

# Payroll Management Services

## Additional Pay Training

# Presenters

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# Additional Pay in eForms

- The **Additional Pay** eForm may be used to request to add Additional Pay for an employee. You may also **change** or **cancel** an existing Additional Pay for an employee.
- Additional Pay payments may be used for the following:
  - Supplements
  - Awards
  - Special Assignments (Proctoring, Athletes Camp etc.)
  - Allowances (cell phone, parking, vehicle, Housing etc.)
  - Temporary Duties
  - On-call Pay, Call Back Pay, etc.
  - Bonuses (Applicable to Athletes only)
  - Overload Temporary

## 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

The screenshot shows a web application interface for 'Action Request'. The breadcrumb navigation at the top reads: 'Favorites | Main Menu > UTZ Customizations > eForms for HR/Payroll Actions > Action Request'. Below this is a secondary navigation bar with 'Employee Self-Service' and 'myUTShare'. The main heading is 'Action Request', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red circle containing the number '1'. Below the tabs is a 'Search Criteria' section with a dropdown arrow. The search criteria include: 'Request ID:' with a dropdown set to 'begins with' and an empty text input; 'eForms Actions:' with a dropdown set to '=' and an empty dropdown menu; 'Status:' with a dropdown set to '=' and an empty dropdown menu; and 'Empl ID:' with a dropdown set to 'begins with' and an empty text input.

2. The Initiate New eForms Request page is displayed. Select the Additional Pay option from the “Action” drop down menu.

Favorites | Main Menu > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

Employee Self-Service | myUTShare

## Initiate New eForms Request

Action

Actions  Status

Justification

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

▼ Contact Information

3. The Additional Pay eform is displayed. Use the Justification text box to explain or “justify” the reason for the new eform action requested.

### Additional Pay: Supplemental Payments

Action

Actions	<input type="text" value="Additional Pay"/>	Stat	
*Justification	<input type="text"/>		<a href="#">Request ID</a> <a href="#">Request Date</a> <a href="#">Processing Messages</a> <a href="#">Request History</a>

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

5. The employee's employment records will display. If the employee holds only one position, then their Empl Record will be selected automatically. However, if they hold more than one position, then you will need to select the appropriate Empl Record.

Note: all Empl Records for the employee will display but you will only have the option to select one record at a time.

6. The Show Additional Pay History link will display any additional pay the employee had previously.

### 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 checked="" type="checkbox"/>	0	Primary	SAN	Active	Active	09/01/2017	Position Change	Position Reports To Change	

### 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/Grant
2	REG	Regular Pay - (18)	1	06/01/2017	07/15/2017	Y	1550.00	1550.00	1550.00	N		

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**” should have a default “**New Payment**”.

**Note:** This applies to an employee that does not have **Additional Pay** history.

Current Additional Pay	Proposed Additional Pay
Empl Record <input type="text"/>	Pay Action <b>New Payment</b> <input type="text"/>
Earnings Code <input type="text"/>	*Earnings Code <input type="text"/>
Reason <input type="text"/>	*Pay Reason <input type="text"/>
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"/>	



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.

**Note:** This applies to an employee with Additional Pay history.

Current Additional Pay	Proposed Additional Pay
Empl Record <input type="text" value="0"/>	Pay Action <input type="text"/>
Earnings Code <input type="text" value="CAR"/> Car Allowance - (18)	*Earnings Code <input type="text" value="CAR"/> Car Allowance - (18)
Reason <input type="text" value="Not Specified"/>	*Pay Reason <input type="text" value="Not Specified"/>
Pay Start Date <input type="text" value="05/01/2016"/>	*Pay Start Date <input type="text" value="05/01/2016"/>
Pay End Date <input type="text"/>	*Pay End Date <input type="text"/>
Monthly Amt <input type="text" value="500.00"/>	*Monthly Amt <input type="text" value="500.00"/>
Goal Amt <input type="text"/>	*Total Pay <input type="text"/>
Goal Bal <input type="text"/>	

**b**

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.

## Commonly used Earning Codes in Additional pay.

Note: 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.

Look Up Earnings Code

Cancel ? Help

**Search Results**

View 100 First 1-11 of 11 Last

Earnings Code	Description
<a href="#">AWD</a>	<a href="#">Award - (18)</a>
<a href="#">BON</a>	<a href="#">Bonus - (18)</a>
<a href="#">CAR</a>	<a href="#">Car Allowance - (18)</a>
<a href="#">CDA</a>	<a href="#">Comm Device Allowance - (18)</a>
<a href="#">HOU</a>	<a href="#">Housing Allowance - (18)</a>
<a href="#">MRL</a>	<a href="#">Moving Expense Taxable - (18)</a>
<a href="#">OCL</a>	<a href="#">On-Call - (18)</a>
<a href="#">OTM</a>	<a href="#">One Time Merit - (18)</a>
<a href="#">SPC</a>	<a href="#">Special Assignments - (18)</a>
<a href="#">SUP</a>	<a href="#">Supplement Permanent - (18)</a>
<a href="#">TMP</a>	<a href="#">Temporary Add'l Duties - (18)</a>

Look Up Earnings Code

Cancel ? Help

**Search Results**

View 100 First 1-10 of 10 Last

Earnings Code	Description
<a href="#">AW9</a>	<a href="#">Award - (19)</a>
<a href="#">BO9</a>	<a href="#">Bonus - (19)</a>
<a href="#">CD9</a>	<a href="#">Comm Device Allowance - (19)</a>
<a href="#">HU9</a>	<a href="#">Housing Allowance - (19)</a>
<a href="#">MR9</a>	<a href="#">Moving Expense Taxable - (19)</a>
<a href="#">OC9</a>	<a href="#">On-Call - (19)</a>
<a href="#">OM9</a>	<a href="#">One Time Merit - (19)</a>
<a href="#">SP9</a>	<a href="#">Special Assignments - (19)</a>
<a href="#">SU9</a>	<a href="#">Supplement Permanent - (19)</a>
<a href="#">TM9</a>	<a href="#">Temporary Add'l Duties - (19)</a>

The screenshot displays a payroll management interface. In the foreground, a 'Proposed Additional Pay' form is visible. The 'Pay Action' is set to 'New Payment'. The 'Earnings Code' field contains 'AWD' and is accompanied by a magnifying glass icon. A black arrow points from this icon to the 'Look Up Earnings Code' pop-up window. The background shows a table with columns for 'Status', 'Payroll Status', 'Eff Date', 'Action', and 'Reason'. One row is visible with 'Active' status, '04/02/2018' effective date, and 'Position Change' action.

**Look Up Earnings Code** [x] ? Help

Cancel

**Search Results**

View 100 First 1-29 of 29 Last

Earnings Code	Description
AW7	Award - (17)
AW9	Award - (19)
AWD	Award - (18)
BO7	Bonus - (17)
BO9	Bonus - (19)
BON	Bonus - (18)
CA7	Car Allowance - (17)
CAR	Car Allowance - (18)
CD7	Comm Device Allowance - (17)
CD9	Comm Device Allowance - (19)
CDA	Comm Device Allowance - (18)
HOU	Housing Allowance - (18)
HU7	Housing Allowance - (17)
HU9	Housing Allowance - (19)
MR7	Moving Expense Taxable - (17)
MR9	Moving Expense Taxable - (19)
MRL	Moving Expense Taxable - (18)
OM7	One Time Merit - (17)
OM9	One Time Merit - (19)
OTM	One Time Merit - (18)
SP7	Special Assignments - (17)
SP9	Special Assignments - (19)
SPC	Special Assignments - (18)
SU7	Supplement Permanent - (17)
SU9	Supplement Permanent - (19)
SUP	Supplement Permanent - (18)
TM7	Temporary Add'l Duties - (17)
TM9	Temporary Add'l Duties - (19)
TMP	Temporary Add'l Duties - (18)

Proposed Additional Pay

Pay Action: New Payment

Earnings Code: AWD [magnifying glass icon] Award - (18)

\*Pay Reason: [dropdown menu]

\*Pay Start Date: [calendar icon]

\*Pay End Date: [calendar icon]

\*Monthly Amt: [input field]

\*Total Pay: [input field]

Find

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”.

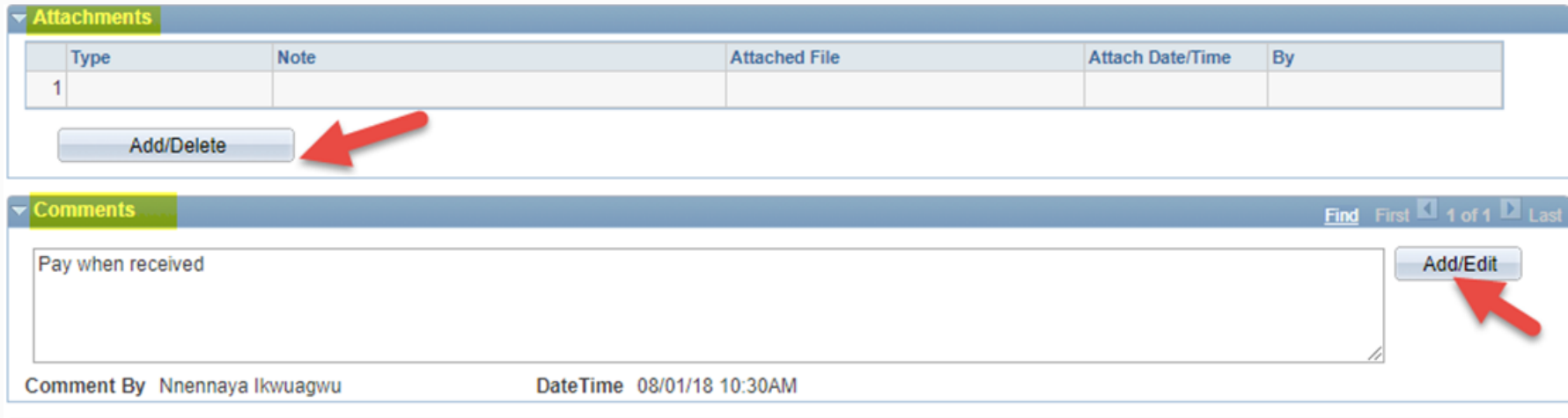
### Additional Pay: Supplemental Payments

Action

Actions	Additional Pay ▾	Status Saved	Request ID 00004589
*Justification	t		Request Date 08/01/2018
			<a href="#">Processing Messages</a>
			<a href="#">Request History</a>

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.



**Attachments**

Type	Note	Attached File	Attach Date/Time	By
1				

Add/Delete

**Comments** Find First 1 of 1 Last

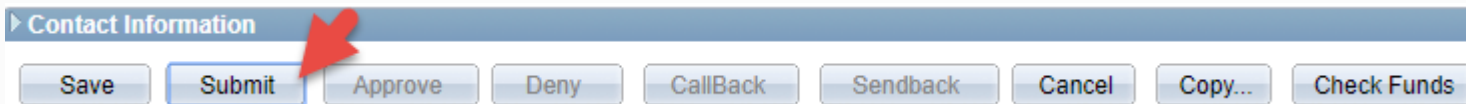
Pay when received

Add/Edit

Comment By Nnennaya Ikwuagwu DateTime 08/01/18 10:30AM

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

**Contact Information**

**Department Approvals**

REQUEST\_ID=00015187:Pending

Department Approvals

Pending

Department Head/Manager

**Funding Approvals**

REQUEST\_ID=00015187:Awaiting Further Approvals

Funding Approvals

Not Routed

Multiple Approvers

FMS Cost Center Approver

Funding Approvals

Not Routed

Multiple Approvers

FMS Cost Center Approver

**Business Office Approvals**

REQUEST\_ID=00015187:Awaiting Further Approvals

Additional Pay

Not Routed

VP

Not Routed

Multiple Approvers

Budget Office

Not Routed

Multiple Approvers

Payroll

Save Submit Approve Deny CallBack Sendback Cancel Copy...

Notify

This approval process is when the payout is an Award.



## Deadlines for eForms

- All Additional Pay eForms has to be approved and submitted to payroll by the 15<sup>th</sup> of the every month to pay out on the next monthly paycheck.
- Any form that is not completed correctly or does not have all required approvals will not be processed. It will be returned for corrections which can delay payment.
- Dates for Additional Pay eForms lab which will take place at the Financial Affairs training Room located on the 1<sup>st</sup> floor in the North Paseo Building (NPB). Time is 9am to 11am each day.

09/10/2018

09/17/2018

09/27/2018

10/12/2018

10/26/2018

10/30/2018

# QUESTIONS



**Thank you!**

The University of Texas at San Antonio

**UTSA** Financial Affairs

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