Payroll Management Services

Additional Pay Training

<u>Presenters</u>

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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

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 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.

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.

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.

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

? Help

Cancel

Search Results

View 100   First ◀ 1-11 of 11 ▶ Last

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

Look Up Earnings Code

? Help

Cancel

Search Results

View 100   First ◀ 1-10 of 10 ▶ Last

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

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".
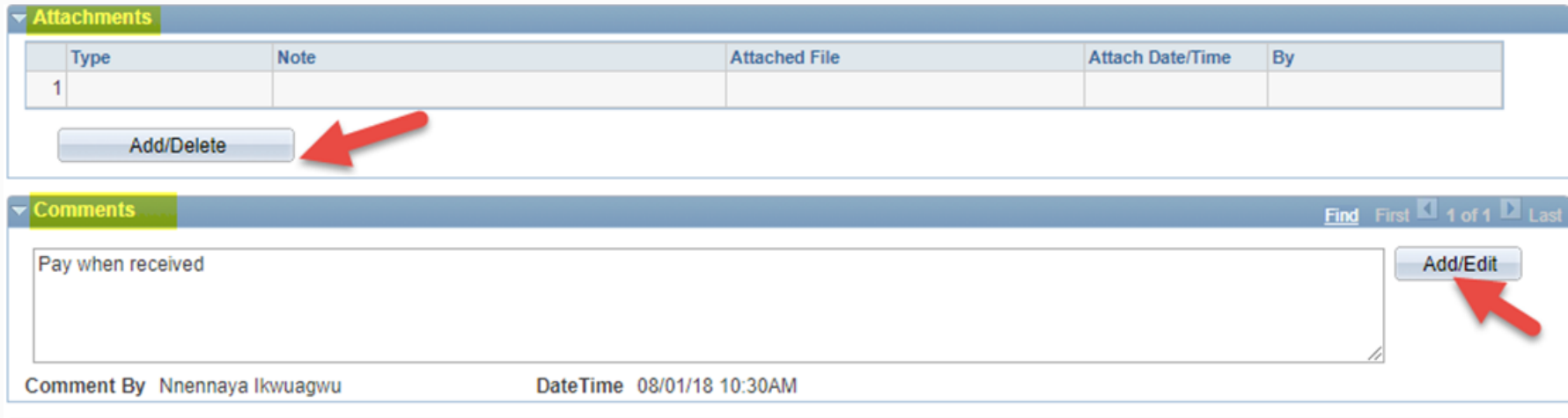
10. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments. Example of documents to attach are Cellular Phone Allowance forms, Offer letters for Relocation Reimbursements, Contracts, Awards etc.

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.
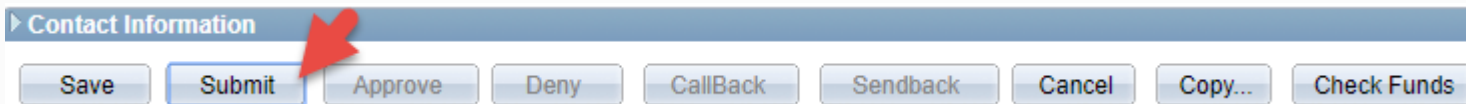
12. The approvers will populate once the submit button is clicked

Deadlines for eForms

- All Additional Pay eForms has to be approved and submitted to payroll by the 15th 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 1st floor in the North Paseo Building (NPB). Time is 9am to 11am each day.

<div align="center">

09/10/2018
09/17/2018
09/27/2018
10/12/2018
10/26/2018
10/30/2018

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QUESTIONS

Thank you!

The University of Texas at San Antonio

UTSA. Financial Affairs

Your partner for successful solutions