Additional compensation is any cash compensation above a University employee’s regular, base compensation. Paying additional compensation is appropriate for a large and diverse variety of reasons. There are two categories of additional compensation, recurring and one-time.
Additional Compensation (PY.01)- Staff/Academic

E.g. Summer Session teaching, Department Chair Stipends, Clinical incentives, consultant services, reading manuscripts, lecture and similar services, extramurally funded research, STAR award, Certification Pay, Uniform Allowance, Military Service / Supplement Pay for non-exempt employees, and Perquisites.

1. Identify need for Additional Compensation
   - Initiates Request

2a. Submit one-Time Additional Compensation Request Action (E-618)
   - ServiceNow

2b. Submit Recurring Additional Compensation Request (E-081)
   - ServiceNow

3a. If UCR Cut-off time is reached
   - Trigger
   - Automatic

3b. If UCR Cut-off time is reached
   - Trigger
   - Automatic

4a. UCPath is updated through Excel File saved on the FTP Server
   - No
   - Work with location on errors identified
   - UCPath Center | UCPath

4b. UCPath is updated through E-081 interface
   - No
   - E-081

5. Requested action is recorded in UCPath
   - Yes
   - Submit Recurring Transaction through Paypath

6. Receive notification
   - Yes
   - No

As per Phase 1 of the project description, remains as is today

Partner to receive notification if Department/Org Initiates the request

Partner to receive notification if Department/Org Initiates the request

Central Office Partner to receive notification if Department/Org Initiates the request

Shared Services

UCPath is updated through Excel File saved on the FTP Server

Receive notification

UCPath is updated through E-081 interface

Receive notification

Version | Last Updated | Page
--- | --- | ---
In Progress | 10/24/2016 | 2 - 5
### Additional Compensation (PY.01) – Process Callouts

<table>
<thead>
<tr>
<th>Step #</th>
<th>Context/Information/Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Refer Step 1a of the central process PY.01 Additional Compensation (as of 6/24/2016)</td>
</tr>
<tr>
<td>2a,b</td>
<td>Refer step 10a, 10b of the central process PY.01 Additional Compensation (as of 6/24/2016)</td>
</tr>
<tr>
<td>3</td>
<td>Refer step 13, 14, 15 and 16 of the central process PY.01 Additional Compensation (as of 6/24/2016)</td>
</tr>
<tr>
<td>3</td>
<td>Q1: As per central process map AWE (Approval Work Flow) is must. Did we capture the correct AWE flow in the process?</td>
</tr>
<tr>
<td></td>
<td>Note: For those academic employees who receive additional compensation while on Short Work Break, UCR need to request additional payment via E-353/I-618 through this process (PY.01 Additional Compensation)</td>
</tr>
<tr>
<td>5</td>
<td>Refer step 18-21, 23-24 of the central process PY.01 Additional Compensation (as of 6/24/2016)</td>
</tr>
<tr>
<td></td>
<td>Capture the correct form for one time and recurring transaction</td>
</tr>
<tr>
<td></td>
<td>Q2: How about mass upload? Is it part of this process? Central process map shows Mass upload step in the process.</td>
</tr>
</tbody>
</table>

**Added Note on 8/26/2016:**
1. The data change and SWB templates are decommissioned. Also, Comp.03 Academic Advancement has been decommissioned. The central maps will be updated but they are behind on the updates since they are focused on testing.
2. Staff will use PayPath E-102 along with Academics to make data changes and payrate changes.

**Note:**
- **Non Exempt =** Hourly rate * 2088 * FTE
- **Exempt =** (Hourly rate * 2088 * FTE * Stipend%) / 26

As per Antonette - How do we calculate summary salary. This is an open item to check how it will be entered in peoplesoft for future state.

Agreed to add FAU part of the process.
Start / End

Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

Task/Activity

Captures a specific task or activity. Written starting with a verb (“Prepare Form”). A box should reflect a single role and tool to complete a specific output.

Automatic Process

Represents a process, task, or activity that is accomplished through a system or program. For example, “Upload Data (Nightly)”.

Off-page reference

Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., “A/2” indicates look for point A on page 2).

One way connection

Connection arrows show the direction that the process flows.

Roles and Tools

These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., “Manager”) and/or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

On-page Reference

On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

Subprocess

Indicates another process or set of processes formally defined elsewhere. For example, “Perform Background Check” as part of the Onboarding process.

Decision

Indicates divergent paths for process; typically phrased in Yes/No format. For example, “Approve Leave”.

Or Connector

Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

Consultation/Collaboration

Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

Annotation

Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed.

UCPath Central Process

Color indicates processes performed by UCPath as defined on related Central FSPD Maps (cannot be revised on local map).

UCPath Local Process

Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map).