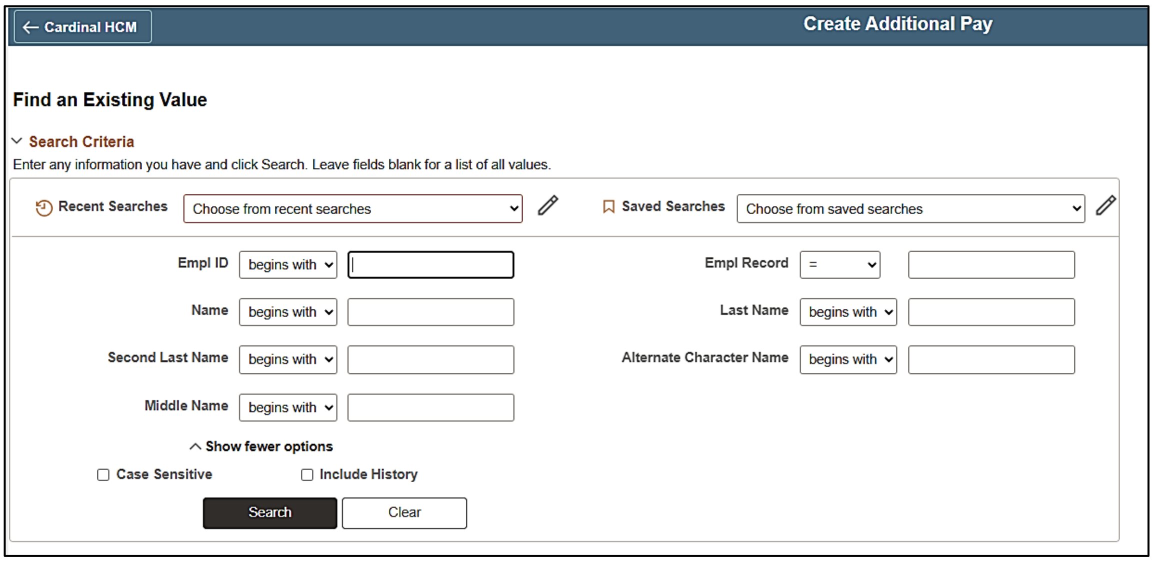
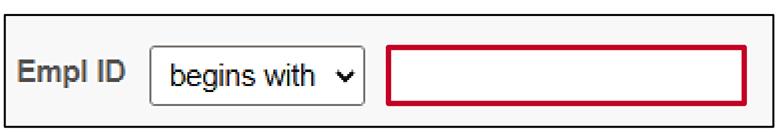


| Step | Action |
|---|---|
| 5. | Click the **Add a New Row** icon (**+**) within the **Effective Date** section.<br><br> |
| | A new **Effective Date** row displays.<br><br> |
| 6. | The **Effective Date** field defaults to the current system date. Update the effective date to the date the change occurred by using the **Effective Date Calendar** icon.<br><br> |
| 7. | Enter the applicable **End Date** for the additional pay using the **End Date Calendar** icon.<br><br> |

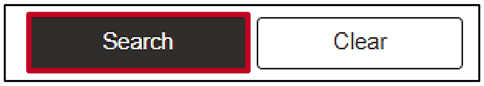
| Step | Action |
|---|---|
| | The **Addl Seq Nbr** field should not be changed. View the Using Additional Sequence Numbers section of this job aid for more information regarding when to update the additional sequence number field.<br>Users can also uncheck the **OK to Pay** checkbox to stop an Additional Pay. |
| 8. | Click the **Save** button.<br><br> |

## Extending an Additional Pay

This section of the Job Aid provides the steps for extending an additional pay.

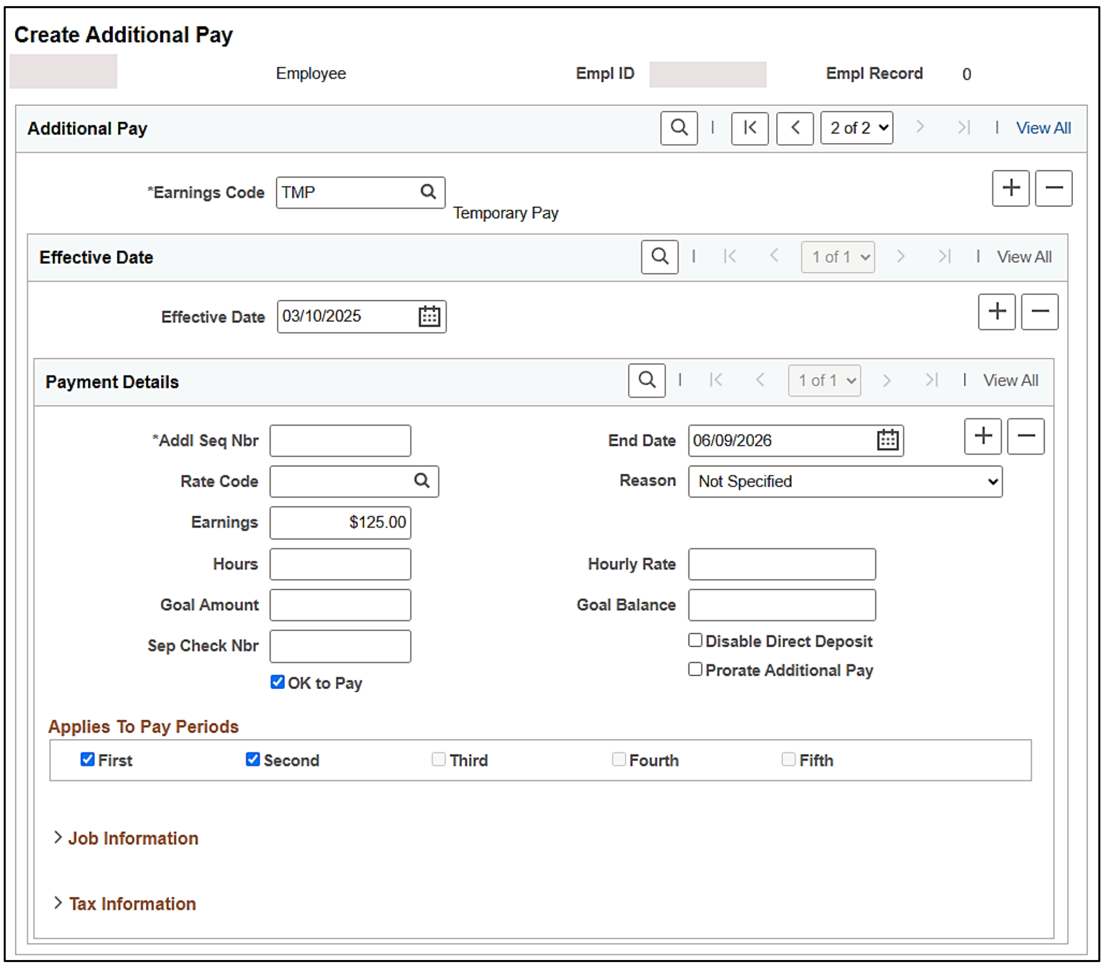
| Step | Action |
|---|---|
| 1. | Navigate to the **Create Additional Pay** page using the following path:<br>**NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay** |
| | The **Create Additional Pay Find an Existing Value Search** page displays.<br><br> |
| | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**. |
| 2. | Enter the employee's Employee ID in the **Empl ID** field.<br>**Note**: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.<br><br> |
| 3. | Click the **Include History** checkbox.<br><br> |

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

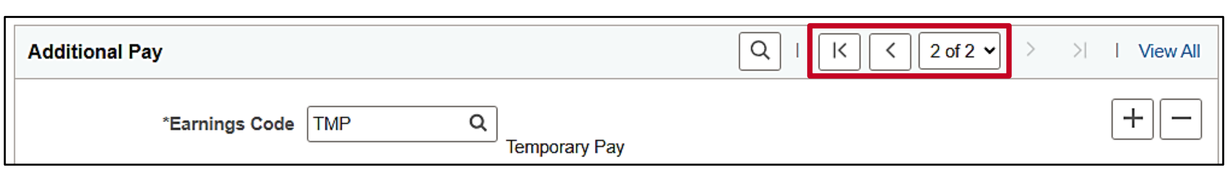



| | |
|---|---|
| ℹ | If multiple employees match the search criteria entered, the search results display in the bottom portion of the page. Enter the correct record (by clicking any of the links on that row) in order to access the **Additional Pay** page. |

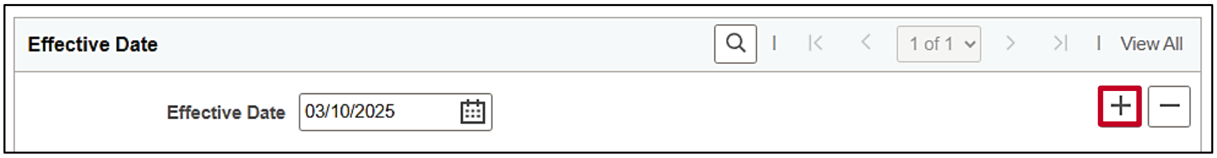
The **Create Additional Pay** page displays for the applicable employee.



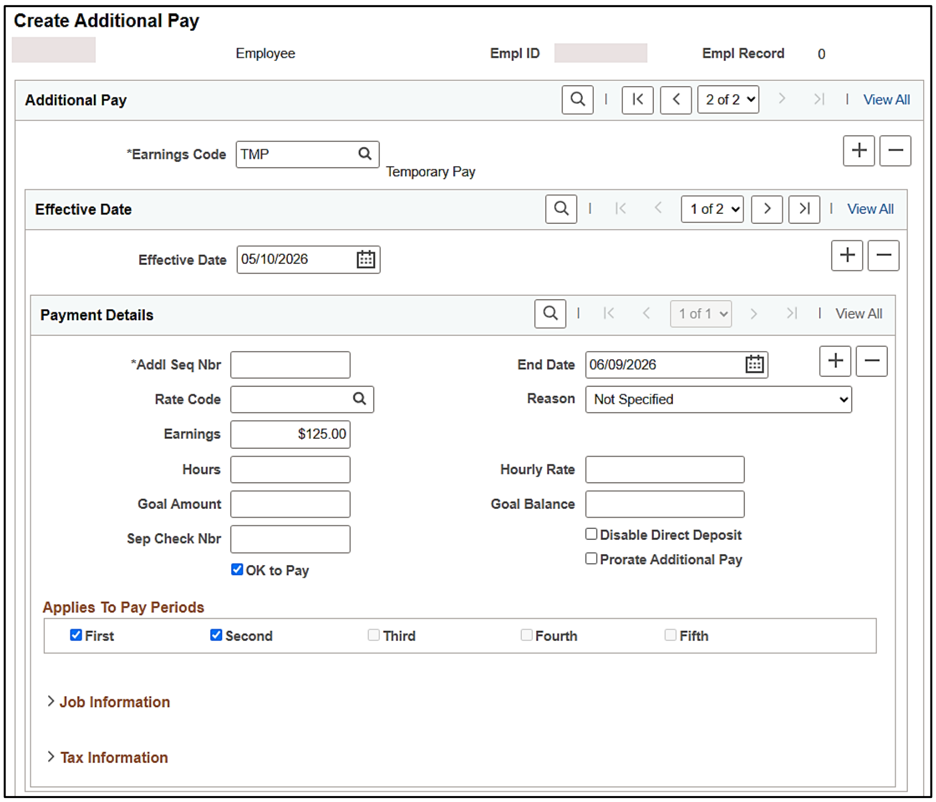

| Step | Action |
|---|---|
| 5. | Locate the existing Earnings Code that that needs to be updated using the navigational arrows within the **Additional Pay** section as needed. |



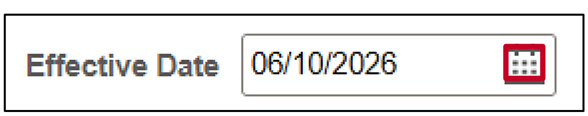
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Click the Add a New Row icon (+) within the Effective Date section.



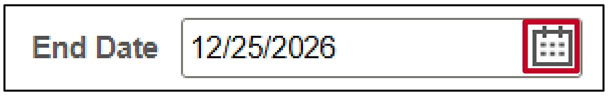
</td></tr>
<tr><td colspan="2">A new Effective Date row displays.



</td></tr>
<tr><td>7.</td><td>Update the effective date to the exact date the extension is to be effective by using the Effective Date Calendar icon.<br>For this scenario 06/10/2026 is entered.



</td></tr>
<tr><td></td><td>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.</td></tr>
</table>

| Step | Action |
| --- | --- |
| 8. | Enter the applicable **End Date** for the additional pay using the **End Date Calendar** icon.<br>Leave the field blank if there is no set end date.<br> |
| 9. | Click the **Save** button.<br> |

## Using Additional Sequence Numbers

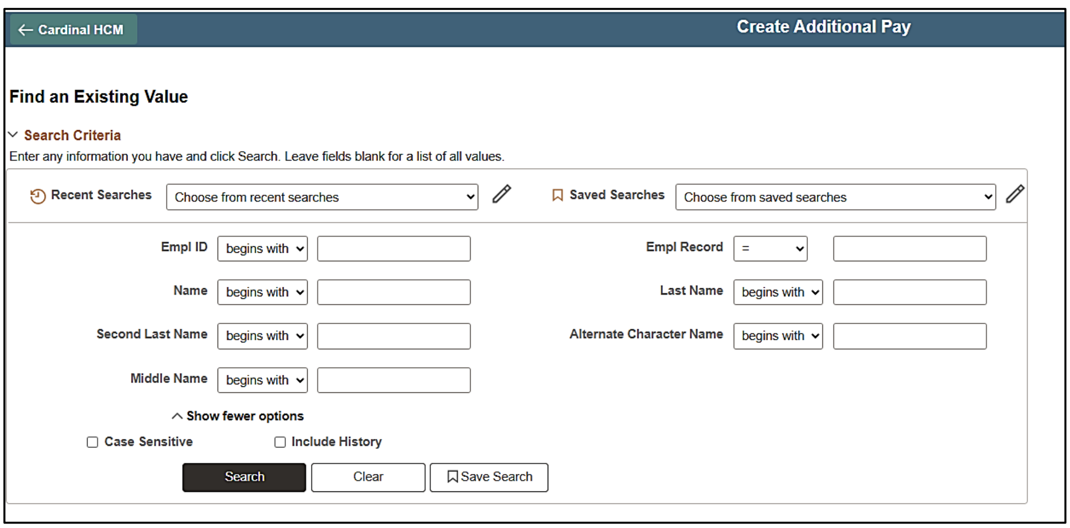
There are situations where multiple **Additional Sequence Numbers** are required. Examples include:

- Expenses are being charged to different distributions (funding sources)
- An employee (faculty) is being paid on multiple contracts

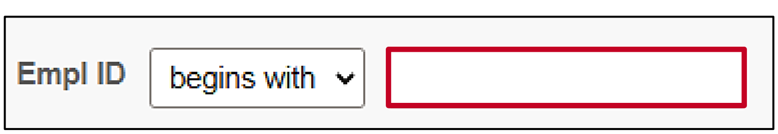
**Note**: When an Additional Pay ends, the current **Addl Seq Nbr** field value in the **Payment Details** section should be used instead of adding a new **Addl Seq Nbr**.

**Scenario**: 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.

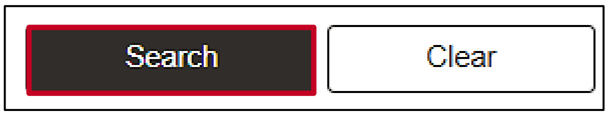
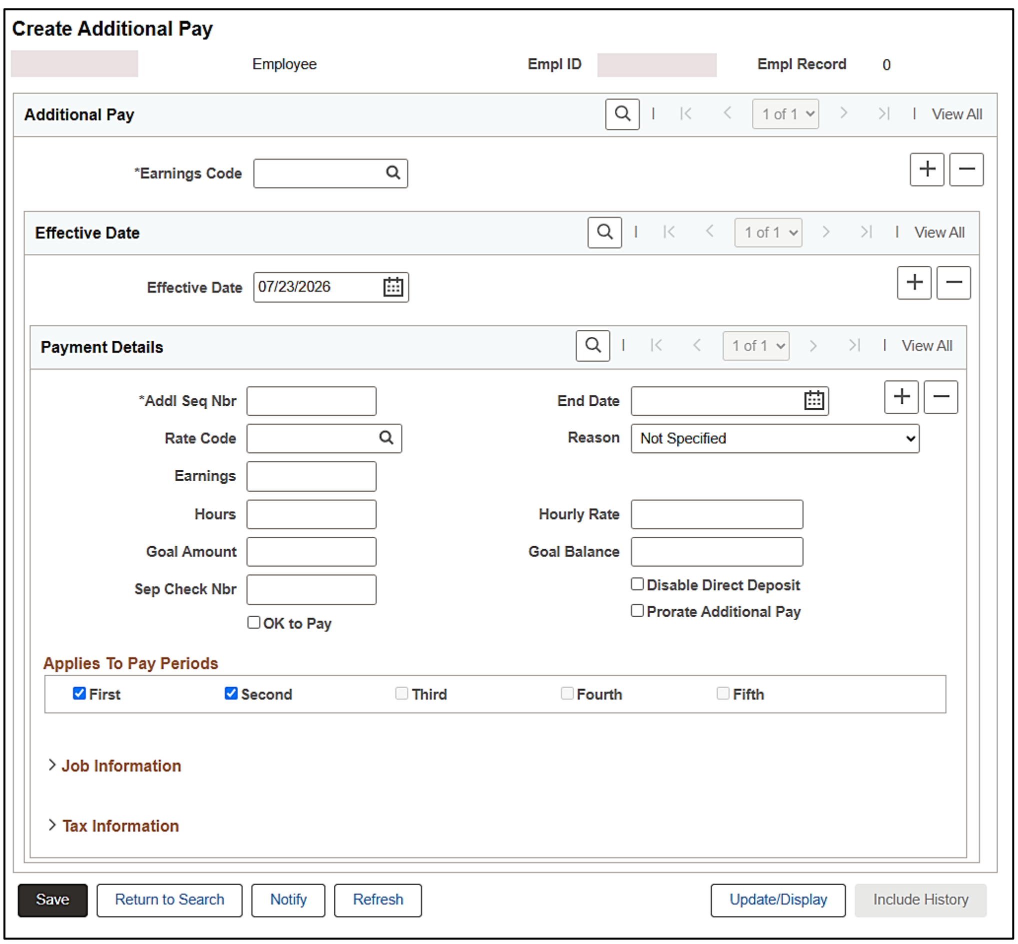
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Create Additional Pay page using the following path:<br>NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay</td></tr>
<tr><td></td><td>The Create Additional Pay Find an Existing Value Search page displays.

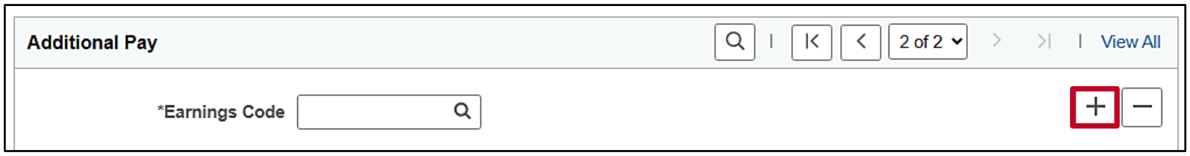
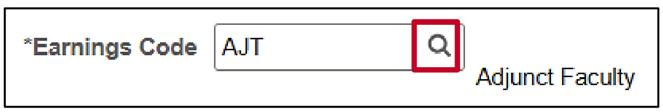
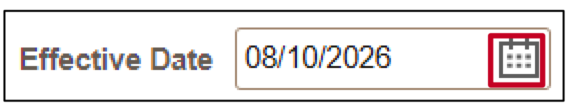
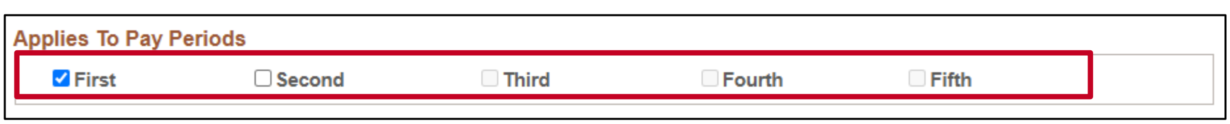


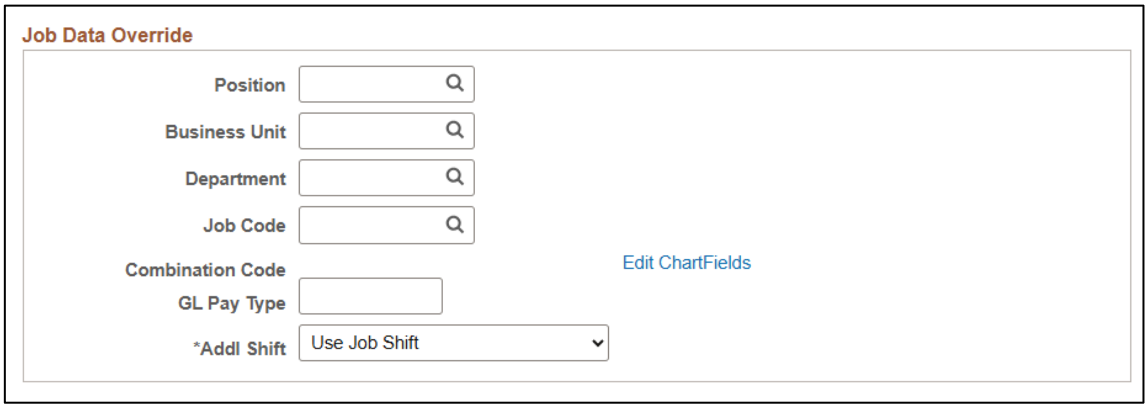
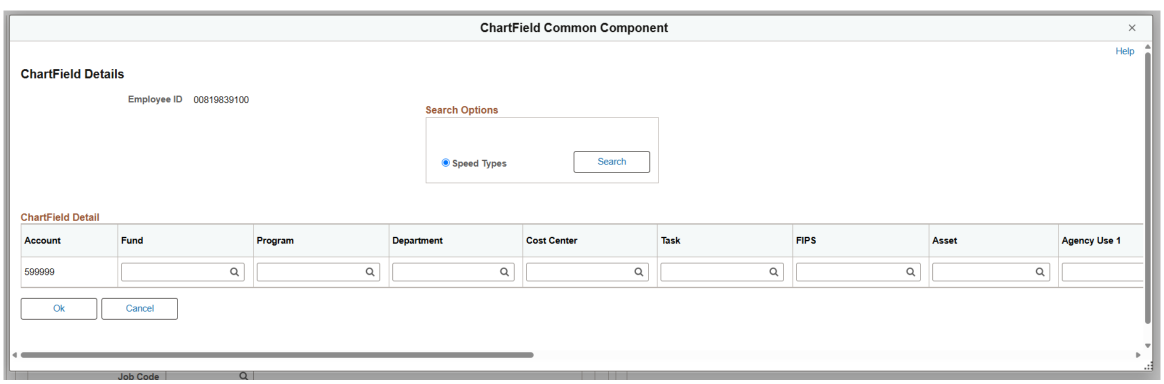
</td></tr>
<tr><td></td><td>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Enter the employee's Employee ID in the Empl ID field.<br>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID.

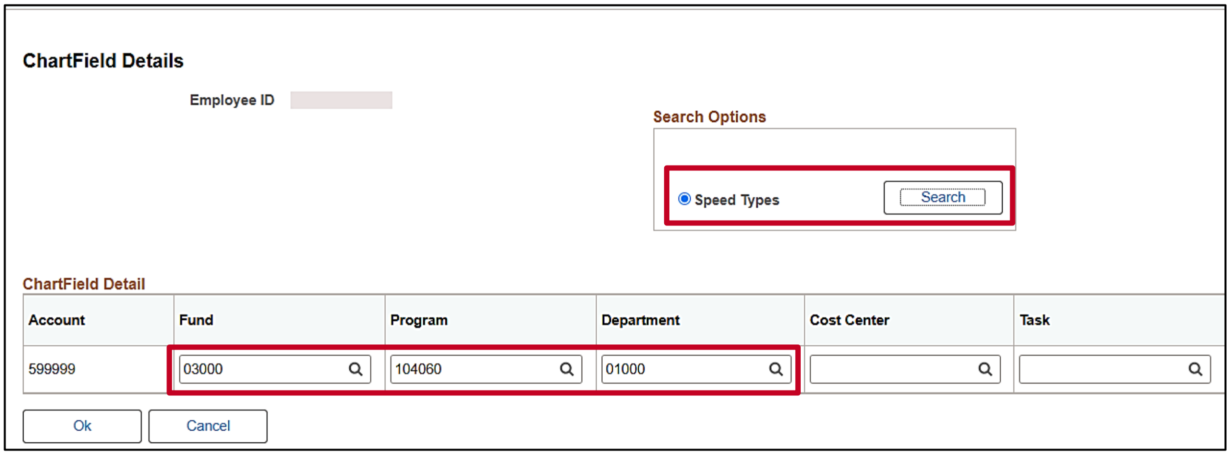
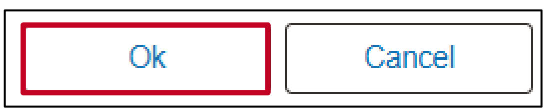
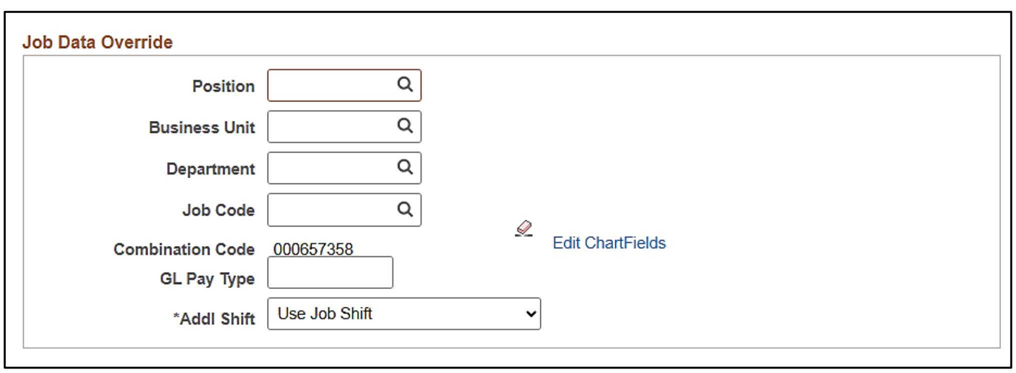


</td></tr>
</table>

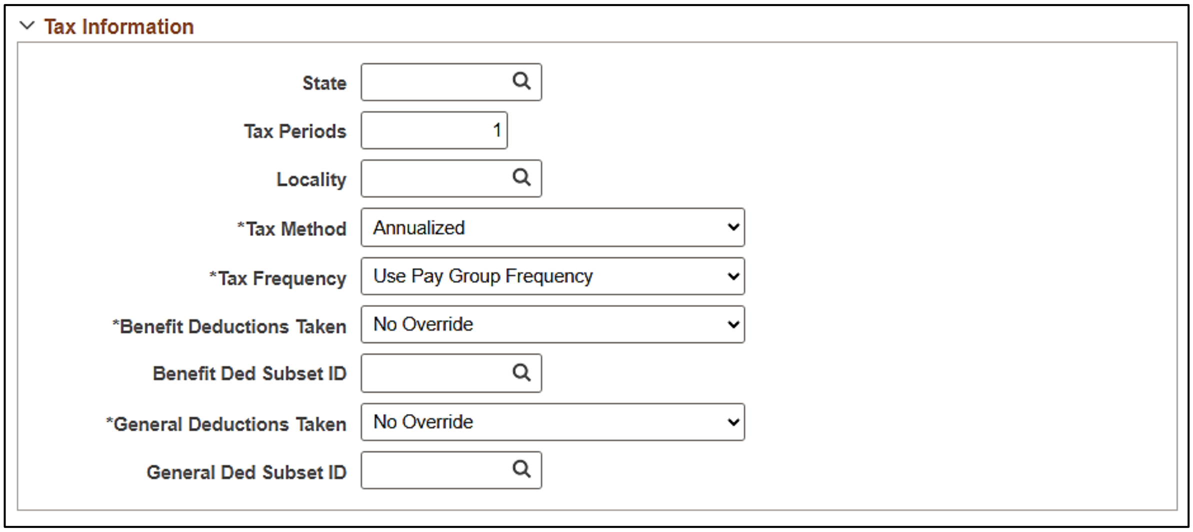
| Step | Action |
|---|---|
| 3. | Click the **Include History** checkbox.<br> |
| 4. | Click the **Search** button.<br> |
| | If multiple employees match the search criteria entered, the search results display in the bottom portion of the page. Enter the correct record (by clicking any of the links on that row) in order to access the **Additional Pay** page. |
| 5. | The **Create Additional Pay** page displays for the applicable employee.<br> |
| | If this is the employee's first additional pay item (i.e., **Earnings Code** field is blank), proceed to **Step 7**. |

| Step | Action |
|---|---|
| 6. | Click the **Add a New Row** icon (**+**) to the right of the **Earnings Code** field in the **Additional Pay** section if the employee has at least one existing additional pay item (i.e., **Earnings Code** field contains a value).<br> |
| | A list of Earnings Codes to be entered by HR Administrators are listed in the last section of this job aid. |
| 7. | Enter the applicable earnings code for the type of additional pay being added using the **Earnings Code Look up** icon.<br>For this scenario the Earnings Code is **AJT** (**Adjunct Faculty**).<br> |
| 8. | The **Effective Date** field defaults to the current system date. Update this date to the beginning date of the pay period when the additional pay should start by using the **Effective Date Calendar** icon as needed.<br> |
| | 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. | Select the **OK to Pay** checkbox option.<br> |
| 10. | Update the **Applies to Pay Periods** section based on how many pay periods the employee should be paid.<br>**Note**: The **Applies to Pay Periods** section auto populates based on the frequency in which the employee's salary is paid.<br> |

| Step | Action |
|---|---|
| 11. | Click the **Expand** icon (**>**) to the left of the **Job Information**.<br><br> |
| 12. | The **Job Information** section displays.<br><br> |
| 13. | Click the **Edit ChartFields** link.<br><br> |
| | Do not update any other field in the **Job Data Override** section of the page. |
| 14. | The **ChartField Common Component** page displays in a pop-up window.<br><br> |

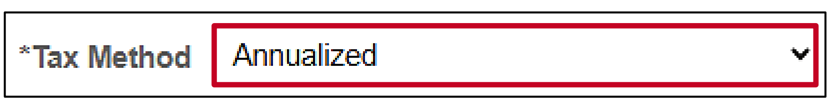
| Step | Action |
|---|---|
| 15. | Enter or use the **SpeedTypes Search** to complete the applicable ChartField distribution information for the additional pay transaction as needed. In this example the following has been entered:<br>Fund = 03000; Program = 104060; Department = 01000.<br> |
| 16. | Click the **Ok** button.<br> |
| The **Job Information** section redisplays.<br> | |
| 17. | If Earnings are not being paid on a separate check, proceed to **Step 21**.<br>If Earnings are being paid on a separate check, click the **Expand** icon (**>**) to the left of the **Tax Information** section.<br> |

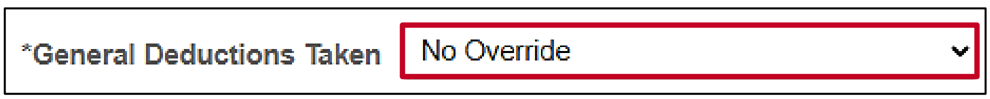
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Tax Information section displays.


</td></tr>
<tr><td></td><td>The Tax Information section is for tax and deduction overrides and are only applicable if earnings are being paid on a separate check.

The following fields are used in the Tax Information section when earnings are being paid on a separate check:

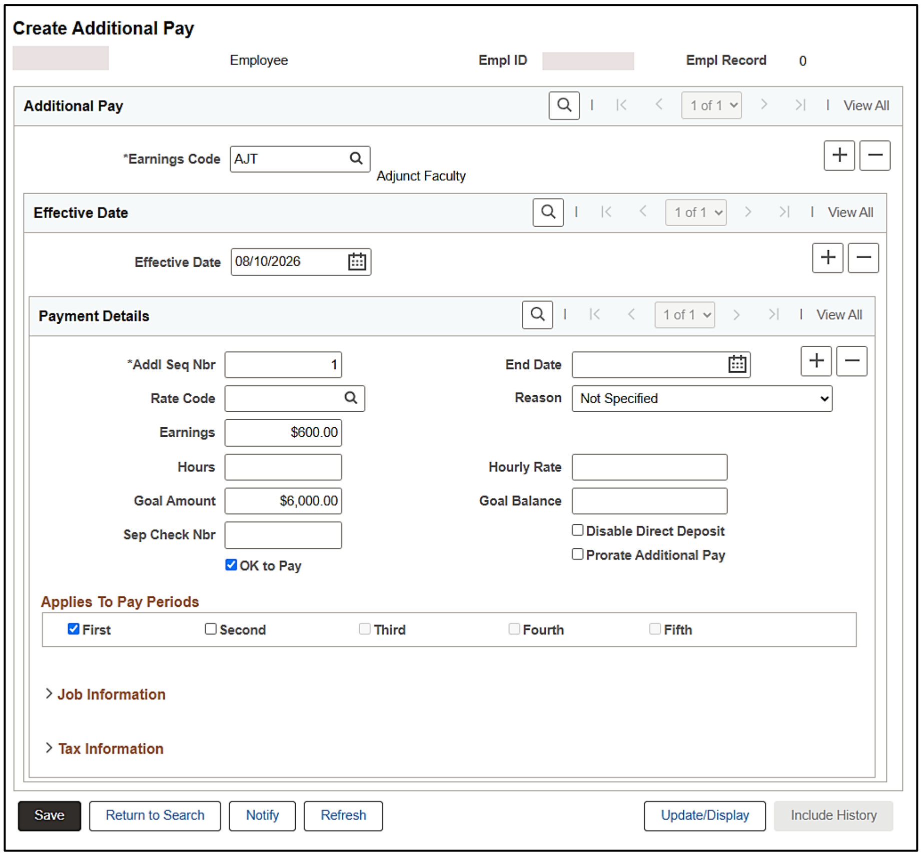
<ul>
<li>Tax Method</li>
<li>Benefit Deductions Taken</li>
<li>Benefit Ded Subset ID (only used if the Benefit Deductions Taken field option is “Deduction Table Subset Governs”)</li>
<li>General Deductions Taken</li>
<li>General Ded Subset ID (only used if the General Deductions Taken field option is “Deduction Table Subset Governs”)</li>
</ul></td></tr>
<tr><td>18.</td><td>Select the applicable Tax Method.


</td></tr>
<tr><td></td><td>The only Tax Methods used are “Annualized” and “Supplemental”. Do not select any other Tax Method.</td></tr>
</table>

| Step | Action |
|---|---|
| 19. | Select the applicable **Benefit Deductions Taken**.<br>• Leave the default of “No Override” if benefit deductions should process for this earnings code<br>• Select “None” if no benefit deductions should process for this earnings code<br><br>**Note**: If the **Benefit Deductions Taken** field option is “Deduction Table Subset Governs” then the **Benefit Ded Subset ID** field applicable value must be selected. |
| 20. | Select the applicable **General Deductions Taken**.<br>• Leave the default of “No Override” if general deductions should process for this earnings code<br>• Select “None” if no general deductions should process for this earnings code<br><br>**Note**: If the **General Deductions Taken** field option is “Deduction Table Subset Governs” then the **General Ded Subset ID** field applicable value must be selected. |
| 21. | Scroll back up to the top of the page. |

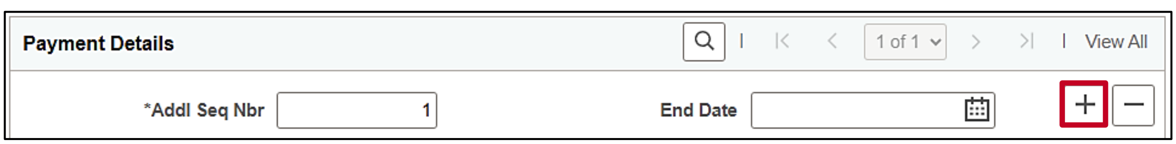
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

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



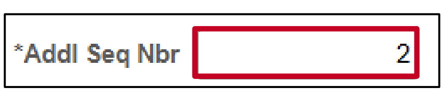

</td></tr>
<tr><td>22.</td><td>

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.




</td></tr>
<tr><td>23.</td><td>

Enter “2” in the **Addl Seq Nbr** field. This allows the system to process two additional pays for the same **Earnings Code**.

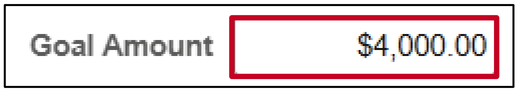
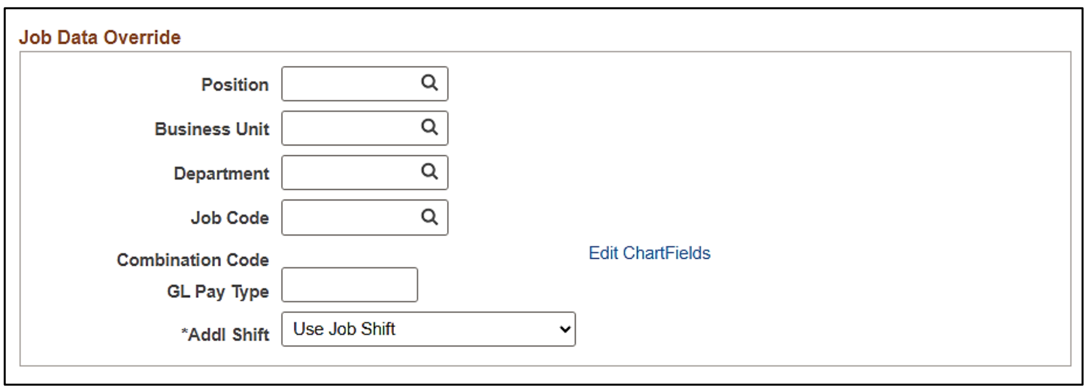
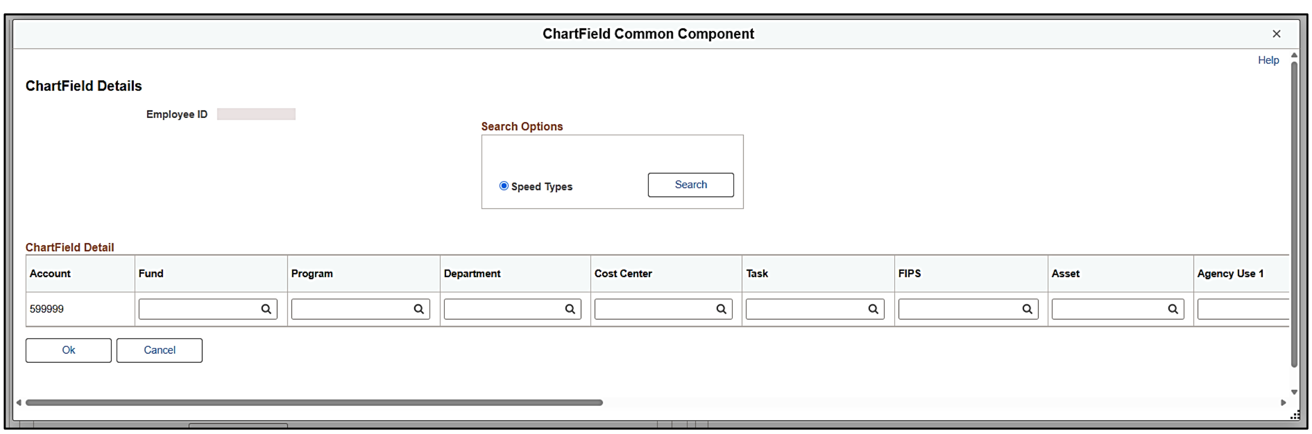


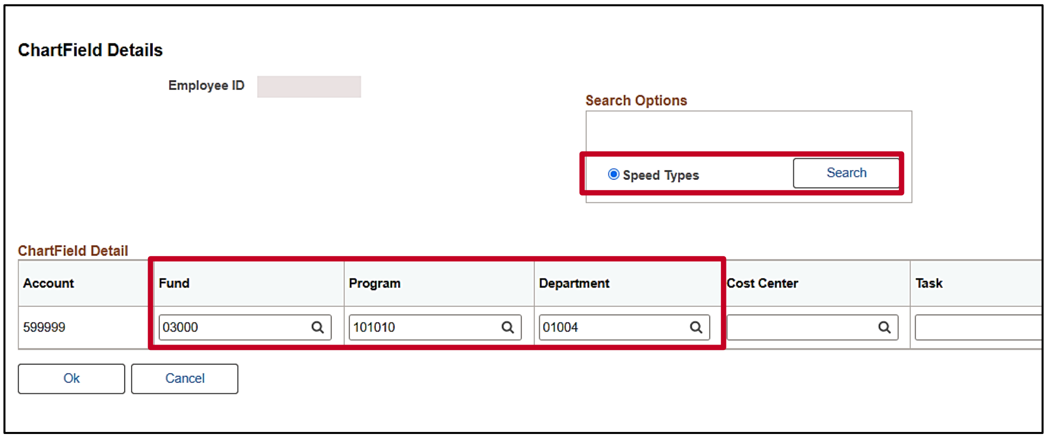
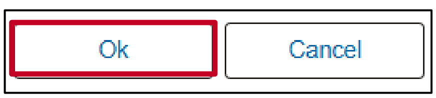
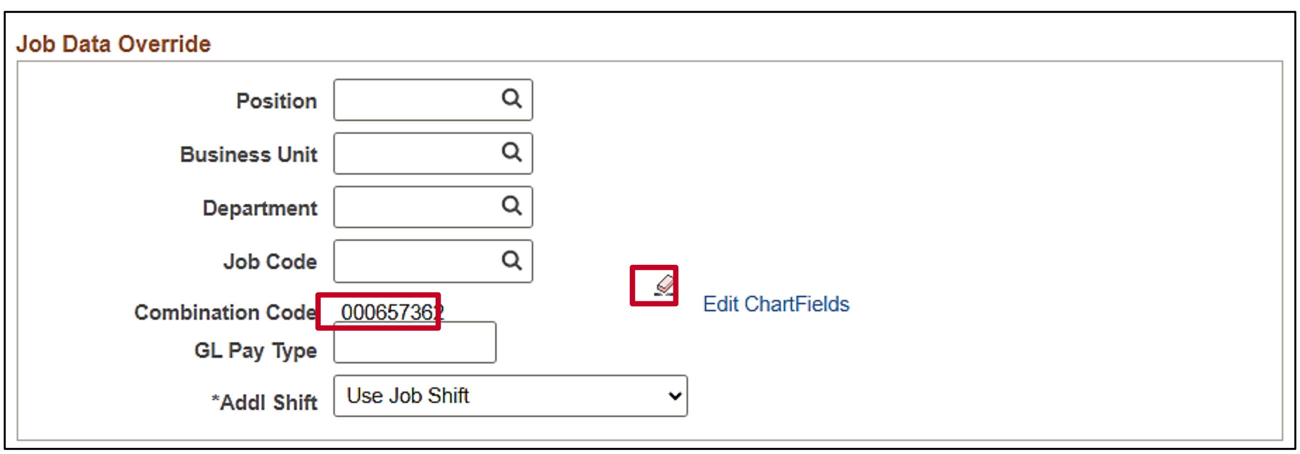

</td></tr>
<tr><td>24.</td><td>

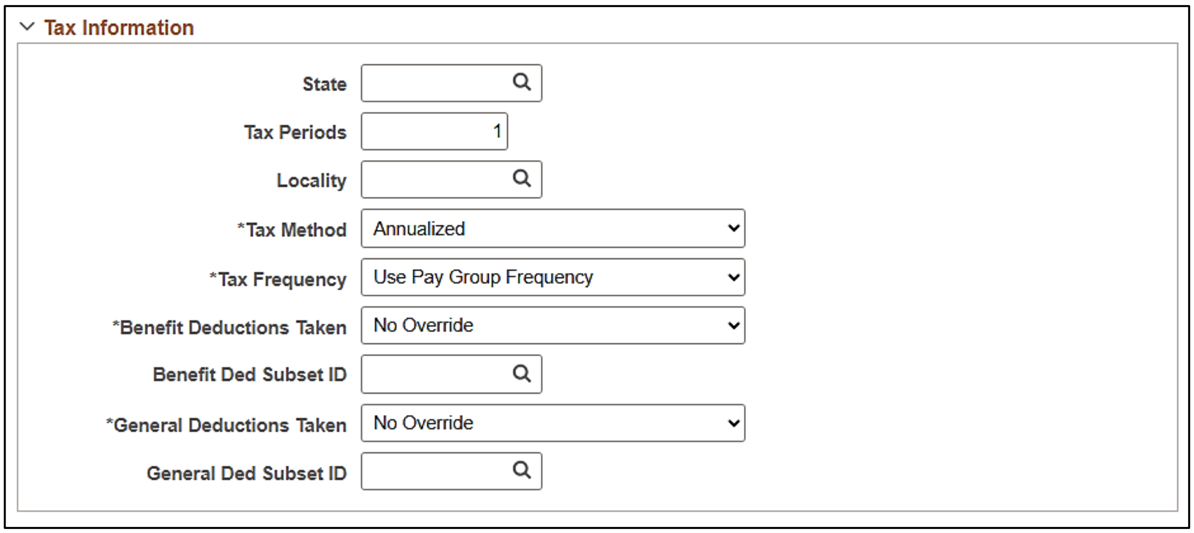
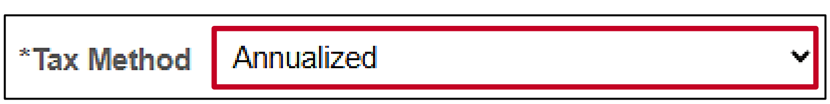
In the **Earnings** field, enter the amount.

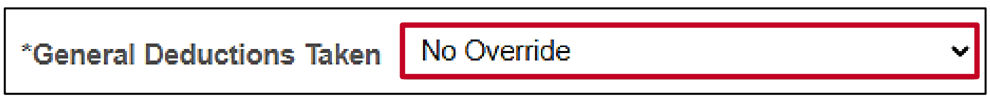
For this scenario, enter the remaining $400.


</td></tr>
</table>

| Step | Action |
|---|---|
| 25. | Enter the **End Date** or **Goal Amount** if applicable. For this scenario, a **Goal Amount** is entered.<br><br> |
| 26. | Select the **OK to Pay** checkbox option.<br><br> |
| 27. | Click the **Expand** icon (**>**) to the left of **Job Information**.<br><br> |
| | The **Job Information** section displays.<br><br> |
| 28. | Click the **Edit ChartFields** link.<br><br> |
| | The **ChartField Common Component** page displays in a pop-up window.<br><br> |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>29.</td><td>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:<br>Fund = 03000; Program = 101010; Department = 01004<br>
</td></tr>
<tr><td>30.</td><td>Click the Ok button.<br>
</td></tr>
<tr><td colspan="2">The Create Additional Pay page redisplays.<br>
</td></tr>
<tr><td>ℹ</td><td>Notice that the Combination Code has populated after the Edit ChartField values were entered and the Ok button was clicked. Additionally, there is now an Eraser icon that appears next to the Edit ChartFields link.</td></tr>
</table>

| Step | Action |
| --- | --- |
| 31. | If Earnings are not being paid on a separate check, proceed to **Step 37**.<br>If Earnings are being paid on a separate check, click the **Expand** icon (**>**) to the left of the **Tax Information** section.<br> |
| 32. | The **Tax Information** section displays.<br> |
| 33. | The **Tax Information** section is for tax and deduction overrides and are only applicable if earnings are being paid on a separate check.<br>The following fields are used in the **Tax Information** section when earnings are being paid on a separate check:<br>• **Tax Method**<br>• **Benefit Deductions Taken**<br>• **Benefit Ded Subset ID** (only used if the **Benefit Deductions Taken** field option is "Deduction Table Subset Governs")<br>• **General Deductions Taken**<br>• **General Ded Subset ID** (only used if the **General Deductions Taken** field option is "Deduction Table Subset Governs") |
| 34. | Select the applicable **Tax Method**.<br> |
| | The only Tax Methods used are "Annualized" and "Supplemental". Do not select any other Tax Method. |

| Step | Action |
|---|---|
| 35. | Select the applicable **Benefit Deductions Taken**.<br>• Leave the default of “No Override” if benefit deductions should process for this earnings code<br>• Select “None” if no benefit deductions should process for this earnings code<br><br>**Note**: If the **Benefit Deductions Taken** field option is “Deduction Table Subset Governs” then the **Benefit Ded Subset ID** field applicable value must be selected. |
| 36. | Select the applicable **General Deductions Taken**.<br>• Leave the default of “No Override” if general deductions should process for this earnings code<br>• Select “None” if no general deductions should process for this earnings code<br><br>**Note**: If the **General Deductions Taken** field option is “Deduction Table Subset Governs” then the **General Ded Subset ID** field applicable value must be selected. |
| 37. | Click the **Save** button.<br> |

### 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 Earnings Codes are loaded by Batch Program or Interface as identified in the tables 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) | | | | |
|---|---|---|---|---|
| **Earnings 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** | | | | |
| **Earnings 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 | |