

How Do I? Additional Pay

Enter Additional Pay

Timing: Whenever earnings are to be paid that are a fixed amount from pay period to pay period but not included in the employee's regular pay for that job record.

Add a New Additional Pay:

Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay**

Type the employee ID in the EmplID field, then click on Search.

Step 1: On the Additional Pay page,

If a code appears in the Earnings Code field (other additional earnings exist for the employee), click on the Add Row button corresponding to the Additional Pay box to add a row, then click on the Lookup button by the Earnings Code field to access the Lookup Earnings Code page.

If no code appears in the Earnings Code field (no other additional earnings exist for the employee), click on the Lookup button by the Earnings Code field to access the Lookup Earnings Code page.

Step 2: On the Lookup Earnings Code page, if the desired code is not displayed, click on the Show Next Row button until the desired code appears, then click on the desired earnings code to select it.

Step 3: After the selection, the system will take you back to the Additional Pay page. Enter the effective date – usually the first date of the pay period that hasn't been calculated.

Step 4: Enter the Addl Seq # - a sequence number (starting from 1 going through 99) that the system uses to distinguish one additional pay entry from another within an Earnings Code.

Note: Agencies should not enter different earnings amounts for the same earnings type for the same employee for the same earnings period. This causes a pay confirmation error.

Step 5: Click on the Drop Down Arrow by the Reason field to select a reason code, if applicable.

Step 6: If the Additional Pay is a flat amount, enter the amount in the Earnings field. If the Additional Pay is to be calculated by hours and hourly rate, enter them in their corresponding fields. If the hourly rate is left blank, the system will default the rate from the employee's job record.

How Do I? Additional Pay

Step 7: If a limit or pay end date needs to be set for the Additional Pay, enter the limit amount in the Goal Amount field or the end date in the End Date field.

Step 8: Click on the Prorate Additional Pay and OK to Pay checkboxes to turn them on (checked).

Step 9: If the additional pay will not be paid every pay period, click Off the pay periods (on the Applies to Pay Periods line) for which the additional pay will not be made.

Click on Save.

Note: When viewing the pay calculation results for 7-day non-exempt employees that have additional pay (employees in the N1% pay groups), the amounts will be split between the two weeks on the paycheck.

Change an Existing Additional Pay:

Path: Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Type the employee ID in the EmplID field, then click on Search.

Step 1: On the Additional Pay page,

If the code to be changed appears in the Earnings Code field, go directly to Step 2.

If the code to be changed does not appear in the Earnings Code field, click on Show Next Row button corresponding to the Additional Pay box until the desired code is located.

Step 2: Click on the Add Row button corresponding to the Effective Date box to add a new effective dated row, type in the new effective date, then make the necessary changes using the following field instructions.

Addl Seq # - a sequence number (starting from 1 going through 99) that the system uses to distinguish one additional pay from another within an Earnings Code.

Note: Agencies should not enter different earnings amounts for the same earnings type for the same employee for the same earnings period. This causes a pay confirmation error.

Reason: Reason for the additional pay earnings.

How Do I? Additional Pay

Earnings: If the Additional Pay is a flat amount, enter the amount in the Earnings field.

Hours and Hourly Rate: If the Additional Pay is to be calculated by hours and hourly rate, enter them in their corresponding fields. If the hourly rate is left blank, the system will default the rate from the employee's job record.

Step 3: Click on the Prorate Additional Pay and OK to Pay checkboxes to turn them on (checked).

Step 4: If the additional pay will not be paid every pay period, click Off the pay periods (on the Applied to Pay Periods line) for which the additional pay will not be made.

Click on Save.