Overview/Description
This document describes the steps needed to enter compensation and earnings distribution in Job Data for Multiple Components of Pay (MCOP).

Sections
Select the link below to jump to the desired section
- Complete Hire Action and Add Multiple Component of Pay (MCOP)
- Add Multiple Component of Pay (MCOP) to an Existing Employee Record
- End Multiple Component of Pay (MCOP) for an Employee
- Changes to Compensation
- Correcting Compensation Frequencies

Prerequisite(s)
Refer to the Non-Standard and Supplemental Pay Matrix for specific information pertaining to type of payment, action/reason codes, comp rate codes, etc.

Instructions
1. Complete Hire Action and Add Multiple Component of Pay (MCOP)

Example
A president is hired and has an annual base salary of $250,000 and is receiving an annual housing, car and subsistence allowance in the amount of $36,000 effective 04/01/2019.

Navigation
NavBar > Navigator > Workforce Administration > Personal Information > Add a Person

! Important
Be sure to do a National ID/SSN search on new employees before beginning the entry. The navigation to this panel is:
NavBar > Navigator > Workforce Administration > Personal Information > Biographical > Search by National ID.

1.1. Complete the New Employment Instance.

For this process, you may refer to the “Hire a New Employee” job aid. This can be found on OneUSG Connect under Documentation, or by following this link: https://www.usg.edu/assets/oneusg/documents/HR_JA002_Hire-A-New-Employee.pdf
1.2. When you reach the Compensation section, add the MCOP Entry.

On the Compensation tab:

a. In the Compensation Details section, verify that the Frequency is correct:
   - M (12-month employees)
   - M10 (10-month employees)

b. In the Pay Components section, enter the following pay component data:
   - Rate Code “NAMNTH”
   - Comp Rate – Use the monthly amount, based on annual salary.
   - Frequency – “M” or “M10”
     - “M” is the default for all positions; but,
     - “M10” should be used for 10-month positions

c. Click Calculate Compensation to confirm base salary rates.
d. Return to the **Pay Components** section, add a new row by clicking the (+) sign.

**NOTE:** The existing REG pay line is not removed; an additional row is added for the MCOP pay.

e. Enter the following pay component data:
   - **Rate Code** – Refer to the Non-Standard and Supplemental Pay Matrix.
   - **Comp Rate** – Use the monthly pay amount.
   - **Frequency** – “M” or “M10”
     - “M” is the default for all positions; but,
     - “M10” should be used for 10-month positions

f. Click **Calculate Compensation**.
Benefits Program Participation:

g. Click the **Benefits Program Participation** link located at the bottom of the screen.

h. Under the **Benefits Status** area:
   - Make sure the **Benefit Record Number** is “0”
   - Update the **Annual Benefits Base Rate** (ABBR), if applicable.

Refer to the **Non-Standard and Supplemental Pay Matrix** to determine if the MCOP pay should be included in the ABBR. If the pay should be included, enter the **total annual compensation (base + MCOP)** from the Pay Rates section on the Compensation tab.

Earnings Distribution:

i. Click the **Earnings Distribution link** located at the bottom of the screen.
On the **Job Earnings Distribution** Tab:

j. **Earnings Distribution Type** – “By Amount”

![Earnings Distribution Type](image)

**Job Earnings Distribution** for **Regular Earnings**:

k. **Earnings Code** – “REG”

l. **Compensation Rate** – Enter the monthly amount of the employee’s **regular** earnings.

![Compensation Rate](image)

**Job Earnings Distribution** for **Supplemental Amount**:

m. In the **Job Earnings Distribution** section, enter a new row by clicking the (+) sign.

n. **Earnings Code** – Enter the appropriate code from the **Non-Standard and Supplemental Pay Matrix**.

o. **Compensation Rate** – Enter the monthly amount of the employee’s **supplemental** earnings.

![Compensation Rate](image)
**Note:** The **Position Number**, **Department**, and **Job Code** fields are not required fields. However, it is recommended that the data be entered for reporting purposes.

The **Compensation Rate** listed at the top of the page should be the total pay, which includes REG earnings and supplemental/MCOP pay.

p. **Save the record.**
2. Add Multiple Component of Pay (MCOP) to an Existing Employee Record.

Example
An active faculty member is being assigned a course overload.

Navigation
NavBar > Navigator > Workforce Administration > Job Information > Job Data

! Important

Future Dated Rows:
If the employee has future dated rows (i.e., Short Work Break), you have three options on how to handle the rows:

1. **Change Data** – Make any required changes to the future dated rows after you have completed the MCOP data entry.
   
   Note: You will **not** need correction mode to change the future dated rows or to add a current row, but you will need correction mode to enter historical data that is within a pay period prior to the current one.

2. **Add Correction Rows** – Add Data Correction rows on top of the future dated rows to correct any data that needs to be changed due to the MCOP entry.

3. **Delete Rows** – Make a note of the information for each future dated row and delete them; you will add the rows back after you have completed the MCOP data entry (especially important for Short Work Breaks).

You may contact oneusgsupport@usg.edu for assistance with correction mode entries.

2.1. Search for and select the employee.

   a. Enter the employee’s **Empl ID** and click **Search**. If the employee has multiple records, select the appropriate record number.
2.2. Review future dated rows and handle appropriately, based on the option chosen (Change, Add, or Delete Rows).

On the **Work Location** Tab:

a. Insert a new row by clicking the (+) sign.

b. Update the following fields:

- **Effective Date** – Use the effective date of the supplement
- **Effective Sequence** – Use the appropriate sequence
- **Action** – “Pay Rate Change”
- **Reason** – “Begin Supplemental Pay”
On the **Compensation** Tab:

c. Verify that the **Frequency** is “M” or “M10” in the **Compensation Details** section

d. In the **Pay Components** section, enter a new row by clicking the (+) sign

   **NOTE:** The existing REG is not removed; an additional row is added for MCOP pay

e. Enter the following pay component data:
   - **Rate Code** – Refer to the Non-Standard and Supplemental Pay Matrix
   - **Comp Rate** – Use the monthly pay amount
   - **Frequency** – “M” or “M10”
     - “M” is the default for all positions; but,
     - “M10” should be used for 10 month positions

The frequency on the MCOP row must be “M” or “M10” and match the frequency in the **Compensation Details** section.
f. Click **Calculate Compensation**.

![Compensation Calculation](image)

**Benefits Program Participation:**

g. Click the **Benefits Program Participation** link located at the bottom of the screen.
h. Under the **Benefits Status** area:
   - Make sure the **Benefit Record Number** is “0”
   - Update the **Annual Benefits Base Rate** (ABBR), if applicable.

Refer to the **Non-Standard and Supplemental Pay Matrix** to determine if the MCOP pay should be included in the ABBR. If the pay should be included, enter the total annual compensation (base + MCOP) from the **Pay Rates** section on the **Compensation** tab.

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**Earnings Distribution:**

i. Click the **Earnings Distribution link** located at the bottom of the screen.

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On the **Job Earnings Distribution** Tab:

j. **Earnings Distribution Type** – “By Amount”
Job Earnings Distribution for Regular Earnings:

k. **Earnings Code** – “REG”

l. **Compensation Rate** – Enter the monthly amount of the employee’s **regular** earnings.

Job Earnings Distribution for Supplemental Amount:

m. In the **Job Earnings Distribution** section, enter a new row by clicking the (+) sign.

n. **Earnings Code** – Enter the appropriate code from the **Non-Standard and Supplemental Pay Matrix**.

o. **Compensation Rate** – Enter the monthly amount of the employee’s **supplemental** earnings.
The **Compensation Rate** should be the total pay, which includes REG earnings and supplemental/MCOP pay. This amount will equal the **Compensation Rate** listed in the **Earnings Distribution Type** section at the top of the **Earnings Distribution** panel.

p. **Save** the record.
2.3. If future dated rows were deleted, they will need to be added back after entering the MCOP data. Example: Short Work Break (SWB) effective 06/01/2020.

On the Work Location Tab:

a. Insert a new row by clicking the (+) sign

b. Update the following fields:

- **Effective Date** – Example: 06/01/2020
  
  Depending on the date, you may receive the following warning, click OK.

  ![Warning message]

  
  - **Action** Example: “Short Work Break”
  - **Reason** Example: “Short Work Break”

  c. **Save** the record.

3. End Multiple Component of Pay (MCOP) for an Employee

**Example**

A president’s monthly supplement of $3,000 is ending effective 12/01/2019.

**Navigation**

NavBar > Navigator > Workforce Administration > Job Information > Job Data

**Important**

**Removing MCOP** – When removing MCOP from the employee’s record, remember to change the Earnings Distribution Type from “By Amount” to “None.” If the compensation amounts are removed and the Distribution Type is left as “By Amount,” payroll will receive a hard stop during payroll processing.
3.1. Search for and select the employee.
   
   a. Enter the employee’s **Empl ID** and click **Search**. If the employee has multiple records, select the appropriate record number.

3.2. Insert a new row.

   On the **Work Location** Tab:
   
   a. Insert a new row by clicking the (+) sign.
   
   b. Update the following fields:
      
      - **Effective Date** (end date of supplement). If you receive the following warning message, click **OK**.
- **Action** “Pay Rate Change”
- **Reason** – “End Supplemental Pay”

On the **Compensation** Tab:

c. In the **Pay Components** section, remove the MCOP row by clicking the (-) sign.
d. You will receive the following warning message, click **OK**.

![Delete Confirmation](image)

```
Delete Confirmation
Delete current/selected rows from this page? The delete will occur when the transaction is saved.

  OK  Cancel
```

e. Click **Calculate Compensation** to remove the MCOP Rate Code line.

![Calculate Compensation](image)

**Benefits Program Participation:**

f. Click the **Benefits Program Participation** link located at the bottom of the screen.

![Benefits Program Participation](image)
g. Under the **Benefits Status** area:
   - Make sure the **Benefit Record Number** is “0”
   - Update the **Annual Benefits Base Rate** (ABBR), if applicable.

**Note:** This will be the total annual compensation (base rate only) listed under the Pay Rates section on the Compensation tab.

![Image of Benefits Status](image)

**Earnings Distribution:**

h. Click the **Earnings Distribution link** located at the bottom of the screen.

![Image of Earnings Distribution](image)

On the **Job Earnings Distribution Tab:**

i. **Earnings Distribution Type** – “None”

![Image of Job Earnings Distribution](image)
j. You will receive the following warning message, click OK to continue.

![Warning Message]

When the Earnings Distribution Type is changed to “None,” the values from the Job Earnings Distribution fields will be removed.

k. Save the record.

### 4. Changes to Compensation

#### Example

A president is receiving an equity adjustment $100 per month on his base pay effective 08/01/2019.

#### Navigation

NavBar > Navigator > Workforce Administration > Job Information > Job Data

#### ! Important

**Changing Base Compensation** – If the employee’s base compensation rate is changed while they are receiving the MCOP pay, you will need to update the Job Earnings Distribution panel as well as the Compensation tab.

**Compensation Frequency** – Be sure to check the Frequency fields on the Compensation tab whenever a change is made to an employee’s position or job data as the frequencies may revert to the ones listed on the job code foundation tables.

If the Frequency field is greyed out and you’re unable to correct the data, you’ll need to follow the instructions in section 5, Correcting Compensation Frequencies, to make the corrections.
4.1. Search for and select the employee.

   a. Enter the employee’s **Empl ID** and click **Search**. If the employee has multiple records, select the appropriate record number.

![Image of find an existing value search criteria]

4.2. Insert a new row.

On the **Work Location** Tab:

   a. Insert a new row by clicking the (+) sign.
   b. Update the following fields:

   - **Effective Date** – Enter appropriate date
     Depending on the date, you may receive the following warning, click **OK**.

     ![Message]

   - **Action** – “Pay Rate Change”
   - **Reason** – “End Supplemental Pay”

![Image of work location tab with effective date and action and reason fields]
On the **Compensation** Tab:

c. In the **Pay Components** section, adjust the Comp Rate on the base pay line

**Before** compensation change:

![Compensation Screen](image_url)
After compensation change and after Calculate Compensation has been clicked:

Benefits Program Participation:

d. Click the **Benefits Program Participation** link located at the bottom of the screen.
e. Under the **Benefits Status** area:

- Make sure the **Benefit Record Number** is “0”
- Update the **Annual Benefits Base Rate** (ABBR).

This will be the base compensation plus any applicable supplemental pay that adds to the ABBR. Refer to the Non-Standard and Supplemental Pay Matrix to determine if the supplemental pay should be added to the ABBR.
Earnings Distribution Link
f. Click the Earnings Distribution link located at the bottom of the screen

Job Earnings Distribution Tab
g. Earnings Distribution Type – “By Amount”
h. Compensation Rate – Update REG earnings to reflect the new Compensation Rate.

Before the change to REG earnings:
After the change to REG earnings:

i. **Save** the record.
5. Correcting Compensation Frequencies (without Correction Mode)

Example

The Frequency field in the Compensation Details section incorrectly lists M (Monthly) instead of M10 (10 Month). The field is greyed out so that no changes can be made to the row.

Navigation

NavBar > Navigator > Workforce Administration > Job Information > Job Data

! Important

**Compensation Frequency** – Be sure to check the Frequency fields on the Compensation tab whenever a change is made to an employee’s position or job data as the frequencies will sometimes revert to the ones listed on the job code foundation tables.

If the Frequency field in the Compensation Details section is greyed out, you will need to follow the steps outlined in this section to correct the data.

5.1. Search for and select the employee.

   a. Enter the employee’s Empl ID and click Search. If the employee has multiple records, select the appropriate record number.
5.2. Insert a new row.

On the **Work Location** Tab:

a. Insert a new row by clicking the (+) sign.

b. Update the following fields:

   - **Effective Date** – Use the effective date of the MCOP. Depending on the date, you may receive the following warning, click **OK**.
   
   ![Warning Message]

   - **Effective Sequence** – Use the next available sequence number.
   - **Action** – “Data Change”
   - **Reason** – “Data Correction”

![Work Location Tab](image)
Earnings Distribution Link

c. Click the Earnings Distribution link located at the bottom of the screen

Job Earnings Distribution Tab

d. Earnings Distribution Type – Change the type to “None”
e. You will receive the following warning message, click OK to continue.

f. Save the record.

5.3. Return to Search Criteria and select the employee.

a. Enter the employee’s Empl ID and click Search. If the employee has multiple records, select the appropriate record number.
5.4. Insert a new row.

On the **Work Location** Tab:

a. Insert a new row by clicking the (+) sign.

b. Update the following fields:

   - **Effective Date** – Use the effective date of the MCOP. Depending on the date, you may receive the following warning, click **OK**.

   ![Message]

   Warning – date out of range (15,9)
   The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

   ![OK]

   - **Effective Sequence** – Use the next available sequence number.
   - **Action** – “Data Change”
   - **Reason** – “Data Correction”

![Work Location Tab]
On the **Compensation** Tab:

**c. In the Pay Components section, adjust the Comp Rate on the base pay line**

**Before** compensation change:

![Before compensation change](image1)

**After** the frequency corrections:

![After the frequency corrections](image2)
**Earnings Distribution Link**

d. Click the **Earnings Distribution** link located at the bottom of the screen

**Job Earnings Distribution Tab:**

e. **Earnings Distribution Type** – “By Amount”

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**Job Earnings Distribution for Regular Earnings:**

f. **Earnings Code** – “REG”

g. **Compensation Rate** – Enter the monthly amount of the employee’s regular earnings.
Job Earnings Distribution for Supplement Amount:

h. In the **Job Earnings Distribution** section, enter a new row by clicking the (+) sign.

i. **Earnings Code** – Enter the appropriate code from the **Non-Standard and Supplemental Pay Matrix**.

j. **Compensation Rate** – Enter the monthly amount of the employee's supplemental earnings.

k. **Save** the record.