Payroll Management Services

Additional Pay eForms Training
The **Additional Pay** eForm is used to manage **Additional Pay** for an employee. You may add, change or cancel an existing **Additional Pay** for an employee.

**Additional Pay** eForms may be used for the following:

- **Salary Supplemental Pay (SUP)** - Permanent payments of salary (payments that supplement a salary or extra work)
- **Awards (AWD)** – At a department’s discretion
- **Special Assignments (SPC)** - Proctoring, athletic camps, student insurance reimbursement or one time payment.
- **Allowances** - Cell phone (CDA), vehicle (CAR) or Housing (HOU)
Additional Pay in eForms

- **Temporary Additional Duties (TMP)** – Additional duties assigned for 6 months or less
- **Relocation Reimbursements (MRL)** – Specific to amount stated in employee’s hiring offer letter
- **Bonuses (BON)** - Applicable for Athletics’ staff only
- **Overload Temporary (OLT)** – Used for full-time faculty assigned to cover additional course load. Or for part-time faculty assigned to cover additional course only when course-load FTE does not exceed 0.5 FTE
- **On Call (OCL)** – Applicable for Facilities’ staff only
Additional Pay eForms for less than 0.5 FTE faculty and staff

• Use Special Payment request form to process a one-time payment to faculty and staff in a position that is less than 0.5 FTE.

• Additional pay processed for these employees does not increase FTE preventing the employee becoming benefits eligible.
Additional Pay Deadline Calendar

- Ensure all Additional Pay eForms are submitted and approved according to the Additional Pay eForms Deadline Calendar.
- Additional Pay Processing Deadlines can be found here.
- eForms approvals are processed from the 1st through the deadline date for each respective month.
- Final approvals by Payroll Office are halted when the monthly payroll is in process.
- Deadline calendar is updated annually for each academic/fiscal year.
Adding Additional Pay

Navigation: Main Menu>HRMS>UTZ Customization>eForms for HR/Payroll Actions>Action Request

1. Navigate to the eForms Action Request page and click on the Add a New Value tab
2. The Initiate New eForms Request page is displayed. Select the Additional Pay option from the “Action” drop down menu.
3. The Additional Pay eform is displayed. Use the Justification text box to explain or “justify” the reason for the new eform action requested.
4. From the Employee Information section, enter or look up the employee’s ID in the Empl ID field.

5. The employee’s employment record (Empl Record) will display. If the employee has more than one position, you will need to select the appropriate Empl Record. All Empl Records for the employee displays and you only have the option to select one record at a time.

6. The Show Additional Pay History link displays past additional pay
View when employee does not have Additional Pay

7a. Once the Empl Record has been selected, the **Current Additional Pay** section will be blank for the selected employee. The **Proposed Additional pay** section will be blank also and the “**Pay Action**” field defaults to “**New Payment**”.

<table>
<thead>
<tr>
<th>Current Additional Pay</th>
<th>Proposed Additional Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl Record</td>
<td>Pay Action</td>
</tr>
<tr>
<td>Earnings Code</td>
<td><strong>New Payment</strong></td>
</tr>
<tr>
<td>Reason</td>
<td>*Earnings Code</td>
</tr>
<tr>
<td>Pay Start Date</td>
<td>*Pay Reason</td>
</tr>
<tr>
<td>Pay End Date</td>
<td>*Pay Start Date</td>
</tr>
<tr>
<td>Monthly Amt</td>
<td>*Pay End Date</td>
</tr>
<tr>
<td>Goal Amt</td>
<td>*Monthly Amt</td>
</tr>
<tr>
<td>Goal Bal</td>
<td>*Total Pay</td>
</tr>
</tbody>
</table>
View when an employee has active Additional Pay

7b. When updating an **Additional pay** information as a change request, the **Current Additional Pay** section will populate the **Current Additional Pay** details and the **Proposed Additional Pay** section will also have the current details to be changed.
8. The **Proposed Additional Pay** section is used to provide details for a **New Payment** if the employee does not have any **Additional pay** history.

**Pay Action**: New Payment

**Earning Code**: Click on the magnifying glass to select the applicable code for the payment.

**Pay Reason**: Choose the applicable reason. If Reason is not available, choose Not Specified

**Pay Start Date and Pay End Date**: Enter the correct start and end date for the payment.

**Monthly Amount**: Enter the monthly amount to be paid.

**Total Pay**: Enter the total amount if applicable.
eForm Reminders

• The same earn code cannot be used concurrently with the same or overlapping dates pay start and pay end dates.

• Pay start date should be on or after the effective date.

• Additional pay is non-eligible pay type category for Off-Cycle checks per Financial Guidelines.
Commonly used Earning Codes in Additional pay.

Once the employee information has been created, the Earning Code will match the paygroup or the Employee Classification.

Description of the numbers tied to the Earning Code: (18)-Monthly Salaried Employees. (19)-Nonresident Aliens Salaried Employees.
9. Once all the required fields have been completed, which is indicated by an asterisk, click **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of “Saved”.

![Additional Pay: Supplemental Payments](image)
10. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments. Example of documents to attach are Cellular Phone Allowance forms, Offer letters for Relocation Reimbursements, Contracts, Awards etc.

**Note:** To add attachment click on the **Add/Delete button** to add your attachment or delete your attachment. Also to add additional comment to the request, click on the **Add/Edit comment** button to add your comments or edit already entered comments.
11. After **Attachments** and/or **Comments** has been added, Click the Submit button.

Note: If there is **insufficient funding** for the payment, an **Error message** will be populated. Budget will go into further details.
12. The approvers will populate once the submit button is clicked.

This approval process is when the payout is an Award.
QUESTIONS
Thank you!

The University of Texas at San Antonio

Financial Affairs

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