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.** |