

Instructions to STOP Additional Pay:

Navigation: Navigator, Payroll for North America, Employee Pay Data USA, Create Additional Pay


1. Enter Empl ID and select Search

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value

Search Criteria

Empl ID 

Empl Record

Name



Last Name

Second Last Name


Alternate Character Name

Middle Name


Include History Correct History Case Sensitive

Search  **Clear** [Basic Search](#)  [Save Search Criteria](#)

2. Locate the Earnings Code you wish to end date by selecting < or > on Additional Pay Row, then select "+" in Effective date row


Additional Pay [Find](#) | [View All](#) First Last 

*Earnings Code

Effective Date [Find](#) | [View All](#) First Last 

Effective Date

Payment Details [Find](#) | [View All](#) First Last

*Addl Seq Nbr End Date 

Rate Code Reason

Earnings Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr Disable Direct Deposit

OK to Pay Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

[Job Information](#)

[Tax Information](#)

3. Change Effective Date and End Date to the date you wish to stop the additional pay. Select SAVE

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code SUB Subsistence - Adds to Gross

Effective Date Find | View All First 1 of 2 Last

Effective Date 06/30/2018

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date 06/30/2018 Reason Job Other Pay

Rate Code Earnings \$3,433.00

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display

