

Understanding Additional Pay Prorating

Additional Pay is used when paying an employee for additional work outside of their core appointment. Examples include additional instruction, summer earnings, etc.

There are action codes in Job Data that automatically prorate Additional Pay. You must take these actions into consideration to avoid overpayments and/or underpayments. The **Additional Pay** page prorates based on a 10 working day period.

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.

HOW IS ADDITIONAL PAY AFFECTED BY THESE JOB DATA ACTIONS?

If any of these Job Data actions happen within a pay period, you do NOT need to prorate the additional pay amount. The system will prorate automatically based on the effective date in Job Data.

Exception: If you want to pay the full amount of earnings and do not want the Job Data action to prorate, submit a correction to Central HRMS no later than Tuesday at 4:30 p.m. of a payroll deadline week requesting to “deselect the prorate checkbox.”

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. *Exception: A Hire or Rehire effective date may not match the beginning of a pay period. If this is the case, use the Job Data effective date as the effective date of the Additional Pay. Additional Pay will still prorate accordingly.*
2. Enter the earnings amount or hours depending on employee type:
 - a. **Salaried:** Enter the full pay period earnings.
 - b. **Hourly/Exception Hourly:** Enter the *Hours* for the pay period and the *Hourly Rate*.
3. Verify that the **OK to Pay, Prorate Additional Pay, and Applies to Pay Periods First, Second, and Third** checkboxes are selected.

Understanding Additional Pay Prorating (cont.)

There are also Job Data actions that do not automatically prorate and may require manual prorating.

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)

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.