

Viewing Additional Pay Data

To view an employee's Additional Pay information you will look under HRWeb>General Update>Additional Pay.

Additional Pay is salary received above the compensation rate listed in the job data for the following reasons:

- freshman seminar
- summer research/teaching
- ministerial housing allowance
- compensation above the maximum compensation rate for a pay grade due to seniority - over the range max. (these are processed by HR Compensation staff members only)

Additional Pay Data Functions do not apply to TEC Physician Employee Records.

Additional Pay is not the same thing as supplemental pay!

Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button:

Additional Pay


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

Find an Existing Value

Limit the number of results to (up to 300):

Empl ID:	begins with	<input type="text" value="9999910"/>
Empl Record:	=	<input type="text"/>
Last Name, First Name:	begins with	<input type="text"/>
First Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
National ID:	begins with	<input type="text"/>

Include History Correct History

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

Viewing Additional Pay Data

Daffy Duck EMP ID: 9999910 Empl Record: 0

Additional Pay Find | View All First 1 of 1 Last

Earnings Code: SRT **Description:** Summer Research/Teaching

Effective Date Find | View All First 1 of 1 Last

Effective Date: 02/01/2012

Payment Details Find | View All First 1 of 1 Last

Addl Seq Nbr: 1 **End Date:** 05/31/2012

Rate Code: **Reason:** Not Specif

Earnings: \$1,000.00

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

The Additional Pay screen will display the Earnings Code describing what type of additional pay the employee has. It will show the effective date & the end date for the additional pay and how much additional salary per month the employee is to receive.

Job Information

Employee Type: Salaried **Standard Hours:** 40.00

Compensation Rate: \$14,060.370000 **Frequency:** Monthly

Default Job Data

Position:

Business Unit: EMUNV Emory University

Department: 738000 SOM: Rad: Administration

Job Code: 9282 Asc Professor-CT

Combination Code:

GL Pay Type:

Shift: N/A

Job Data Override

Position:

Business Unit: EMUNV

Department:

Job Code:

Combination Code: Edit ChartFields

GL Pay Type:


Addl Shift: Use Job

The Job Information for the employee will be displayed. The SpeedType information will not be displayed if the additional pay salary is being charged against the SpeedType used for the Job Information.

Viewing Additional Pay Data

If a different SpeedType is being used other than what is on Job, that SpeedType will be displayed.


Job Data Override	
Position:	<input type="text"/>
Business Unit:	EMUNV
Department:	<input type="text"/>
Job Code:	<input type="text"/>
Combination Code:	0000031621
GL Pay Type:	<input type="text"/>
*Addl Shift:	Use Job <input type="button" value="v"/>

 [Edit ChartFields](#)

If an employee has Additional Pay history, it will be visible at the bottom of the Job Summary view.

Job Information				Find View All First <input type="button" value="1 of 1"/> Last			
Eff Date:	09/01/2011	Company:	EUV	Dist type:	N	Salary Grade:	099
Action:	HIR	Location Code:	1601002	EUH-A WING		Elig Config 1:	REG
Rsn Code:	SRC Search	Dept Id:	738000	SOM: Rad: Administration		Std Hours:	40.00
Act Date:	11/11/2011	Job Code:	9282	Asc Professor-CT		FTE:	1.000000
Supervisor:		Empl Class:	1	Fcity Abv Instr, Assc, Lec		Future Term Date:	
Comp Freq:	M Monthly	Empl Status:	Active			Future Term Rsn:	
Comp Rate:	14,060.370000						
Annual Rate:	168,724.440						

Account	Percent of Distribution

Select DeptID  Enter a department or click the lookup icon to select a department to view account distribution below.

Earnings Distribution				Find View All First <input type="button" value="1 of 1"/> Last
Dept ID	Fiscal Year	Smartkey Dept Default Yes:	<input checked="" type="radio"/>	No: <input type="radio"/>
Effective Date	Eff Seq	0		
Smartkey	Distrb %	Grant End Date		

Eighth Edit Table

Additional Pay			
Effective Date	Description	Other Pay	End Date
02/01/2012	Summer Research/Teaching	\$1,000.00	05/31/2012