

## Additional Pay Online Entry

INTRODUCTION	
<b>Description</b>	This process describes the steps necessary to create and save an Additional Pay via Online Entry.
<b>Output Information</b>	Additional Pay submitted for payroll processing.

PROCEDURE	
Section I	Create Additional Pay
<b>STEP 1.1</b>	<b>Data Entry</b>
	<p><b><i>PATH: Navigator &gt; Payroll for North America &gt; Employee Pay Data USA &gt; Create Additional Pay</i></b></p> <ul style="list-style-type: none"> <li>▪ <i><u>Empl ID</u> – enter emplid for employee receiving additional pay. Click Enter or Search. NOTE: If the employee has more than one record, be sure to select the correct record.</i></li> <li>▪ <i><u>Earnings Code</u> – select an active earnings code for which the employee is receiving pay. NOTE: hourly employees with REG should be paid through Time and Labor.</i></li> <li>▪ <i><u>Effective Date</u> – first day that the earnings apply for the employee.</i> <ul style="list-style-type: none"> <li>• <i>Hourly: This should be the first day of the workweek to which the earnings apply for correct FLSA overtime calculation.</i></li> <li>• <i>Salary: Should be the first day of the pay period.</i></li> </ul> </li> <li>▪ <i><u>Addl Seq NBR</u> – 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 entered, ALL Addl Seq Nbr from the previous effective dated row will roll</i></li> </ul>



	<p>forward. This will happen <u>even if only one of the Addl Seq Nbr is being updated</u>. This is delivered PeopleSoft functionality.</p> <ul style="list-style-type: none"> <li>▪ <u>Earnings End Date</u> – last day that the earnings apply for the employee.             <ul style="list-style-type: none"> <li>• Hourly – This should be the last day of the workweek to which the earnings apply for correct FLSA calculation.</li> <li>• Salary – Should be the last day of the pay period.</li> </ul> </li> <li>▪ <u>Rate Code</u> – Not for use with OneUSG Connect.</li> <li>▪ <u>Pay Reason</u> – required field. OneUSG Connect options are:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Critical Hire Incentive</td> <td style="padding: 5px;">Employee Award &gt; \$75</td> </tr> <tr> <td style="padding: 5px;">Employee Suggestion Award</td> <td style="padding: 5px;">Goal Based Incentive</td> </tr> <tr> <td style="padding: 5px;">Research Subject Fee</td> <td style="padding: 5px;">Taxable Fringe Reportable</td> </tr> <tr> <td style="padding: 5px;">Taxable Moving Expense</td> <td style="padding: 5px;">Temporary Assignment Faculty</td> </tr> <tr> <td style="padding: 5px;">Temporary Assignment Staff</td> <td style="padding: 5px;">Temporary Assignment Student</td> </tr> <tr> <td style="padding: 5px;">Taxable Fringe Reportable &gt; \$75</td> <td style="padding: 5px;">Well-being Incentive</td> </tr> </table> <p>These Reasons align with the Non-Standard and Supplemental Pay Matrix. Please select the Pay Reason that correlates to the Earnings Code selected for Additional Pay.</p> <ul style="list-style-type: none"> <li>▪ <u>Earnings</u> – flat amount of earnings to pay employee for the employee’s pay period.</li> </ul>	Critical Hire Incentive	Employee Award > \$75	Employee Suggestion Award	Goal Based Incentive	Research Subject Fee	Taxable Fringe Reportable	Taxable Moving Expense	Temporary Assignment Faculty	Temporary Assignment Staff	Temporary Assignment Student	Taxable Fringe Reportable > \$75	Well-being Incentive
Critical Hire Incentive	Employee Award > \$75												
Employee Suggestion Award	Goal Based Incentive												
Research Subject Fee	Taxable Fringe Reportable												
Taxable Moving Expense	Temporary Assignment Faculty												
Temporary Assignment Staff	Temporary Assignment Student												
Taxable Fringe Reportable > \$75	Well-being Incentive												



	<ul style="list-style-type: none"> <li>▪ <u>Hours</u> – <i>Not for use in OneUSG Connect. All hours must process through Time and Labor.</i></li> <li>▪ <u>Hourly Rate</u> – <i>Not for use in OneUSG Connect.</i></li> <li>▪ <u>Goal Amount</u> – <i>total amount of payment to the employee.</i></li> <li>▪ <u>Goal Balance</u> – <i>Leave Blank in most cases. Goal balance will update after the additional pay is loaded to the payline and the payroll is confirmed. NOTE: If the Additional Pay is transitioning from a different form of pay previously and there is a balance paid to the employee that needs to be captured you can enter the paid-to-date balance in this field.</i></li> <li>▪ <u>Sep Check Nbr</u> – <i>(Separate Check Number)</i> <ul style="list-style-type: none"> <li>▪ <i>blank for no, this will add earnings to the existing paycheck.</i></li> <li>▪ <i>“1” for yes, earnings should be on a separate check.</i></li> </ul> </li> <li>▪ <u>Disable Direct Deposit</u> – <i>select this check box if the additional pay will be paid by check versus direct deposit to the employee's bank account. In this case, a separate check is processed for the additional pay amount when a sequence number is entered in the Sep Chk Nbr field.</i></li> <li>▪ <u>Prorate Additional Pay</u> - <i>Not for use in OneUSG Connect.</i></li> <li>▪ <u>OK to Pay</u> – <i>required field must be Y for Yes. If you do not put a Y in this field then OK to Pay will not be checked and the employee will not receive payment.</i></li> <li>▪ <u>Applies to Pay Periods</u> <ul style="list-style-type: none"> <li>▪ <i>Options for biweekly employees are First, Second, Third pay period of the month.</i></li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>Option for monthly employees is First.</li> </ul>
<b>STEP 1.2</b>	<b>Enter Job Information</b>
	<p><b>This group box displays the accounting information as entered on the employee's Job record. By default, additional pay is charged to the same department, job code, and general ledger account as the employee's regular pay. You can override this information in the Job Data Override group box.</b></p> <ul style="list-style-type: none"> <li><u>Position, Business Unit, Department, Job Code, GL Pay Type</u> – select any of these fields to override the default value.</li> <li><u>Combination Code</u> – Click Edit ChartFields link to make changes to a Combo Code.</li> <li><u>Add Shift</u> - Not for use in OneUSG Connect.</li> </ul>

<b>STEP 1.3</b>	<b>Enter Tax Information</b>
	<ul style="list-style-type: none"> <li><u>State</u> – Not for use in OneUSG Connect.</li> <li><u>Tax Periods</u> – enter the number of pay periods over which to spread the tax for these earnings. The system uses this field in conjunction with the Tax Frequency field to determine how much tax to withhold each pay period. For example, if the employee's additional pay earnings were set up as biweekly, and you entered 3 in this field, the taxes are calculated as if they were earned over a six-week period.</li> <li><u>Locality</u> – Not currently used in OneUSG Connect.</li> <li><u>Tax Method</u> – The tax method indicates the tax calculation method to be used for the additional pay. For example, for a U.S. employee receiving a monthly bonus payment in a state other than Georgia, select Supplemental.</li> </ul>



	<ul style="list-style-type: none"> <li>• Aggregate – select to tax the lump sum of the current payment with the previous payment. NOTE: The system takes the last confirmed paycheck for that pay period and adds the current payment to it. Taxes are calculated on that lump sum amount, the taxes that were withheld on the confirmed check are subtracted, and the resulting tax difference is the tax for the current payment.</li>   <li>• Annualized – select to annualize the earnings, calculate the tax on the annualized amount, and divide the tax by the number of pay periods in the year. The result is the withholding for the pay period. <b>This is the most common tax method and the default.</b></li>   <li>• Bonus – select to tax bonus payments.</li>   <li>• Commission – select to tax commission payments.</li>   <li>• Cumulative – select to add together the year-to-date earnings and the earnings for this pay period, annualize the result, and calculate the annualized tax. The system de-annualizes the tax by dividing it by the number of tax periods you specified on the paysheet. The result is compared to the year-to-date withholding; if it is greater than the year-to-date withholding, the difference becomes the withholding for the pay period. You generally use this for employees whose wages vary significantly from pay period to pay period, such as salespeople on commission.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Lump Sum - select to tax lump sum payments.</li> <li>• Select on Paysheet - this is not a valid tax method for additional pay. If you select a tax method of Paysheet, the system generates an online error message</li> <li>• Supplemental - select to calculate taxes as a straight percentage of earnings. This method is typically used for one-time pays, such as bonuses. For example, federal supplemental withholding is 25 percent of earnings. Some states vary the percentage based on annual income, while some states require PeopleSoft-maintained tax tables to calculate withholding.</li> <li>• Special Supplemental - select to calculate California state taxes on bonus and stock option payments. The California tax percentage is higher for these payment types than for other types of supplemental wage payments, such as commissions and overtime pay.</li> <li>▪ <u>Tax Frequency</u> - select the frequency for calculating taxes for the additional pay if the tax frequency is different from the pay frequency set up in the Job record: Annual, Biweekly, Daily, Monthly, Quarterly, Semimonthly, Use Pay Group Frequency, Weekly. Use Pay Group Frequency is the default.</li> <li>▪ <u>Benefits Deductions Taken</u> - Select a value to indicate how to take benefit deductions for this additional pay that is paid on a separate check. The default value is No Override.</li> </ul>
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	<p>Selections made on this page override the values entered for the pay run in the Benefit Deductions Taken field on the Pay Calendar table and any employee-level overrides entered on the Benefit Deduction Processing Override page:</p> <ul style="list-style-type: none"> <li>• No Override: This is the default value. If this is unchanged, the deductions specified on the Pay Calendar table, and Benefit Deduction Processing Override pages are not overridden on the paysheet for this additional pay on a separate check.</li> <li>• Deduction: Select to take an employee's normal deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.</li> <li>• None: Select to take no deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.</li> <li>• Subset: Select to take only the deductions defined in the Subset ID field when additional pay is paid on a separate check. This does not apply if it is added to a regular check.</li> </ul> <ul style="list-style-type: none"> <li>▪ <u>Benefit Ded Subset ID</u> – Not used on Additional Pay page.</li> <li>▪ <u>General Deductions Taken</u> - select a value to indicate how to take general deductions for this additional pay that is paid on a separate check. The default value is No Override.</li> </ul> <p>Selections made on this page override the values entered for the pay run in the General Deductions Taken field on the Pay Calendar table and any employee-level overrides entered on the Payroll Options 2 page:</p> <ul style="list-style-type: none"> <li>• No Override: This is the default value. If this is unchanged, the deductions specified on the Pay Calendar table and Payroll Options 2 pages are not overridden on</li> </ul>
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	<p>the paysheet for this additional pay on a separate check.</p> <ul style="list-style-type: none"> <li>▪ Deduction: Select to take an employee's normal deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.</li> <li>▪ None: Select to take no deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check.</li> <li>▪ Subset: Select to take only the deductions defined in the Subset ID field when additional pay is paid on a separate check. This does not apply if it is added to a regular check.</li> </ul> <ul style="list-style-type: none"> <li>▪ <u>General Ded Subset ID</u> – Not used on the Additional Pay page.</li> </ul> <p><b><u>SAVE</u></b></p>
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SECTION II	Validate Data
<b>STEP 2.1 – Run Query</b>	<b>BOR_PY_ACTIVE_ADDL_PAY</b>
	<p>PATH: Navigator &gt; Reporting Tools &gt; Query &gt; Query Manager/Query Viewer</p> <ul style="list-style-type: none"> <li>▪ Validate that the transactions submitted are included in the query results.</li> <li>▪ You can also validate by viewing the Additional Pay page online for the employee.</li> </ul>
<b>STEP 2.2 – Review Payroll</b>	<b>End of Day 2 (Calc Day) Payroll Review</b>
	<ul style="list-style-type: none"> <li>▪ During payroll review at end of Day 2 (Calc Day) validate transactions loaded to the payline. Use BOR_PY_ADDL_PAY_BY_RUNID query to review or view employee paycheck.</li> <li>▪ If the transactions did not load to the payline email your SSC Payroll Analyst.</li> </ul>

