Employee Data Management

Completing an Additional Pay

Overview:

Understanding How to Complete an Additional Pay

This tutorial includes the basic steps to completing an Additional Pay for a non-Faculty employee.

Additional Pays cannot be used to pay an employee for anything that falls with the scope of their normal job or recurring task. H-1B Visa should never receive payment via an Additional Pay. F-1 Visa employed for 20 standard hours per week cannot received payment via an Additional Pay without possibly losing their F-1 Visa status during Fall and Spring semesters.

NOTE: Additional Pays must be FLSA compliant. If an employee is working 1 FTE a Dual Compensation form needs to be submitted.

Procedure

Scenario:

In this topic, you will learn the steps to completing an Additional Pay Form for a non-Faculty employee.

Key Information:

HR Website
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the All Forms - Alphabetized link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Adobe Fill-in version of the Additional Pay for Non-Faculty form.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the desired employee ID into the Empl ID field.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter the desired employee record number into the Employee Rcd field.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the desired information into the Job Code field.</td>
</tr>
<tr>
<td>6.</td>
<td>Enter the desired information into the First Name field.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the desired information into the Last Name field.</td>
</tr>
<tr>
<td>8.</td>
<td>Select the employee's citizenship.</td>
</tr>
<tr>
<td>9.</td>
<td>Enter the desired information into the Account Code field.</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the desired information into the Department ID field.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter the desired information into the Phone field.</td>
</tr>
<tr>
<td>12.</td>
<td>Enter the desired information into the CONTACT field.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the desired information into the Contact Email field.</td>
</tr>
<tr>
<td>14.</td>
<td>Enter the desired information into the COMMENTS field.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter the desired information into the Begin Date (MM) field.</td>
</tr>
<tr>
<td>16.</td>
<td>Enter the desired information into the Begin Date (DD) field.</td>
</tr>
<tr>
<td>17.</td>
<td>Enter the desired information into the Begin Date (YY) field.</td>
</tr>
<tr>
<td>18.</td>
<td>Enter the desired information into the End Date (MM) field.</td>
</tr>
<tr>
<td>19.</td>
<td>Enter the desired information into the End Date (DD) field.</td>
</tr>
<tr>
<td>20.</td>
<td>Enter the desired information into the End Date (YY) field.</td>
</tr>
<tr>
<td>21.</td>
<td>Enter the desired information into the Test Proctor - OPS Amount field.</td>
</tr>
<tr>
<td>22.</td>
<td>Click the Print icon.</td>
</tr>
<tr>
<td>23.</td>
<td>Click the OK button.</td>
</tr>
</tbody>
</table>
| 24.  | Congratulations!  
You have completed the topic.  
End of Procedure. |