

## Additional Pay Instructions

Additional pay is used when paying an employee for additional work outside of their core appointment. Examples include one-time lump sums and/or various ongoing payments such as additional instruction, summer earnings, etc.

Employees are eligible for additional pay when an active appointment record exists in **Job Data**.

Do not use **Additional Pay** to capture regular and other earnings that are recorded on punch (hourly) and elapsed (exception hourly) timesheets in **Time and Labor**.

Additional pay for temp/casual, student or graduate assistants should be entered on an appointment specifically holding that job code. (Job Data override should not be used.)

**Note:** Additional pay does not retroactively pay; use it for the current and future pay periods only. If additional pay was missed, enter it for the current pay period.

Follow the instructions to set up and maintain, or end additional pay for employees.

### SET UP ADDITIONAL PAY

1. In HRMS, navigate to: **Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay**.
2. Search by *EmplID*. Be sure to select the correct employment record (e.g., Rec 0, 1, etc.) if the employee has more than one appointment.

The **Additional Pay** page has three sections with three plus signs: *Earnings Code*, *Effective Date*, and *Additional Sequence Number (Addl Seq Nbr)*.

**Create Additional Pay**

**Hailee BLove** Employee **Empl ID 8000280** **Empl Record 0**

**Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code

**Effective Date** Find | View All First 1 of 1 Last

Effective Date

**Payment Details** Find | View All First 1 of 1 Last

\*Addl Seq Nbr

End Date

Rate Code

Earnings

Hours

Reason

Hourly Rate

## Additional Pay Instructions (cont.)

3. Each specific earnings code can only be used once throughout the **Additional Pay** page. Determine if the earnings code you plan to use has already been entered by clicking <Include History> and paging through previous rows using the back and forth arrows in the *Earnings Code* section. If yes, build on any previous entries of an earnings code by clicking the plus sign to add a new effective date.
4. Enter the *Earnings Code* and *Effective Date*.  
  
Tip: As a best practice, enter the start date for the additional pay as the first day of the pay period in which it begins. Consult the Payroll Cutoff Calendar for pay period dates.
5. Enter a sequence number for the earnings code in the *Add'l Seq Nbr* field. If this is the first entry for the earnings code, the sequence number is "1." When adding a new *Effective Date*, *Add'l Seq Nbr* may already appear as "1." If the date has already passed for a previous entry with a sequence number of 1, you can use 1 for the new *Effective Date*.
6. Enter the anticipated end date of the additional pay payment in *End Date*. This should be the end date of a pay period. Do not use *Goal Amount*.
7. Enter the amount of additional pay for this sequence according to the employee type:
  - a. For Salaried employees:
    - i. *Earnings* field - Enter the full pay period earnings.
  - b. For Hourly or Exception Hourly employees:
    - i. *Hours* field - Enter the hours for the pay period.
    - ii. *Hourly Rate* field - Enter the hourly rate for the additional pay.
8. Click <Save>.

Tip: If the additional pay is active, it will be displayed on the employee's **Job Data > Related Content > Employee Details** pagelet the next day.

## Additional Pay Instructions (cont.)

### ADDING AN ADDITIONAL PAY

If there are multiple additional pays for the same earnings code in the SAME pay period, you must increase the sequence number. Otherwise, the highest effective dated row will overrule the previous row.

Tip: Click <View All> in the *Effective Date* section to manage your entries.

Click the plus sign in the *Payment Details* section and increase *Addl Seq Nbr* to "2." If you have additional payments of the same earnings code during the SAME pay period, keep adding rows and increasing the *Addl Seq Nbr* each time.

Remember to populate the *End Date* for each additional payment.

The screenshot displays the HRMS interface for adding additional pay. It shows two rows of data. The top row is for 'Addl Seq Nbr' 2, with an 'Effective Date' of 07/27/2015 and an 'End Date' of 08/09/2015. The 'Earnings' amount is \$200.00. The bottom row is for 'Addl Seq Nbr' 1, with an 'Effective Date' of 07/27/2015 and an 'End Date' of 08/09/2015. The 'Earnings' amount is \$400.00. Both rows have a 'Rate Code' field, 'Hours' field, 'Goal Amount' field, and 'Sep Check Nbr' field. The 'Reason' is set to 'Not Specified'. There are checkboxes for 'OK to Pay', 'Disable Direct Deposit', and 'Prorate Additional Pay'. The 'Applies To Pay Periods' section shows 'First', 'Second', and 'Third' periods selected. The 'Job Information' and 'Tax Information' sections are collapsed.

Tip: If <Save> is clicked or if you leave the page in between adding sequence numbers for the same effective date, the system views the previous row as "history" and does not allow another same effective date entry. There are two options in this case: 1) Submit a correction to Central or 2) Increase the effective date by ONE day. Additional Pay will still pay out the full earnings amount even though the pay period is entered one day shorter.

### STOPPING ADDITIONAL PAY

Additional pay stops automatically:

- At the end of the pay period in which the *End Date* occurs.
- When the job record is placed in one of these action statuses: Termination, Short Work Break, Suspension, Layoff, Unpaid Leave of Absence, Retirement. If the Job Data action is mid-pay period, the additional pay amount will be prorated. See below for more information on prorating.

## Additional Pay Instructions (cont.)

### ADDITIONAL PAY PRORATING

As a best practice, always enter the full pay period earnings amount in Additional Pay to correspond with these Job Data action codes.

There are action codes in **Job Data** that automatically prorate additional pay. In other words, **Job Data** captures the employee event, whereas **Additional Pay** captures the pay period in which the payment occurs. You must take these action events into consideration to avoid overpayments and/or underpayments.

### JOB DATA ACTIONS THAT AUTOMATICALLY PRORATE ADDITIONAL PAY

Additional Job (ADL)	Retirement (RET)*
Hire (HIR)	Return From Disability (RFD)
Unpaid Leave Of Absence (LOA)*	Return From Leave Of Absence (if employee was on an unpaid LOA) (RFL)
Layoff (LOF)*	Return From Short Work Break (RWB)
Long Term Disability Without Pay (LTO)*	Suspension (SUS)*
Add A Person Of Interest (POI)	Short Work Break (SWB)*
Recall (REC)	Termination (TER)*
Rehire (REH)	

\*The actions noted with an asterisk also cause an inactive payroll status, meaning the employee will not receive regular pay.

If a pay period is already prorated and one of these actions occurs, the employee will be underpaid because the system will double prorate the amount.

If any of the Job Data actions occur mid-pay period, you do NOT need to consider prorating additional pay. The system will prorate automatically.

### JOB DATA ACTIONS THAT DO NOT PRORATE AND MAY REQUIRE MANUAL PRORATING

Data Change (DTA)	Position Change (POS)
Job Reclassification (JRC)	Retired With Benefits (REB)
Long Term Disability With Pay (LTD)	Return From Leave (if employee was on a Paid LOA) (RFL)
Paid Leave of Absence (PLA)	Terminated With Benefits (TWB)
Pay Rate Change (PAY)	Transfer (XFR)

## Additional Pay Instructions (cont.)

### MANUALLY PRORATING

If the additional pay will cover only part of a pay period and does not fall into a Job Data action that will prorate the additional pay, it may need to be manually prorated. Example: if a “Transfer” action is occurring mid-pay period, then manual prorating should occur because this action does not trigger automatic prorating.

1. Enter the effective date of additional pay as the first day of the pay period. Enter the end date as the last day of a pay period.
2. Additional Pay is programmed to pay a whole pay period. To manually prorate, do so according to employee type:
  - a. For Hourly and Exception Hourly employees:
    - i. *Hours* field - Enter the number of hours the employee will perform work during the partial pay period.
    - ii. *Hourly Rate* field - Enter the hourly rate for the additional pay.
  - b. Salaried employees:
    - i. Determine the earnings amount of the additional pay worked in the partial pay period by using this formula:

$$\text{Pay Period Earnings} / \text{Number Days in Pay Period} = \text{Earnings per Day}$$

$$\text{Earnings per Day} \times \text{Number Days of Additional Pay} = \text{Earnings Amount for Additional Pay}$$

3. Verify that the *OK to Pay*, *Prorate Additional Pay*, and *Applies to Pay Periods First, Second and Third* checkboxes are selected. If you notice one of these checkboxes is unchecked, please call 612-624-UOHR. All of the fields mentioned in this section are view-only, but should be looked at when entering and monitoring additional pay.

## Additional Pay Instructions (cont.)

### REFLECTING ADDITIONAL PAY IN ANOTHER DEPARTMENT (JOB DATA OVERRIDE)

If the additional pay is for work done in a different position and/or department than what is reflected in the employee record tied to the additional pay, use the *Job Data Override* section to capture this information.

1. Open *Job Information* by clicking the triangle next to it. The default funding for the appointment (and for this additional pay) is listed in the *Default Job Data* section.

Job Information			
Employee Type	Excep Hrlly	Standard Hours	40.00
Compensation Rate	\$29.430000	Frequency	Hourly
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	10090	Employee Benefits Adm	
Job Code	8181S3	Human Resources Specialist 3	

2. Enter an approved position number in the *Position* field and press Tab. The Position/ Department/Job Code responsible for the additional pay is displayed.
3. Click <OK> to accept the information message.
4. Click <Save> to complete entry of the Additional Pay.

Note: If position override is used, please see the “Job Data (Position) Overrides in Additional Pay and Distribution Entry” job aid for further instructions. 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.