

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)**
 - For full-time faculty assigned to cover additional course load, or
 - 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

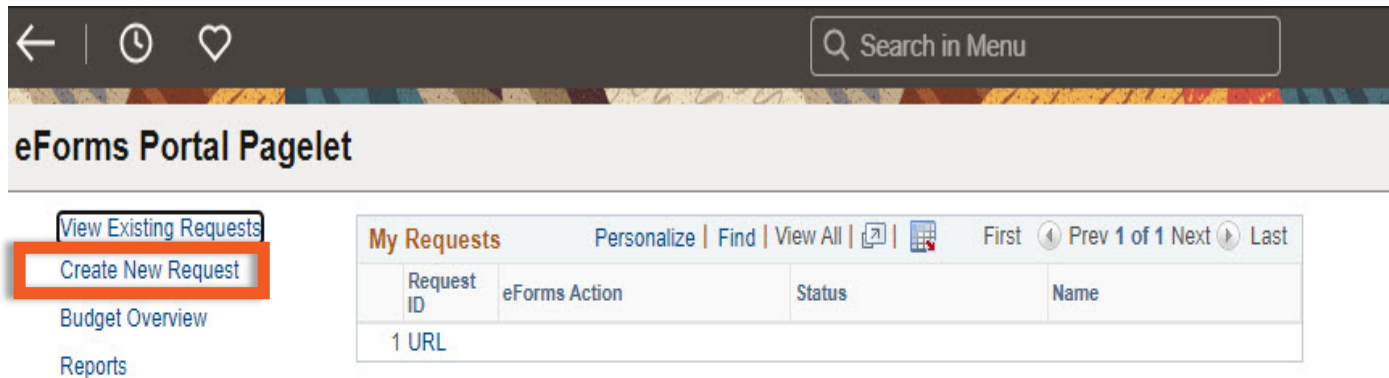
Departments are responsible for submitting Additional Pay eForms for routing and approval by the 10th of each month:

- 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**



The screenshot shows the 'eForms Portal Pagelet' interface. At the top, there is a navigation bar with a search box labeled 'Search in Menu'. Below the search bar, the pagelet title 'eForms Portal Pagelet' is displayed. On the left side, there is a menu with the following items: 'View Existing Requests', 'Create New Request' (highlighted with an orange box), 'Budget Overview', and 'Reports'. On the right side, there is a 'My Requests' section with a table. The table has columns for 'Request ID', 'eForms Action', 'Status', and 'Name'. The table contains one row with the value '1 URL'. Above the table, there are navigation controls: 'Personalize | Find | View All | [Print] | [Calendar] | First | Prev 1 of 1 Next | Last'.

Create Additional Pay eForm (2)

The Initiate New eForms Request page is displayed.

- From the **Actions** drop-down menu, select the **Additional Pay** option

The screenshot displays the 'Initiate New eForms Request' interface. At the top, a grey header bar contains the text 'Initiate New eForms Request'. Below this, a light blue bar is labeled 'Action'. The main content area features a form with several sections: 'Actions' (a dropdown menu with a red box around it and an arrow pointing to 'Additional Pay'), 'Justification' (a large text area), 'Contact Information' (a collapsed section), and 'Entered By' (a form with fields for Name, Phone, Email ID, and Dept ID). To the right of the form, there are links for 'Request ID', 'Request Date', 'Processing Messages', and 'Request History'. The 'Additional Pay' option in the dropdown menu is highlighted in grey, and a red arrow points to it from the right.

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.

Additional Pay: Supplemental Payments

Action

Actions Additional Pay Status

*Justification

Request ID

Request Date

[Processing Messages](#)

[Request History](#)

Create Additional Pay eForm (4)

4. In the Employee Information section, enter or look up the employee's ID in the Empl ID field.

Employee Information

Empl ID 

[Show Additional Pay History](#)

	*Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1	<input type="checkbox"/>	0								

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.

Look Up Empl ID x

[Help](#)

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

[Basic Lookup](#)

Search Results

View 100 First ◀ 1 of 1 ▶ Last

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
6001234567	Jane Doe	Jane	Doe	(blank)	(blank)	(blank)

Create Additional Pay eForm (6)

You are now back on the Additional Pay: Supplemental Payments page.

6. The **Show Additional Pay History** link displays past additional pay, if any.

Employee Information

Empl ID 

[Show Additional Pay History](#)

	*Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason		Dept ID
1	<input type="checkbox"/>	0									



Additional Pay History

Empl Rcd	Earn Cd	Description	Seq	Eff Date	Earn End Dt	OK to Pay	Other Pay	Goal Amount	Goal Bal	Prorate	Cost Center	Project
0	CDA	Comm Device Allowance - (18)	1	10/01/2018	02/29/2020	Y	75.00			N		

[Return](#)

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.

Current Additional Pay	Proposed Additional Pay
Empl Record <input type="text"/>	*Pay Action <input type="text" value="New Payment"/> +
Earnings Code <input type="text"/>	*Earnings Code <input type="text"/>
Reason <input type="text"/>	*Pay Reason <input type="text" value="Not Specified"/>
Pay Start Date <input type="text"/>	*Pay Start Date <input type="text"/>
Pay End Date <input type="text"/>	*Pay End Date <input type="text"/>
Monthly Amt <input type="text"/>	*Monthly Amt <input type="text"/>
Goal Amt <input type="text"/>	*Total Pay <input type="text"/>
Goal Bal <input type="text"/>	

Create Additional Pay eForm (8)

8. Use the **Proposed Additional Pay** section to provide details for the new payment, if the employee does not have an active additional pay.

The screenshot shows the 'Proposed Additional Pay' form with the following fields and annotations:

- *Pay Action:** A dropdown menu with 'New Payment' selected. An orange arrow points to this field.
- *Earnings Code:** A text input field with a magnifying glass icon. An orange arrow points to the magnifying glass.
- *Pay Reason:** A dropdown menu with 'Not Specified' selected. An orange arrow points to the dropdown arrow.
- *Pay Start Date:** A date input field with a calendar icon. An orange arrow points to the field.
- *Pay End Date:** A date input field with a calendar icon. An orange arrow points to the field.
- *Monthly Amt:** A text input field. An orange arrow points to the field.
- *Total Pay:** A text input field. An orange arrow points to the field.

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.

Current Additional Pay	Proposed Additional Pay
Empl Record <input type="text" value="0"/>	*Pay Action <input type="text" value=""/> 
Earnings Code <input type="text" value="TMP"/> Temporary Add'l Duties - (18)	*Earnings Code <input type="text" value="TMP"/> Temporary Add'l Duties - (18)
Reason <input type="text" value="Not Specified"/>	*Pay Reason <input type="text" value="Not Specified"/>
Pay Start Date <input type="text" value="09/01/2023"/>	*Pay Start Date <input type="text" value="09/01/2023"/> 
Pay End Date <input type="text" value="02/28/2024"/>	*Pay End Date <input type="text" value="02/28/2024"/> 
Monthly Amt <input type="text" value="2000.00"/>	*Monthly Amt <input type="text" value="2000.00"/>
Goal Amt <input type="text" value="12000.00"/>	*Total Pay <input type="text" value="12000.00"/>
Goal Bal <input type="text" value="10000.00"/>	

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

The screenshot displays a software interface with a 'Look Up Earnings Code' window. The window has a 'Cancel' button and a 'Help' link. Below the window title is a 'Search Results' section with a table of earnings codes. The table has two columns: 'Earnings Code' and 'Description'. The table lists various codes and their descriptions, including 'Award - (19)', 'Award - (18)', 'Comm Device Allowance - (19)', 'Comm Device Allowance - (18)', 'Endowment Supplement - (18)', 'Moving Expense Taxable - (19)', 'Moving Expense Taxable - (18)', 'Overload Permanent - (18)', 'Overload Temporary - (18)', 'Special Assignments - (19)', 'Special Assignments - (18)', 'Supplement Permanent - (19)', 'Supplement Permanent - (18)', and 'Temporary Add'l Duties - (19)'. An orange arrow points from the 'Award - (18)' entry in the table to the '*Earnings Code' field in the main interface, which contains 'AWD' and a search icon. The main interface also shows a table with columns 'Status', 'Eff Date', 'Action', and 'Reason', and a 'Proposed Additional Pay' section with fields for '*Pay Action', '*Earnings Code', and '*Pay Reason'.

Earnings Code	Description
AW9	Award - (19)
AWD	Award - (18)
CD9	Comm Device Allowance - (19)
CDA	Comm Device Allowance - (18)
EDW	Endowment Supplement - (18)
MR9	Moving Expense Taxable - (19)
MRL	Moving Expense Taxable - (18)
OLP	Overload Permanent - (18)
OLT	Overload Temporary - (18)
SP9	Special Assignments - (19)
SPC	Special Assignments - (18)
SU9	Supplement Permanent - (19)
SUP	Supplement Permanent - (18)
TM9	Temporary Add'l Duties - (19)

Earnings Codes Reminders (2)

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

Earnings Code	Description
AW9	Award - (19)
AWD	Award - (18)
CD9	Comm Device Allowance - (19)
CDA	Comm Device Allowance - (18)
EDW	Endowment Supplement - (18)
MR9	Moving Expense Taxable - (19)
MRL	Moving Expense Taxable - (18)
OC9	On-Call - (19)
OCL	On-Call - (18)
OLP	Overload Payment - (18)
OLT	Overload Temporary - (18)
SP9	Special Assignments - (19)
SPC	Special Assignments - (18)
SU9	Supplement Permanent - (19)
SUP	Supplement Permanent - (18)
TM9	Temporary Add'l Duties - (19)
TMP	Temporary Add'l Duties - (18)

Save Additional Pay eForm

10. After you have completed all required (asterisked) fields, select the **Save** button.

A **Request ID** is then assigned.

← | 🕒 ❤️ 🔍 Search in Menu

Additional Pay: Supplemental Payments

Action

Actions Status Pending Approvals **Request ID** 00123456

*Justification **Request Date** 02/09/2024

[Processing Messages](#)
[Request History](#)

Attachments

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.

Type	Note	Attached File	Attach Date/Time	By	View
1 Miscellaneous	Offer Letter	Offer_Letter_-_P_...pdf	02/09/24 1:32PM		

Add

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.



Submit Additional Pay eForm (1)

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

Department Approvals

Pending
[Manager name]
Department Head/Manager




Funding Approvals

▼ REQUEST_ID= :Awaiting Further Approvals

Funding Approvals

Not Routed
Multiple Approvers
FMS Cost Center Approver



Business Office Approvals

▼ REQUEST_ID= :Awaiting Further Approvals

Additional Pay

Not Routed → Not Routed → Not Routed → Not Routed

Multiple Approvers VP → Multiple Approvers HR Compensation → Multiple Approvers Budget Office → Multiple Approvers Payroll



Contact Us

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

Payroll Management Services (Payroll office)

[Website](#)

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Thank you

The University of Texas at San Antonio

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