

A **Job Data Override** in **Additional Pay** can be used to associate additional pay with a different position number other than the default Job Data position number. However, keep in mind that Job Data Override *should not* be used for temp/casual, student or graduate assistants. Instead, any pay for these types of appointments should be entered on an appointment specifically holding that job code.

USE **Job Data Override** if:

1. The additional work the employee is paid for is not related to the main job record.
2. In lieu of creating a separate job record.

Do NOT use **Job Data Override** if:

1. The position number used in the **Job Data Override** has *Reports To* responsibilities or
2. The additional work is paid by sponsored funds. Sponsored funding must always have appointment-level funding; therefore, it must have a job record. See the “Academic Temp/Casual Appointment” job aid and Distribution Entry course and job aids for more information.

The position number entered in the **Override** section in **Additional Pay** must be active. In the screenshot below, the work the employee is doing is not related to the default Job Data position of #200343, but rather position #267196, which is tied to DeptID 10090, and not the default appointment’s DeptID 10084 on the job record. *Note: See the Job Data page for the full details of this Position.*

Default Job Data	
Position	200343
Business Unit	UMNHR
Department	10084
Job Code	8181S2
Combination Code	
GL Pay Type	
Shift	Not Applicable

Job Data Override	
Position	267196
Business Unit	UMNHR
Department	10090
Job Code	8181S3
Combination Code	
GL Pay Type	
*Addl Shift	Use Job Shift

If a **Job Data Override** is entered in **Additional Pay**, steps must be taken in **Distribution Entry** to ensure the additional pay is charged to the correct funding level and source.

If the additional pay is funded by nonsponsored funds, that funding will need to be set up as Position-level funding in **Distribution Entry**. Follow these steps to complete the process:

1. In HRMS, navigate to: **Main Menu > UM Payroll Accounting > UM Distribution Entry > UM Distribution Entry.**

## Job Data (Position) Overrides in Additional Pay and Distribution Entry (cont.)

2. Select “By Department Funding List” option.
3. Enter the Dept ID that was used in the **Additional Pay** override (i.e. “10090” in example above).
4. If the position appears in the **Department Funding List**, there is already an incumbent in that position. Therefore, the funding for the additional pay must be the same as the position’s existing incumbent, otherwise a different position number should be used. Either find or create a new position, or select the *Show Vacant Positions* checkbox.

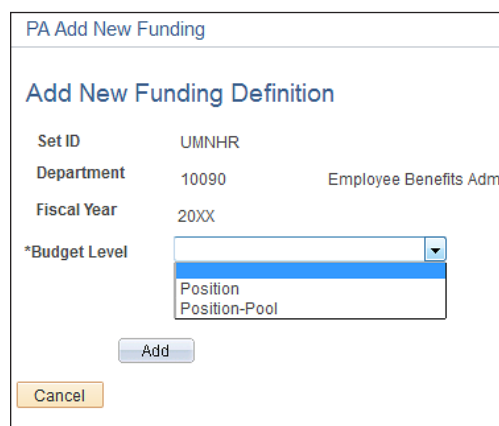


5. A list of vacant positions appears at the bottom of the list.

Vacant														
Personalize   Find   View All   First 1-10 of 14														
Empl ID	Name	Rcd	Status	Last Update Date/Time	Position	Pool	Job Code	Empl Class	Account	Contract Begin	Contract End	Std Hrs	Pay Rate	Funded By
			Vacant		200264		9356D2		0			40.00		Department
			Vacant		267196		8181S3		0			40.00		Department
			Vacant		200319		1826		0			40.00		Department

Note: vacant positions can be funded at Position or Position-Pool levels and maintained even when no active employees are holding that position. As a result, these funding levels can be added to positions that were used in an override in **Additional Pay**.

6. Locate the position that needs Position-level funding and click <Add>. If there is not an existing vacant position, one will need to be created.



7. Select “Position” from the **Budget Level** drop-down menu.

## Job Data (Position) Overrides in Additional Pay and Distribution Entry (cont.)



8. Click <Add>.
9. Enter the *Effective Date* as the first day of the pay period the funding should take effect.
10. Leave at least one *Earnings Code* field blank. Note: At least one combo code line must have a blank earnings code. If there is a need to have a specific earnings code (e.g., "AUG") point to a particular combo code, click the plus sign in the *Earnings Code* row and enter the appropriate earnings code and combo code/ChartField string.
11. Click <Save>.
12. To verify the level of funding, navigate to: **Main Menu > UM Payroll Accounting > UM Payroll Accounting > UM Distribution Entry**. Search by Department and look to the *Funded by* column.

### HOW TO TELL IF THERE'S A JOB DATA OVERRIDE IN THE DISTRIBUTION ENTRY SCREEN

When verifying appointment-level funding, the **Job Data Override** can be seen in the **Additional Pay** section of the **Distribution Entry** page.

When you see a *DeptID* override, it means you must go under that *DeptID* (e.g., 10090) to set up the funding.

Additional Pay									
Earn Cd	Addl Seq #	Dept ID Override	Position Override	Combo Code Override	Start Dt	End Dt	Amount	Goal Amount	Goal Bal
AUG	1	10090	267196		05/18/2015	05/31/2015	\$80.00	\$0.00	\$0.00

### WHAT IF THE DEPTIDS IN THE OVERRIDE ARE THE SAME?

**Default Job Data**  
Position 200343  
Business Unit UMNHR UMN BUSINESS UNIT  
Department 10084 Organizational Effectiveness  
Job Code 8181S2 Human Resources Specialist 2  
Combination Code  
GL Pay Type  
Shift Not Applicable

**Job Data Override**  
Position 267196  
Business Unit UMNHR  
Department 10084 Employee Benefits Adm  
Job Code 8181S3 Human Resources Specialist 3  
Combination Code  
GL Pay Type  
\*Addl Shift Use Job Shift

If the DeptIDs are the same, the system will always look for the lowest funding level in 10084. If it's appointment-level funding, that will be applied regardless of other levels (i.e. Position) being set up.

*Note: If DeptIDs are the same, sponsored funding can be used.*