Additional Pay eForms

This job aid covers

• Creating or changing an Additional Pay eForm
• Additional Pay eForm deadline
• Important reminders
Important note

If you use assistive technology such as a screen reader, please use the PowerPoint version instead.

Continue with this PDF if you

• Don’t use a screen reader
• Aren’t sure if you use a screen reader

To ensure you have the most current information, please get this job aid from the website rather than referring to a locally-saved version.
Additional Pay eForms (1)

Use the **Additional Pay** eForm to manage additional pay for an employee. You/your department can create, 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)
- **Temporary Additional Duties (TMP)** – additional duties assigned for 6 months or less
Additional Pay eForms (2)

• Relocation Reimbursements (MRL) – specific to amount stated in employee’s hiring offer letter

• Bonuses (BON) – applicable to Athletics staff only

• Overload Temporary (OLT)
  o For full-time faculty assigned to cover additional course load, or
  o For part-time faculty assigned to cover additional course load, only when course-load FTE does not exceed 0.5 FTE

• On Call (OCL) – applicable to Facilities staff only
Additional Pay eForms for less than 0.5 FTE faculty and staff

Use the 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; additional pay alone will not make these employees benefits eligible.
Additional Pay eForm Deadline

Departments are responsible for submitting Additional Pay eForms for routing and approval by the 10th of each month:

- If the 10th falls on a holiday or weekend, submit the eForm by the prior business day

- If submitting the eForm after the deadline, your department needs to request an exception by completing the Exception/Correction Request (ECR)

- **Note:** Final approvals by Payroll Management Services (the Payroll office) are halted when the monthly payroll is in process.
Create Additional Pay eForm (1)

Log in to PeopleSoft > Employee Self Service.

1. Select/click on eForms, then select Create New Request
Create Additional Pay eForm (2)

The Initiate New eForms Request page is displayed.

2. From the **Actions** drop-down menu, select the **Additional Pay** option.
Create Additional Pay eForm (3)

The Additional Pay: Supplemental Payments page is displayed.

3. Use the **Justification** text box to explain the reason for requesting the new eForm action.
Create Additional Pay eForm (4)

4. In the Employee Information section, enter or look up the employee’s ID in the Empl ID field.
Create Additional Pay eForm (5)

5. The Look Up Empl ID pop-up appears, showing the employee’s employment record(s). Select the appropriate record.

Even if the employee has more than one position, you can only select one record at a time.
You are now back on the Additional Pay: Supplemental Payments page.

6. The **Show Additional Pay History** link displays past additional pay, if any.
Create Additional Pay eForm (7)

For employees without an active additional pay:

7. The Current Additional Pay section will be blank.

The Proposed Additional Pay section will also be blank, and its Pay Action field will default to New Payment.
8. Use the **Proposed Additional Pay** section to provide details for the new payment, if the employee does not have an active additional pay.

**Pay Action**: Defaults to New Payment

**Earnings Code**: Select the magnifying glass to choose the applicable code (see later slides).

**Pay Reason**: Choose the applicable reason. If none of the listed reasons apply, choose Not Specified

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

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

**Total Pay**: This auto-populates, or you may need to enter the correct amount.
Change Additional Pay eForm

For employees with an active additional pay:

9. The **Current Additional Pay** section shows the current additional pay details.

   The **Proposed Additional Pay** section also shows the current details. Select from the **Pay Action** drop-down to change or cancel an additional pay.
Additional Pay eForm Reminders

The Pay Start Date should be on or after the effective date.

Additional pay is processed in the next payroll. Additional pay is not eligible for off-cycle checks, per the financial guidelines.
Earnings Codes Reminders (1)

The same earnings code cannot be used concurrently with the same or overlapping dates (whether Pay Start Date or Pay End Date).

After you select the employee’s employment record, the Earnings Code will match the pay group or employee classification.

• (18) is for monthly salaried employees
• (19) is for nonresident alien salaried employees
Earnings Codes Reminders (2)

Below are some Earnings Codes commonly used for additional pay. You need to determine and select the correct Earnings Code.

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AW9</td>
<td>Award - (19)</td>
</tr>
<tr>
<td>AWD</td>
<td>Award - (18)</td>
</tr>
<tr>
<td>CD9</td>
<td>Comm Device Allowance - (19)</td>
</tr>
<tr>
<td>CDA</td>
<td>Comm Device Allowance - (18)</td>
</tr>
<tr>
<td>EDW</td>
<td>Endowment Supplement - (18)</td>
</tr>
<tr>
<td>MR9</td>
<td>Moving Expense Taxable - (19)</td>
</tr>
<tr>
<td>MRL</td>
<td>Moving Expense Taxable - (18)</td>
</tr>
<tr>
<td>OC9</td>
<td>On-Call - (19)</td>
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<td>OCL</td>
<td>On-Call - (18)</td>
</tr>
<tr>
<td>OLP</td>
<td>Overload Payment - (18)</td>
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<tr>
<td>OLT</td>
<td>Overload Temporary - (18)</td>
</tr>
<tr>
<td>SP9</td>
<td>Special Assignments - (19)</td>
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<tr>
<td>SPC</td>
<td>Special Assignments - (18)</td>
</tr>
<tr>
<td>SU9</td>
<td>Supplement Permanent - (19)</td>
</tr>
<tr>
<td>SUP</td>
<td>Supplement Permanent - (18)</td>
</tr>
<tr>
<td>TM9</td>
<td>Temporary Add'l Duties - (19)</td>
</tr>
<tr>
<td>TMP</td>
<td>Temporary Add'l Duties - (18)</td>
</tr>
</tbody>
</table>
10. After you have completed all required (asterisked) fields, select the **Save** button.

A **Request ID** is then assigned.
11. Expand the **Attachments** section to attach required documentation.

To add or delete attachments, select the **Add** or **Delete** button.

Examples of attachments: Cellular Phone Allowance forms, offer letters for relocation reimbursements, contracts, awards, etc.
Comments

12. Expand the **Comments** section to add any comments.

To add a comment or edit an existing comment, select the **Add** or **Edit** button.
13. After attachments and/or comments have been added, select the Submit button.

If there is insufficient funding for the payment, a warning will display; select Submit.

However, if this error prevents eForm submission, ensure any prior eForms have processed to Complete status before creating an eForm using the same funding source and

- Identify an alternate funding source to use, or
- Update funding on other positions to “release” funding, or
- Submit a budget transfer to increase funding
- Note: You can contact Budget@utsa.edu for further assistance
Submit Additional Pay eForm (2)

14. After you select the **Submit** button, the approvers will display.

**Department Approvals**

- REQUEST_ID=00: Pending
- Pending
  - [Manager name]
  - Department Head/Manager

**Funding Approvals**

- REQUEST_ID=:
  - Awaiting Further Approvals
- Not Routed
  - Multiple Approvers
  - FMS Cost Center Approver

**Business Office Approvals**

- REQUEST_ID=
  - Awaiting Further Approvals
  - Not Routed
    - Multiple Approvers
      - VP
      - HR Compensation
      - Budget Office
      - Payroll
Contact Us

If you have questions about this job aid, you can contact us at

Payroll Management Services (Payroll office)

Website

Email: payroll@utsa.edu

Phone: (210) 458-4280
Thank you