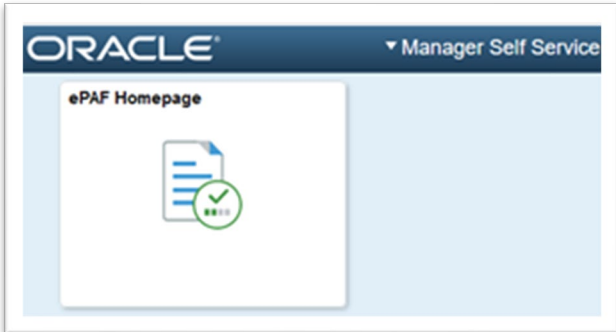
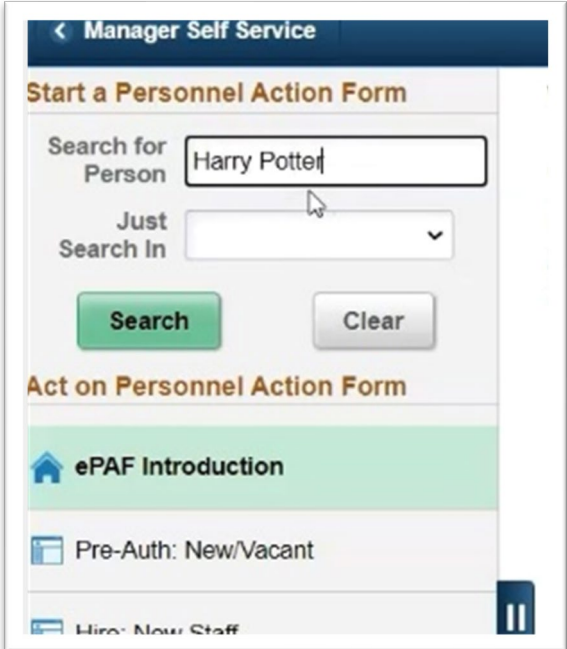
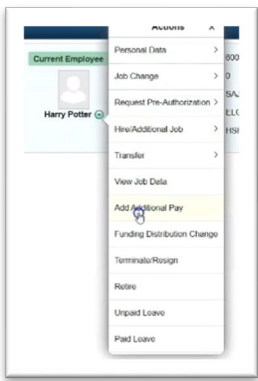



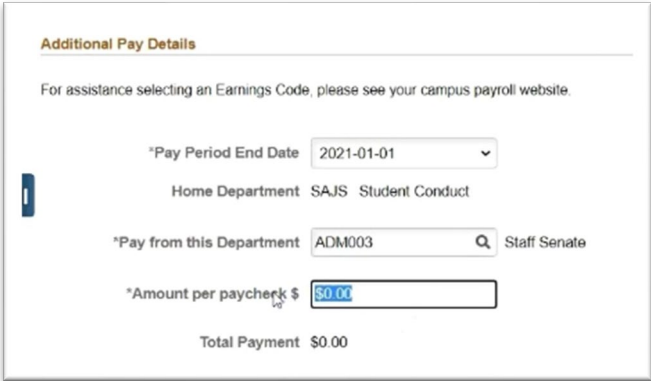
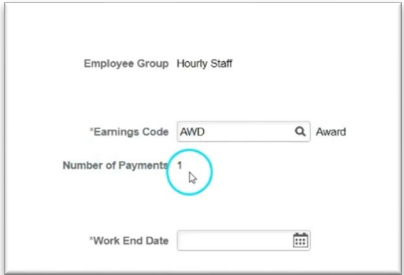


Step	How to Use the Add Pay eForm
<b>Navigation:</b> Manager Self Service - ePAF Homepage>Search Window	
1	In this document, we will review how to complete an Additional Pay eForm.
2	Open the ePAF Tile from Manager Self Service 
	<p>Search for an employee in the upper left box in one of these ways.</p> <ol style="list-style-type: none"><li>1. Search by Name<ol style="list-style-type: none"><li>a. Enter their first name followed by their last name. Partial names can be used.</li><li>b. For example: Searching for "Ma Fle" will return Marcella Fleming, Mary Fleming, Max Fletcher, and Matthew Fleming, etc.</li><li>c. Add more letters to the name to narrow the search.</li><li>d. Use the beginning of the names when using partial names.</li></ol></li><li>2. Search by Employee ID<ol style="list-style-type: none"><li>a. Partial or whole EMPL IDs can be used.</li><li>b. Use the beginning for the EMPL ID when using partial numbers.</li></ol></li></ol> 


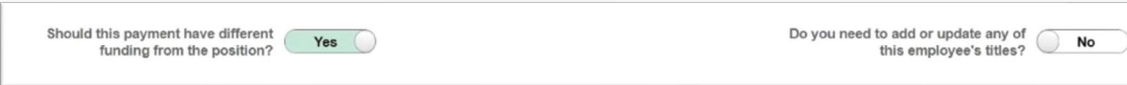
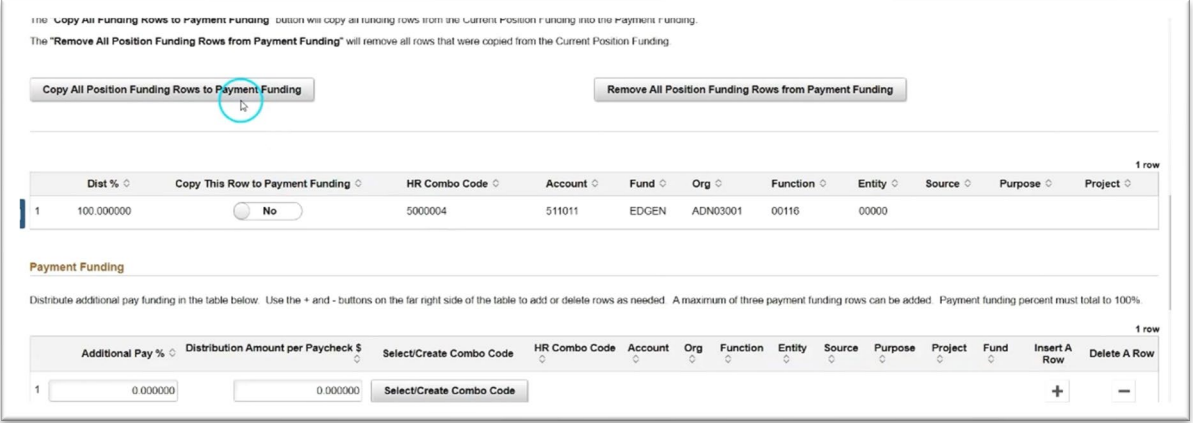


<p>3</p>	<p>Click on <b>“ADD ADDITIONAL PAYMENT”</b> action from the related action drop-down.</p>	
<p>4</p>	<p>Start by choosing the <b>“PAY PERIOD END DATE”</b> from the drop-down. The drop-down will show the Pay Period End Date of the current pay period, plus the next two future pay periods.</p> <p>NOTE: At HSC, if you choose a future pay period you might not be able to enter another add pay for that employee until the ongoing add pay has fully paid</p> <div data-bbox="256 835 1461 1150"> <p><b>Create an Additional Pay : Additional Pay Details</b></p> <p>Any fields that appear in <b>RED</b> are invalid values based on previous selections or defaulting data that is not valid for this form. These values will need to be changed before the form is submit</p> <p><b>Additional Pay Details</b></p> <p>For assistance selecting an Earnings Code, please see your campus payroll website.</p> <p>*Pay Period End Date <input type="text" value="2020-12-18"/>  Employee Group Hourly Staff</p> <p>Home Department SAJS Student Conduct</p> </div>	
<p>5</p>	<p>The <b>“PAY FROM THIS DEPARTMENT”</b> field shows which department will be used in the approval workflow and which payroll reports the payment will show on. If there is a red box around this field, then the initiator does not have access to take actions for this department and a new department must be added. Use the magnifying glass to select a <b>“DEPARTMENT”</b>.</p> <div data-bbox="256 1360 1461 1543"> <p>*Pay Period End Date <input type="text" value="2020-12-31"/> Employee Group Faculty Salaried</p> <p>Home Department ACAGDEAN Atmospheric&amp;Geogrc. Scs. Dean</p> <p><b>You do not have access to this employee's home department. Please indicate which department this payment will be made from.</b></p> <p>*Pay from this Department <input type="text" value="ACAGDEAN"/>  *Earnings Code <input type="text"/></p> </div>	



<p>6</p>	<p>Use the magnifying glass to select an <b>“EARNINGS CODE”</b> for this payment.</p> <p>The Employee Group limits the earnings codes that are available to select. A list of earning codes and descriptions can be found on the campus Payroll website. The document is called <b>Add Pay Earnings Codes</b>.</p> 
<p>7</p>	<p>Enter a dollar amount for the payment in the <b>“AMOUNT PER PAYCHECK”</b> field. The dollar amount can include a maximum of 2 decimals.</p> 
<p>8</p>	<p>The <b>NUMBER OF PAYMENTS</b> field will only be open to change from a single payment to multiple payments if the earnings code allows for recurring payments. If the earnings code does not allow for recurring payments, the field will be set to 1 and cannot be changed.</p> <p>Some restrictions will apply to the number of recurring payments that are allowed:</p> <ul style="list-style-type: none"> <li>Note: if the earnings code allows for recurring payments, a maximum of one year’s worth of payments will be allowed. For example, a monthly employee cannot have more than 12 as the number of payments. A bi-weekly employee cannot have more than 26 in the number of payments field.</li> <li>Earning codes may also restrict recurring payments to not exceed the current calendar year. For these payments, the number of recurring payments entered cannot exceed the number of payments left in the current calendar year.</li> </ul> 
<p>9</p>	<p>The <b>WORK BEGIN</b> and <b>WORK END DATE</b> fields are used to indicate the dates in which the work was performed.</p>



<p>10</p>	<p>A <b>JUSTIFICATION</b> for the payment should be entered. This is the rationale for why the payment should be made and any other supporting information.</p> 
<p>11</p>	<p>The additional payment can either use the position's current funding or new funding can be assigned. Note: the current funding displayed on the form reflects how the form is currently funded and will not display any future-dated changes to funding. There are a few cases in which new funding is required:</p> <ol style="list-style-type: none"> <li>The initiator of the form does not have access to the employee's home department</li> <li>The HR Combo Codes used for the current position's funding are not allowed based on the earnings code used</li> <li>Initiator wants to use different funding and clicks Yes in the slider for the payment to have different funding.</li> </ol>
<p>12</p>	<p>If the position funding will be used for this additional payment, leave the slider for <b>"SHOULD THE PAYMENT HAVE DIFFERENT FUNDING"</b> set to No. If new funding should be applied, click the slider to Yes.</p> 
<p>13</p>	<p>Utilize the tools to copy position funding rows down to the payment funding grid.</p>  <ul style="list-style-type: none"> <li>Click on the <b>"COPY ALL POSITION FUNDING ROWS"</b> button to copy all the funding rows into the New grid. This is a great approach to take if the funding sources are the same but you need to change the distribution.</li> <li>If you have copied all rows but change your mind, you can delete all of them by clicking the <b>"REMOVE ALL POSITION FUNDING ROWS"</b> button.</li> <li>To reuse a single row from the position funding, set the <b>"COPY THIS ROW"</b> slider on the grid to Yes.</li> </ul>



14

In the Payment Funding segment, you will see any rows copied from above and can select additional Combo Codes by clicking the **“SELECT CREATE COMBO CODE”** button.

15

The Select HR Combo Code screen will open where you can search for existing or create new combo codes.

If you are unable to find your combo code after searching you will have the option to create a new combo code. At a minimum you must select an **ACCOUNT, FUND, ORG, FUNCTION** and **ENTITY**. IF you do not have an **ENTITY**, enter 00000. Note: Other fields may be required depending on your selection to these main five requirements.

The form will pop up messages to guide the user through creation of the new combo code. For example:

- If the Fund Code = SPNSR or SP490, a project ID is required.
- If the Fund Code = SVCCT, the source must start with SC.
- If the Fund Code = MISCA, function 00030 is not allowed.



**16** Use the **ADD A ROW BUTTON** to add more rows to the grid as needed. Indicate the **PERCENTAGE DISTRIBUTION** or **DISTRIBUTION AMOUNT** for each row. Note that the percentage and amount calculate back and forth based on the amounts entered. The distribution

	Additional Pay %	Distribution Amount per Paycheck \$	Select/Create Combo Code	HR Combo Code	Account	Org	Function	Entity	Source
1	75.000000	15.000000	Select/Create Combo Code		511011	ADN03001	00116	00000	
2	5.000000	1.000000	Select/Create Combo Code	5002747	521511	CAS25001	00012	00000	
3	0.000000	0.000000	Select/Create Combo Code	5000805	521511	CEE03001	00012	00000	

percentages entered in the New Distribution grid will total and the sum will be in the Percent Total field. **The total percent must equal 100% to continue.**

Note: Each distribution Amount must be greater than \$0.01.  
Note: A maximum of 3 payment funding rows can be added to the Payment Funding grid.

**17** Upload attachments.  
Note: Some attachments may be required depending on the information entered on the form.

Status	Action	Description	File Name	Delete
1	Upload	IT Approval Offer Letter		Delete

**18** Click **SUBMIT** to initiate the workflow process.

Search Save **Submit**

**Process Notes:**

- Retroactive Add Pays are not allowed.
- An Add Pay must be **submitted by the end** of the pay period it is effective in.
- The initiator may edit the form or replace the attachment if it is recycled to them. If this happens, it will complete the approval workflow again.
- Payroll may add or replace an attachment.
- If the form is recycled after the period closes, there will be a red box on the pay period end date when the initiator reopens the form. This date will still be accepted since it was a valid pay date at the time of form submission. You will be allowed to resubmit the form without changing the date. The system will see it is a resubmission and will allow you to submit it for the period it was originally submitted for:

