### **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.

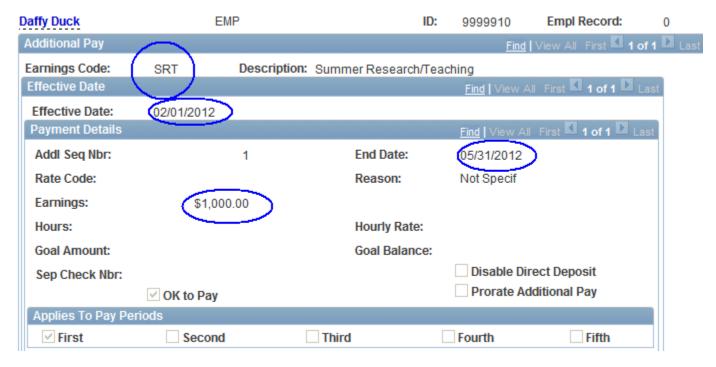
## Additional Pay is not the same thing as supplemental pay!

**Additional Pay** 

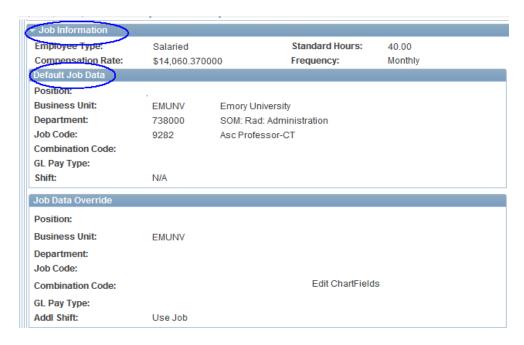
Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button:

#### 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): 300 begins with v 9999910 Empl ID: Empl Record: Last Name, First Name: begins with First Name: begins with 💌 begins with 💌 Last Name: National ID: begins with 💌 ✓ Include History □ Correct History Search Clear Basic Search Save Search Criteria

# **Viewing Additional Pay Data**



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.



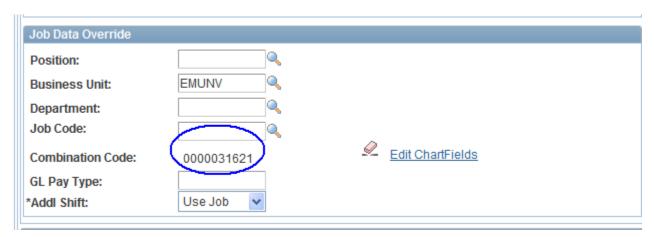
The Job Information for the employee will be displayed. The SpeedType information will not be displayed if the additional pay salary is being charged against the SpeedType used for the Job Information.

## **Viewing Additional Pay Data**

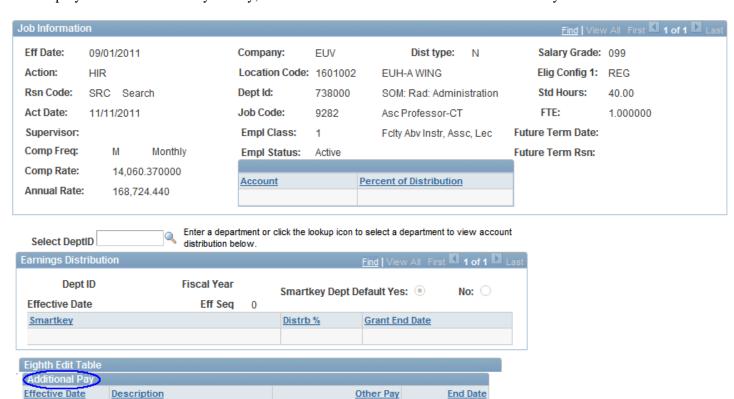
02/01/2012

Summer Research/Teaching

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



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



\$1,000.00

05/31/2012