



## Overview/Description

This process describes the steps necessary to create, save, and upload an Additional Pay Load Spreadsheet for payroll processing.

Keep a blank template of the Additional Pay Load spreadsheet to access each time a new spreadsheet is created. This form is formatted for a successful upload. **Do not change the formatting of the columns.** Once a spreadsheet is uploaded, you should not add additional information. **You must use a new, blank spreadsheet.** For audit and backup purposes, save the completed spreadsheet in an appropriate payroll folder separate from the blank template.

The Additional Pay Load spreadsheet template is available on the OneUSG Connect Support website, [https://www.usg.edu/oneusg\\_connect/](https://www.usg.edu/oneusg_connect/).

### Navigation:

Practitioner Services > Practitioner Training > Payroll

### Prerequisite(s)

N/A

## Instructions

### 1. Complete the Additional Pay Load Spreadsheet.

#### 1.1. Data Entry

- **Empl ID:** Active employee's seven digit employee identification number. Must include all seven digits including leading zeros.
- **Empl Record:** Employee's record that is active for the company and pay group for which the earnings apply.
- **Earnings Code:** Select an active earnings code for which the employee is receiving pay.  
**Note:** Hourly employees with REG should be paid through Time and Labor.
- **Effective Date:** First day that the earnings apply for the employee. Format must be MM/DD/YYYY.
  - **Hourly:** This should be the first day of the workweek to which the earnings apply for correct Fair Labor Standards Act (FLSA) overtime calculation.
- **Additional Sequence Number:** For each earnings code there should only be one sequence.  
**Reason:** If there is more than one Addl Seq Nbr for an effective dated earnings code and a new effective dated row for this earnings code is uploaded **all** Addl Seq Nbr from the previous effective dated row will roll forward. This will happen even if only one of the Addl Seq Nbr is being updated. This is delivered



PeopleSoft functionality and also occurs when manually updating Additional Pay online.

- **Combination Code:** Enter combo code to direct earnings to a specific account.
- **Earnings:** Flat amount of earnings to pay employee for the employee's pay period.
- **Pay Reason:** Required field, options are:
  - "AWD" – Award
  - "JOB" – Job Other Pay
  - "N" – Not Specified
- **Separate Check Number:**
  - Leave blank for no, this will add earnings to the existing paycheck.
  - Enter "1" for yes, earnings should be on a separate check.
- **Earnings End Date:** Last day that the earnings apply for the employee. Format must be MM/DD/YYYY.
  - **Hourly:** This should be the last day of the workweek to which the earnings apply for correct FLSA overtime calculation.
  - **Salary:** Should be the last day of the pay period.
- **Goal Amount:** Total amount of payment to the employee.
- **OK to Pay:** Required field must be "Y" for Yes. If you do not enter "Y" in this field, then "OK to Pay" will not be checked and the employee will not receive payment.
- **Pay Period (First, Second, & Third):** Pay period in the month for which the earnings should be paid. Please enter "Y" for Yes or "N" for No.

## 1.2. Save the Spreadsheet.

- 1.2.1. Save the file and have the ability to enter more adjustments before uploading.
  - a. Save as an **Excel** spreadsheet.
  - b. Add/update the spreadsheet until you are ready to upload.



- 1.2.2. When you are ready to **upload** the Additional Pay Load spreadsheet, follow the steps below:
- Click **File** in upper left hand corner of the spreadsheet.
  - Click **Save As** and select "CSV (Comma Delimited)" or "CSV (MS-DOS)." Use the following naming convention:  
**Example:** 220 ADL 12.01.2017 1  
CCC XXX MM.DD.YYYY #
    - CCC – Numerical Company Code "220"
    - XXX – ADL – Additional Pay
    - MM.DD.YYYY – Upload Date
    - # - Iteration of your files for each Upload Date "1"**Do not use underscore, dashes, slashes or other special characters.**
  - Do not reopen the file in Excel once it is saved as a CSV file.** Doing so will remove all CSV formatting causing the file to not load.

### 1.3. Review File Formatting Prior to Upload.

- To view the format prior to upload, you can open the CSV file in Notepad or WordPad.
- When accessing the CSV file to view, right click once on the file name and select Open With either Notepad or WordPad.
- Please review the following:
  - All dates are in MM/DD/YYYY format.
  - EMPL IDs have all seven digits including leading zeros.
  - Earnings Code is valid.
  - Addl Seq Nbr is populated.
  - Reason is populated.
  - No extra or blank columns or rows.



## 2. File Upload Processes.

### Navigation

NavBar > Navigator > Payroll for North America > Payroll Customization > Additional Pay Load

#### 2.1. Attaching the file to be loaded.

- a. Add a **Run Control ID** or Search for an Existing **Run Control ID** to use.
- b. To run a report and validate the data prior to processing, select **upload /validate**. The data will not be loaded. Once validation is complete, select **upload/process** to upload data for processing.
- c. Click **Attach** and a File Attachment screen will open.
- d. Click **Browse** and navigate to where the Additional Pay Load CSV spreadsheet is located.
- e. Select the file and click **Open**.
- f. Click **Upload** to begin the upload process.
- g. In the **File Attachment** box, the file name that you want to upload should appear. Validate this is the correct file to upload.
- h. Click **Save** then **Run**.
- i. From the Process Scheduler Request window, click OK.
- j. Click **Refresh** in the Process Monitor to refresh until the process completes.

#### 2.2. File Upload Failure, Processes to "No Success."

- a. How to view error messages:
  - Select **Details** on the **Process Monitor**.
  - Click **View/Log/Trace**.
  - Locate File List-Name and select the .stdout file.
  - Review the message(s) displayed.
- b. Common Error Messages:

"No such file or directory" could mean:

  - **Invalid file name:** There is a character in your file name that is not acceptable or it is too long.  
**Resolution:** Resave using the suggested naming convention. Right click on the file and rename; **do not** open file to resave.
  - **Formatting Issue:** There is a formatting issue in your file.  
**Resolution:** Refer to step 1.3, **Review File Formatting Prior to Upload**, to review format.



- **Invalid Data:** Data in the file is incorrect.

**Resolution:** Check the following:

- Is the earnings code valid for the employee?
- Is the pay end date valid for the pay calendar?
- Is the combo code valid for the earnings?
- Are any required fields blank?
- Are there any commas in the earnings amount or goal balances?

c. Make any necessary corrections.

d. Go back to step 1.2 to correctly save and reattach the file and run the Additional Pay Load process.

### 2.3. File Runs to Success.

The file can run to success and contain transactions in error status.

a. How to view error messages:

- Select **Details** on the **Process Monitor**.
- Click **View/Log/Trace**.
- Locate File List-Name.
- Select the **AddlPay\_Error\_Report.txt** to review errors.
- Select the **AddlPay\_Load\_Report.txt** to review loaded items.

## 3. Run Query and Validate Submission Data.

### Navigation

Navbar> Navigator > Reporting Tools > Query > Query Manager

### 3.1. Run the query **BOR\_PY\_ACTIVE\_ADDL\_PAY**.

- a. Validate that the transactions submitted are included in the query results.
- b. You can also validate by viewing the Additional Pay page online for the employee.

### 3.2. View Payline.

- a. During payroll review, validate transactions loaded to the payline.
- b. Any transactions that did not load will need to be processed as a manual adjustment. These adjustments should be submitted to SSC Payroll by the established deadline.