



Overview/Description

This page is maintained by employees with the BOR Summer Pay Maint security role. This can be centrally maintained or distributed to campus users. The decision of whom should receive this security role is made by each institution.

Prerequisite(s)

- N/A

Instructions

1. Enter the Empl ID and Empl Record for the employee, validate employee level Job Data populated.

Navigation

NavBar > Payroll for North America > Payroll Customization > AYP/Summer Pay > Use > Summer Pay

- Validate that the **Summer Pay (Max Allowed Per Summer)** is the correct dollar amount based on the employee's base (Reg) annual rate.
- Enter the **Summer Pay (Amt Per Summer)**

The screenshot shows the 'Summer Pay' interface with the following data:

Employee ID:		Empl Record:	
Department Set ID:	18000	Department:	H1000224
Job Code Set ID:	18000	Job:	200X00 Professor
Position Number:		Company:	
Empl Type:	Salaried	Empl Status:	Active
Comp Rate:	\$82,758.000000	Comp Freq:	M10 Monthly
Monthly Rate:	\$8,275.800	FTE:	1.000000
		Summer Pay:	\$27,585.72 (Max Allowed Per Summer)
Summer Pay:	\$27,585.72 (Amt Per Summer)	Calendar Year:	2020

2. Update Summer Pay Details.

2.1. Manual Entry Method:

Data entry requirements in **Summer Pay Details** will reflect the institution's **Summer Pay Setup** page. When **Default Summer Pay** and **Line Percent Enabled** are not selected, the **Summer Pay Details** will need to be manually entered.

The screenshot shows the 'Summer Pay Details' form for Valdosta State University (Company 510). The 'Max Comprate % for Summer Pay' is set to 33.333334. The 'Default Summer Pay' and 'Line Percent Enabled' checkboxes are unchecked. The 'Salary as of date' is 05/31/2020.

Company	510	Valdosta State University
Max Comprate % for Summer Pay	33.333334	
Default Summer Pay:	<input type="checkbox"/>	
Line Percent Enabled:	<input type="checkbox"/>	
	Gray	Percent
May:	<input type="checkbox"/>	
June:	<input type="checkbox"/>	
July:	<input type="checkbox"/>	
August:	<input checked="" type="checkbox"/>	
Salary as of date	05/31/2020	



- With the above setup, when a **Summer Pay** amount is entered no **Summer Pay Details** will auto populate.
- The fields **Earning**, **Combination Code**, and the months that are configured to be available on the company specific **Summer Pay Setup** page should be available for edit.

In this example, May, June, and July are editable. August is not editable because the checkbox is selected for August. This institution does not allow **Summer Pay Details** to be processed for August.

Below is an example of **Summer Pay Details** for an employee when the **Summer Pay Setup** is configured for manual entry:

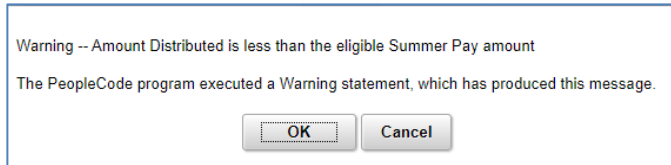
Employee ID: [REDACTED]															
Department Set ID: 51000	Department: 1141030 Music														
Job Code Set ID: 51000	Job: 201X01 Associate Professor														
Position Number: [REDACTED]	Company: 510 Valdosta State University														
Empl Type: Salaried	Pay Group 51F														
Empl Status: Active	Empl Status: Active														
Comp Rate: \$58,585.580000	Comp Freq: M10 Monthly														
Monthly Rate: \$5,858.550	FTE 1.000000														
	Summer Pay: \$19,528.52 (Max Allowed Per Summer)														
Summer Pay: \$19,000.00 (Amt Per Summer)	Calendar Year: 2020 Previous Year														
Summer Pay Details Earning, Combination Code, May, June and July require manual entry.															
<table border="1"> <thead> <tr> <th>Earning</th> <th>Percent</th> <th>Combination Code</th> <th>May</th> <th>June</th> <th>July</th> <th>August</th> </tr> </thead> <tbody> <tr> <td>[Dropdown]</td> <td>[Input]</td> <td>[Input] Edit ChartFields</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00 <input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Earning	Percent	Combination Code	May	June	July	August	[Dropdown]	[Input]	[Input] Edit ChartFields	\$0.00	\$0.00	\$0.00	\$0.00 <input checked="" type="checkbox"/>
Earning	Percent	Combination Code	May	June	July	August									
[Dropdown]	[Input]	[Input] Edit ChartFields	\$0.00	\$0.00	\$0.00	\$0.00 <input checked="" type="checkbox"/>									
<input type="button" value="Save"/> <input type="button" value="Return to Search"/>															

- Select the appropriate **Earning** from the values listed. Earnings available should reflect the "Earning Code to Include" configuration on the institution's **Summer Pay Setup** page. For this institution, only "Summer Pay" (SUM earnings code) is available. Enter the earnings amounts for each month.
- If the earnings have more than one **Combination Code**, click the plus sign "+" to insert additional rows to properly distribute earnings by **Combination Code**. Search for the **Combination Code** using the **Edit ChartFields** link. This is a required field.
- The total of the amounts for all monthly earnings cannot exceed the **Summer Pay (Amt Per Summer)**. If it does, the following error message will be displayed and the page will not save.

Total Summer monthly pay must be less than or equal to Summer Pay amount.
The PeopleCode program executed an Error statement, which has produced this message.



- d. To save the page, click **OK**. Either the **Summer Pay (Amt Per Summer)** or the one or more of editable month's amounts will need to be updated before the page will save.
- e. If the total of the amounts for all monthly earnings is less than the **Summer Pay (Amt Per Summer)**, the following warning message will be displayed.
- f. Click **OK** and the page will save.



- g. Click **Save**.

2.2. Default Summer Pay Method:

If **Default Summer Pay** is selected, the editable months the employee will be paid will autopopulate based on the percentages in the **Summer Pay Setup** and the amount entered in **Summer Pay (Amt Per Summer)**:

The months that are configured to be available on the company specific **Summer Pay Setup** page should be available for edit as well. In this example, May, June, and July will auto populate but are editable as well. August will not auto populate nor is it editable because the checkbox is selected for August. This institution does not allow **Summer Pay Details** to be processed for August.

Below is an example of **Summer Pay Details** when **Default Summer Pay** is selected:

Earning	Percent	Combination Code	May	June	July	August
Summer Pay			\$5,666.61	\$5,666.78	\$5,666.61	\$0.00

Refer to 2.1.a. through 2.1.g. above for data entry.



2.3. Default Summer Pay with Line Percent Enabled Method:

If **Default Summer Pay and Line Percent Enabled** is selected, the editable months the employee will be paid will autopopulated based on the percentages in the **Summer Pay Setup** and the amount entered in **Summer Pay (Amt Per Summer)**. The first row will auto populate at 100% but this field can be edited. If the **Percent** is updated to 50% the ungrayed months will auto update to 50% of the **Summer Pay (Amt Per Summer)** based on the Percent configured for the **Default Summer Pay**.

Refer to 2.1a. through 2.1g. above for data entry.

Below is an example of **Summer Pay Details** for an employee when the **Summer Pay Setup** is configured for **Default Summer Pay and Line Percent Enabled**:

Earning	Percent	Combination Code	May	June	July	August
Summer Pay	50.00		\$2,833.30	\$2,833.39	\$2,833.30	\$0.00
Summer Pay	50.00		\$2,833.30	\$2,833.39	\$2,833.30	\$0.00

NOTES:

- The Percent total per Earning should total 100% but the page will save if this percent does not equal 100%.
- When saving the page the Warning-Amount Distributed is less than the eligible Summer pay amount could be triggered if the auto population amounts are less than the Summer pay amount due to rounding. In the example above. If the amounts in first June row is updated to \$2,833.40 the Percent box clears.



See example below:

Summer Pay: (Amt Per Summer) Calendar Year: 2020 [Previous Year](#)

Summer Pay Details

Earning	Percent	Combination Code	May	June	July	August		
Summer Pay	<input type="text"/>	Edit ChartFields	<input type="text" value="\$2,833.30"/>	<input type="text" value="\$2,833.40"/>	<input type="text" value="\$2,833.30"/>	<input type="text" value="\$0.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Summer Pay	<input type="text" value="50.00"/>	Edit ChartFields	<input type="text" value="\$2,833.30"/>	<input type="text" value="\$2,833.39"/>	<input type="text" value="\$2,833.30"/>	<input type="text" value="\$0.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>