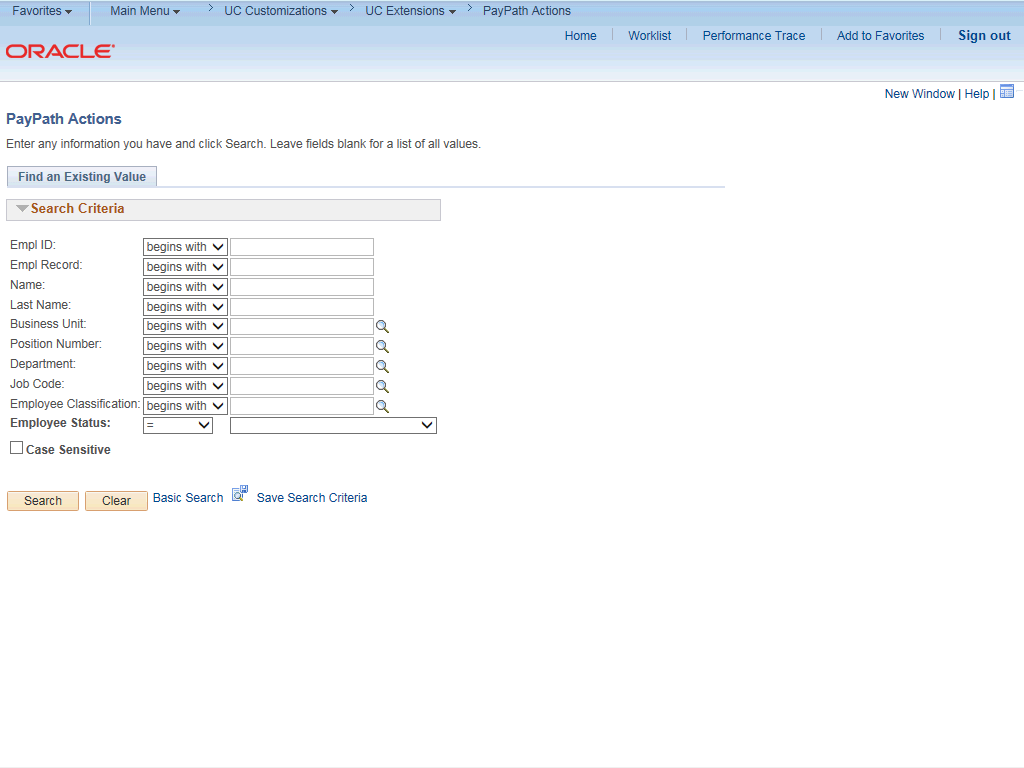
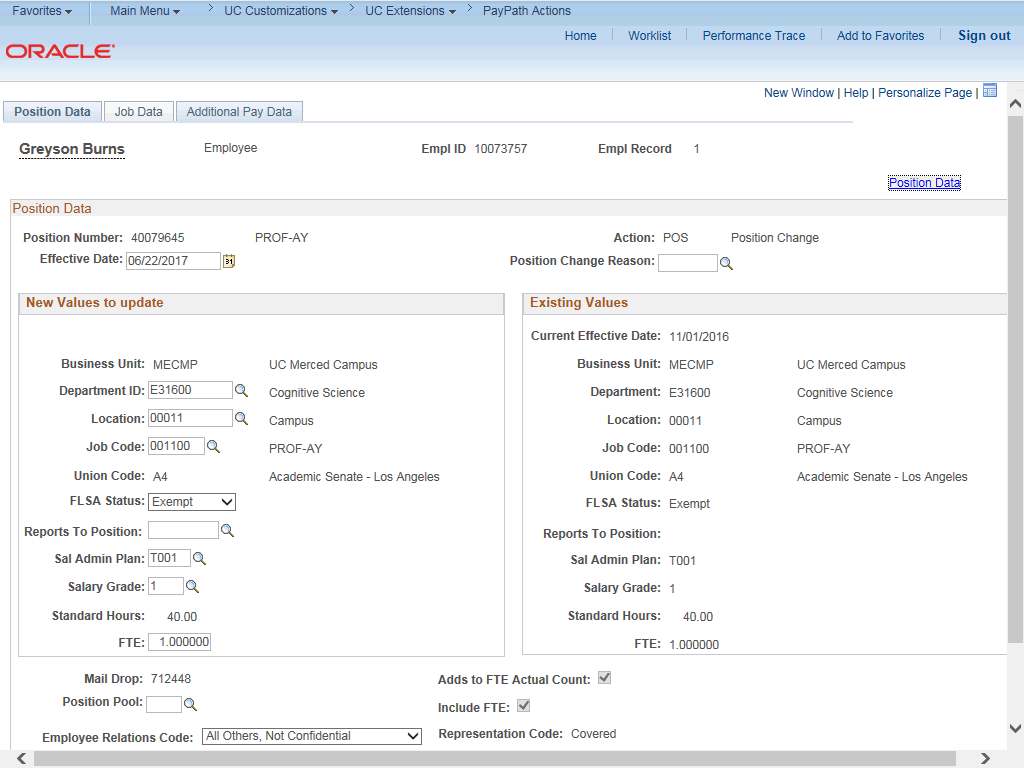
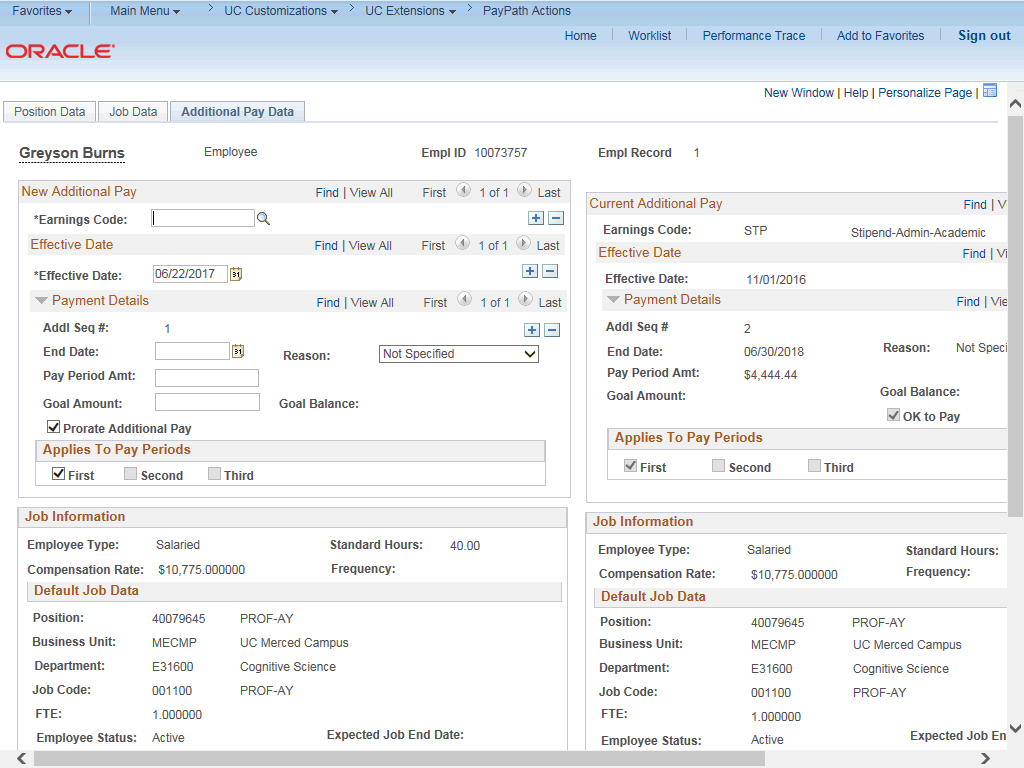
Use this task to initiate an additional pay PayPath transaction for academic or staff employees. **Navigation:** PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions Note:** This page also may be available in **Workcenter** depending on your security access.



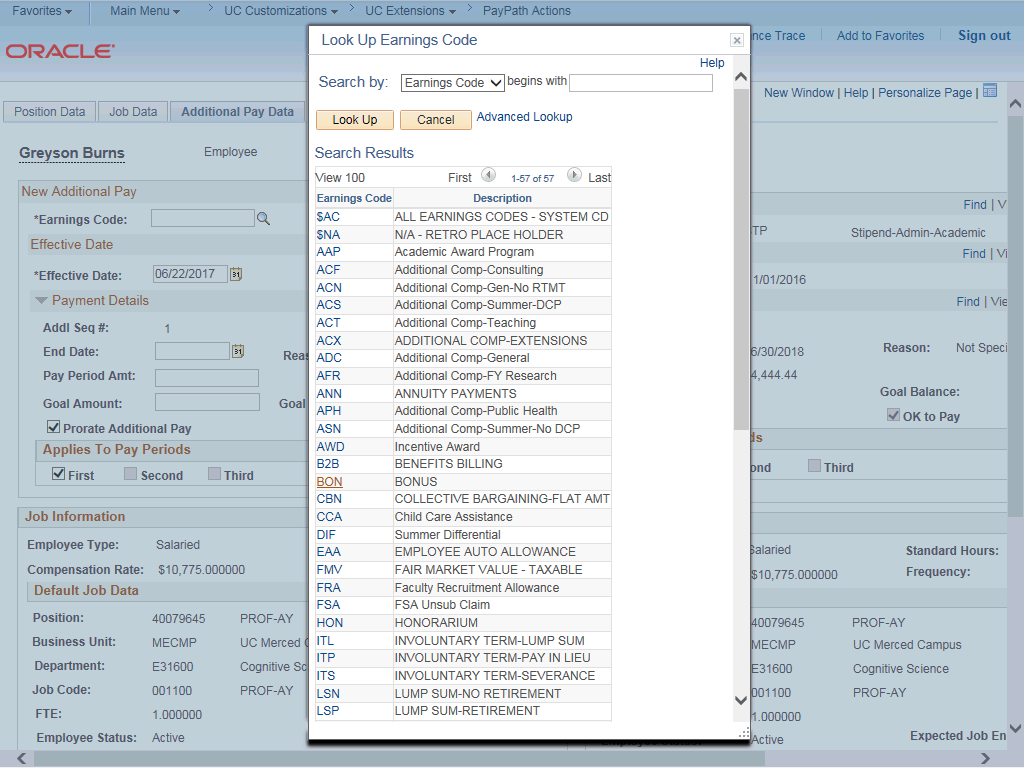
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| **Step** | **Action** |
| 1. | After you navigate to the **PayPath Actions** component, the system displays the **Find an Existing Value** tab, which you use to search for the appropriate employee record.  Enter search criteria in one or more of the search fields on this page. |
| 2. | Click in the **Empl ID** field. |
| 3. | Enter the desired information into the **Empl ID** field. |
| 4. | Click the **Search** button. |



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| **Step** | **Action** |
| 5. | The **PayPath Actions** page displays the **Position Data** tab. Navigate to the appropriate tab for the update you must enter. For this example, initiating additional pay, navigate to the **Additional Pay** tab. |
| 6. | Click the **Additional Pay Data** tab. |

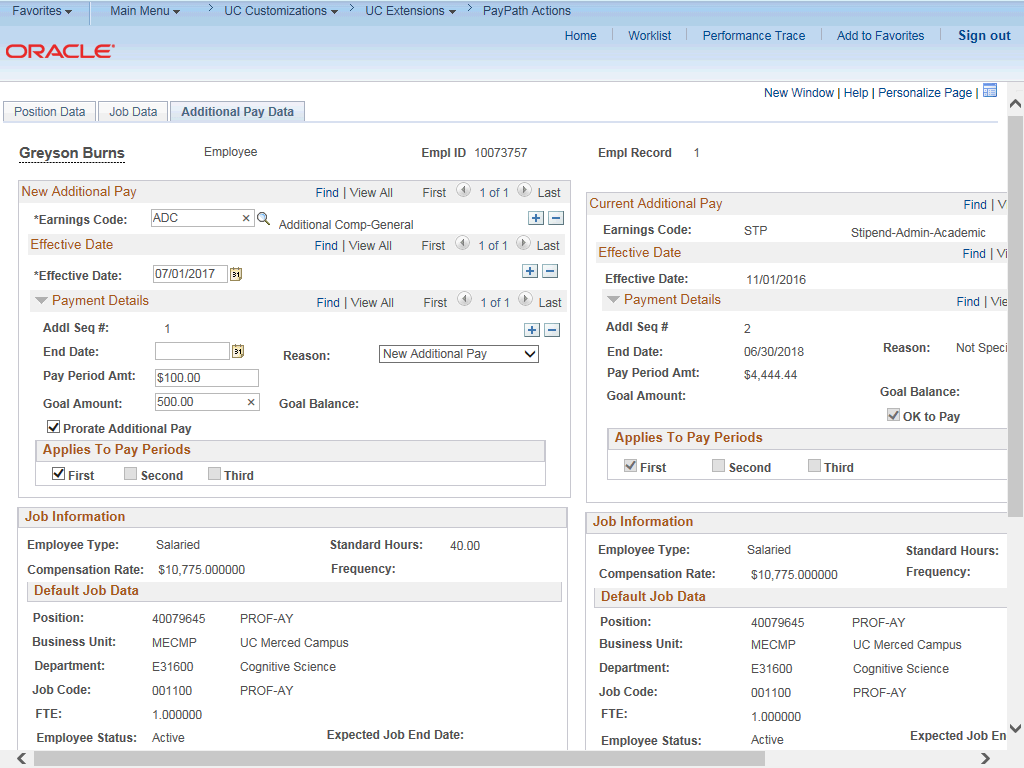


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| **Step** | **Action** |
| 7. | Use the **Additional Pay Data** page to enter specific information about the payment.  **New Additional Pay** is entered on the left. If the employee has existing additional pay, it appears in the **Current Additional Pay** section on the right. |
| 8. | Enter the **Earnings Code**, **Effective Date** and **Pay Period Amount** for the additional pay.  For one-time or recurring payments enter a **Goal Amount** or **End Date**. The additional payment stops when the goal amount or end date is reached. |
| 9. | Click the **Look up Earnings Code** button. |

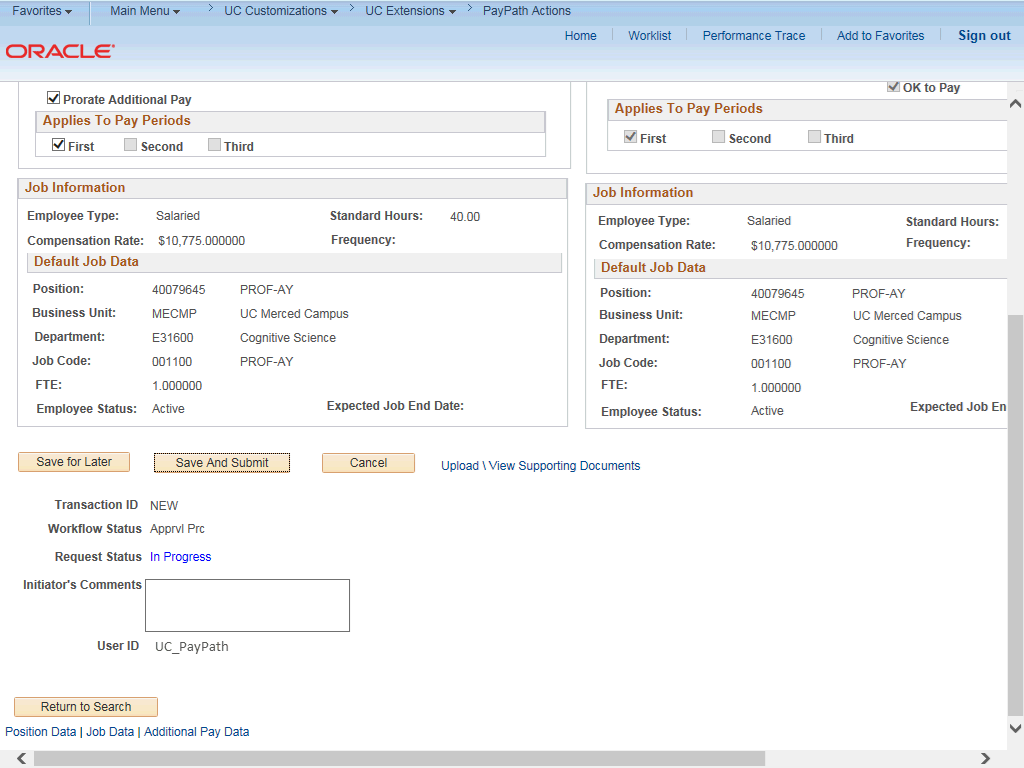


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| **Step** | **Action** |
| 10. | The **Earnings Codes** that appear are based on the earnings program tied to the employee's paygroup. Select the appropriate **Earnings Code**.  For this example, click the **ADC** (Additional Comp-General) list item. |
| 11. | The **Effective Date** field defaults to the system date (today's date). If needed, change the date to reflect the first day of the pay period that the additional pay should begin.  Click in the **Effective Date** field. |
| 12. | Enter the desired information into the **Effective Date** field. |
| 13. | Enter the per pay period amount of the additional pay. Click in the **Pay Period Amt** field. |
| 14. | Enter the desired information into the **Pay Period Amt** field. |
| 15. | Click the button to the right of the **Reason** field. |

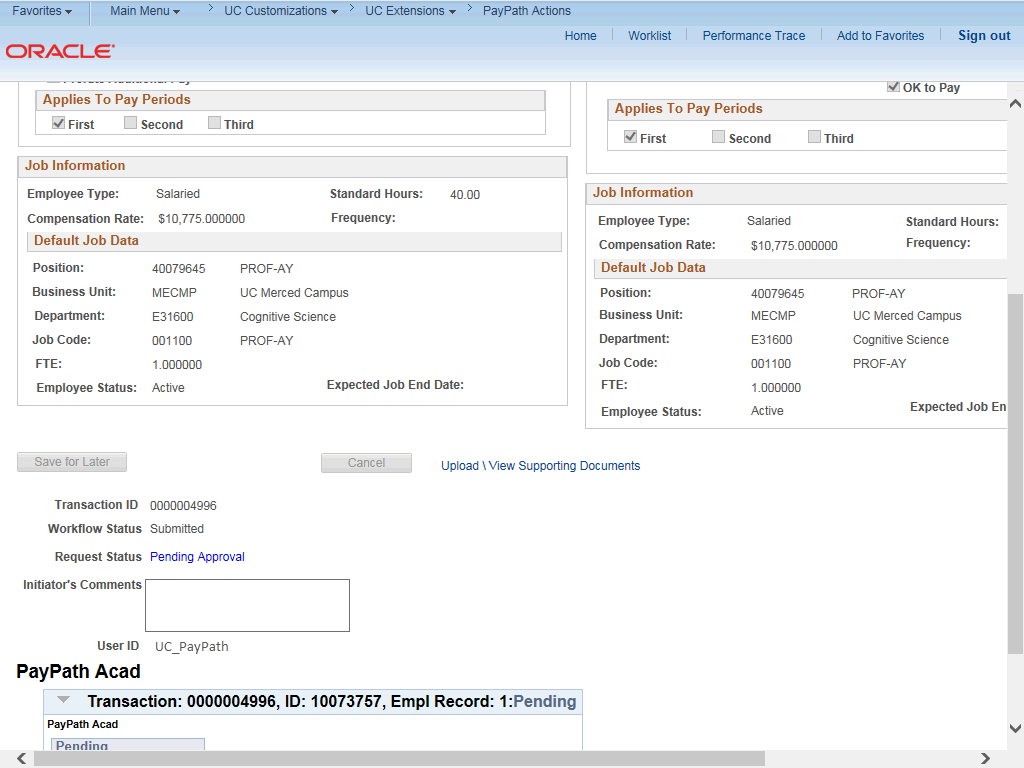
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| **Step** | **Action** |
| 16. | Select the appropriate **Reason**.  For this example, click the **New Additional Pay** list item. |
| 17. | The system continues to pay the amount indicated in the **Pay Period Amt** field until the **Goal Amount** is reached.  Click in the **Goal Amount** field. |
| 18. | Enter the desired information into the **Goal Amount** field. |
| 19. | The **Prorate Additional Pay** check box is based on the employee's JOB record. If the employee has a mid-period, effective-dated change on their JOB record, the system prorates the additional pay. The system does not prorate the additional pay based on the **Effective Date** of the Additional Pay record. It is encouraged to keep this box on. |
| 20. | Accept the default for the **Applies to Pay Periods** check boxes.  The **First** check box is selected for monthly employees. The **First** and **Second** check boxes are selected for biweekly employees. For biweekly employees, you may select which pay period(s) the additional pay should be paid. |
| 21. | In the **Earnings Code** section, you can add a row to enter another type of additional pay with a different **Earnings Code**. |
| 22. | In the **Effective Date** section, you can add a row to enter another additional pay for the same **Earnings Code** but a different **Effective Date**. |
| 23. | In the **Payment Details** section, you can add a row to enter another additional pay for the same **Earnings Code** on the same **Effective Date** but different payment information. |



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| **Step** | **Action** |
| 24. | Click the scroll bar. |



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| **Step** | **Action** |
| 25. | Use the **Upload \ View Supporting Documents** link to attach supporting documentation, if applicable. |
| 26. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 27. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 28. | The transaction is submitted for approval. |
| 29. | You have initiated an additional pay PayPath transaction.  **End of Procedure.** |