

Entering Additional Pay Data

To update an employee's Additional Pay information you will look under HRWeb>Special Update>Create Additional Pay
Search for the employee using the name or the 7-digit HR/Payroll system employee ID and click the search button.

The screenshot shows the HRWeb interface for 'Special Update'. On the left is a navigation menu with options: Job Summary, Administration, **Create Additional Pay** (highlighted with a red box), Pay Rate Change, Approve Pay Rate Change, Audit Pay Rate Change, Submitter Review Pay Change, and Earnings Distribution. The main area is titled 'Additional Pay Entry' and contains a search form. The form includes a 'Find an Existing Value' button, a 'Search Criteria' dropdown, and several input fields: Empl ID (begins with), Empl Record (=), Name (begins with), Name (LN, FN) (begins with), First Name (begins with), Last Name (begins with), and National ID (begins with). There is also an 'Include History' checkbox. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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:

To enter an additional pay you first determine if you need to create an additional pay type or select an existing one. If the Addl Pay Type field is blank, you need to create one.

The screenshot shows the 'HrWeb Additional Pay' form. At the top right, it displays 'Empl ID: [redacted]' and 'Empl Record: 0'. Below this is a search bar with 'Find | View All | First | 1 of 1 | Last'. The main field is labeled '*Addl Pay Type:' and contains a text input field with a magnifying glass icon (lookup) next to it, which is circled in red. There are also '+' and '-' buttons to the right of the input field.

Select the lookup icon next to the Addl Pay Type field to get a list of additional pay types. Unless the employee has a tax treaty their pay types will be:

FRS – Freshman Seminar

MHA – Minister's Housing Allowance

SRT – Summer Research/Teaching

Entering Additional Pay Data

Look Up Addl Pay Type

Earnings Code:
Description:

[Basic Lookup](#)

Search Results

View All First 1-12 of 12 Last

Earnings Code	Description
FR7	(17 IC) Freshman Seminar
FR8	(18 IC) Freshman Seminar
FR9	(19 IC) Freshman Seminar
FRS	Freshman Seminar
MH7	(17 IC) Minister Housing Allow
MH8	(18 IC) Minister Housing Allow
MH9	(19 IC) Minister Housing Allow
MHA	Minister Housing Allowance
SR7	(17 IC) Summer Research/Teach
SR8	(18 IC) Summer Research/Teach
SR9	(19 IC) Summer Research/Teach
SRT	Summer Research/Teaching

Select the lookup icon next to the Addl Pay Type field to get a list of additional pay types. Unless the employee has a tax treaty their pay types will be:

FRS – Freshman Seminar

MHA – Minister’s Housing Allowance

SRT – Summer Research/Teaching

If the employee has existing additional pay types, determine if they have the one you need by clicking the left/right arrows.

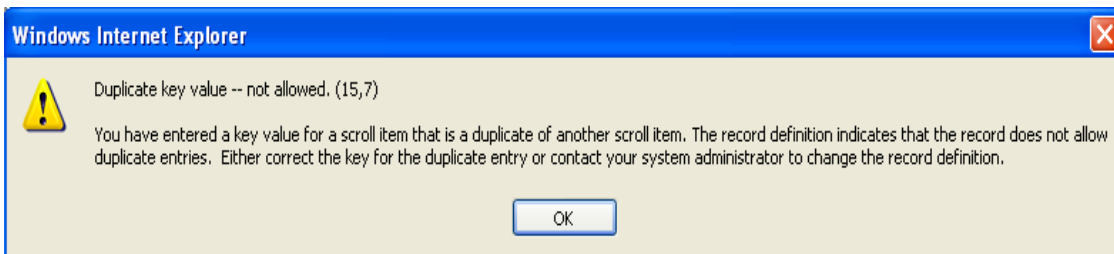
HrWeb Additional Pay

Empl ID: [redacted] Empl Record: **1 of 2**

Additional Pay Find | View All First 1 of 2 Last

*Addl Pay Type: Summer Research/Teaching

If you attempt to create a pay type that already exist, you will get the following error.



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In the example below the employee has two existing additional pay types: FRS and SRT. If you are entering either a FRS or SRT, you would not create a new pay type.

HrWeb Additional Pay

Empl ID: [REDACTED]

Additional Pay Find | View All First

*Addl Pay Type: Summer Research/Teaching

Effective Date Find | View All First

Effective Date: Amount Per Pay Period Default To Distribution from Job:

Payment Details Find First 1-2 of 2

End Date:

Amount: Smartkey: Edit C

Goal Amount: Goal Balance:

End Date: + -

Amount: Smartkey: Edit ChartFields

Goal Amount: Goal Balance:

*Addl Pay Type: Freshman Seminar

Effective Date Find | View All First 1 of 1 Last

Effective Date: Amount Per Pay Period Default To Distribution from Job:

Payment Details Find First 1 of 1 Last

End Date:

Amount: Smartkey: Edit ChartFields

Goal Amount: Goal Balance:

Annotations:

- Top scroll area: Points to the top navigation bar of the first pay type entry.
- Middle scroll area: Points to the Effective Date section of the first pay type entry.
- Lower scroll area: Points to the Payment Details section of the first pay type entry.

If you're entering a pay type that already exist, click the plus button on the middle scroll area for the additional pay to insert a new effective dated row. Enter data for that effective date.

HrWeb Additional Pay

Empl 0035316 Empl Record: 0

Additional Pay Find | View All First 1 of 1 Last

*Addl Pay Type: Summer Research/Teaching

Effective Date Find | View All First 1 of 3 Last

Effective Date: Amount Per Pay Period Default To Distribution from Job: + -

Payment Details Find First 1-2 of 2 Last

End Date:

Amount: Smartkey: Edit ChartFields

Goal Amount: Goal Balance:

Annotation:

- Plus button: A red circle highlights the plus button in the Effective Date section of the first pay type entry.

Entering Additional Pay Data

Data Entry

1. Enter the effective date the additional pay is to begin and when appropriate, the end date. *All additional pay types other than MHA (Minister Housing Allowance) require an end date.*
2. The amount per pay period is the amount in total that you intend to pay the employee per month. For example, you may have three distributions with dollar amounts of \$500 each. The total payment for the pay period is \$1500. That is the amount per pay period.
3. Checking the **'Default to Distribution from Job box'** will result in the employee's additional pay amount being charged to the same account distribution as their job salary. Checking the box will remove the smartkey field from the page. If job is defaulting to the department's default DBE, checking the box will mean that the additional pay is also defaulted to the department's default smartkey.
4. Once you have all distributions entered click save.

Example with smartkey entered.

HrWeb Additional Pay

Test Hire EMP ID: 0386773 Empl Rcd #:

Additional Pay Find | View All First 2 of 2 Last

*Addl Pay Type: SRT Summer Research/Teaching

Effective Date Find | View All First 1 of 1 Last

Effective Date: 05/01/2010 Amount Per Pay Period: 1,000.00 Default To Distribution from Job

Payment Details Find First 1 of 1 Last

End Date: 06/30/2010

Amount: 1000 Smartkey: 0000002218

Goal Amount: Goal Balance:

Example with default to distribution from job box checked.

HrWeb Additional Pay

Test Hire EMP ID: 0386773 Empl Rcd #:

Additional Pay Find | View All First 1 of 2 Last

*Addl Pay Type: FRS Freshman Seminar

Effective Date Find | View All First 1 of 1 Last

Effective Date: 04/01/2010 Default To Distribution from Job

Payment Details Find First 1 of 1 Last

End Date: 04/30/2010

Amount: 500.00

Goal Amount: Goal Balance:

Entering Additional Pay Data

Multiple Smartkey Distributions

To enter an additional pay with multiple smartkey distributions, begin by entering data for the first distribution. Create the next distribution by clicking the plus button in the lower scroll area to insert a new effective dated row.

HrWeb Additional Pay

Test Hire EMP ID: 0386773 Empl Rcd #:

Additional Pay Find | View All First 2 of 2 Last

*Add Pay Type: SRT Summer Research/Teaching + -

Effective Date Find | View All First 1 of 1 Last

Effective Date: 05/01/2010 Amount Per Pay Period 1,000.00 Default To Distribution from Job + -

Payment Details Find First 1 of 1 Last

End Date: 06/30/2010 + -

Amount: 600.00 Smartkey: 0000002218

Goal Amount: Goal Balance:

The end date will default to new rows you create. Enter the amount and smartkey information for the added row(s). You can add as many new effective dated rows as you need by clicking the plus button in the lower scroll area. To delete a row click the minus button for that row.

The total dollar amount of all distributions must equal the value you entered in the 'Amount Per Pay Period' field.

HrWeb Additional Pay

Test Hire EMP ID: 0386773 Empl Rcd #:

Additional Pay Find | View All First 2 of 2 Last

*Add Pay Type: SRT Summer Research/Teaching + -

Effective Date Find | View All First 1 of 1 Last

Effective Date: 05/01/2010 Amount Per Pay Period 1,000.00 Default To Distribution from Job + -

Payment Details Find First 1-2 of 2 Last

End Date: 06/30/2010 + -

Amount: 600.00 Smartkey: 0000002218

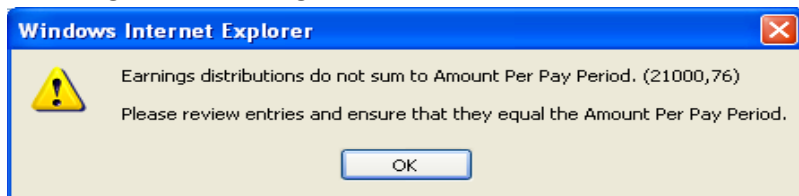
Goal Amount: Goal Balance:

End Date: 06/30/2010 + -

Amount: 400.00 Smartkey: 0000002223

Goal Amount: Goal Balance:

You will get the following error if those amounts don't match.



Entering Additional Pay Data

Goal Amount

The goal amount field is optional for use.

The goal amount is the total amount that payroll will pay for that particular distribution. Look at the example below.

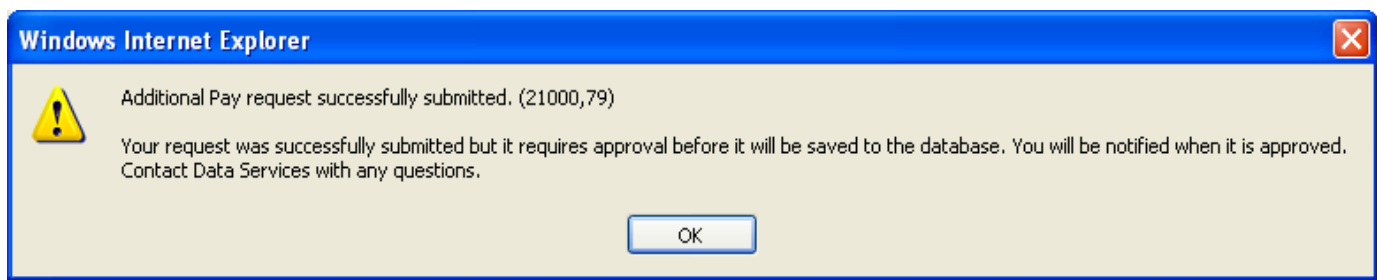
\$500 per month x three months = \$1500 total payment

\$1500 is the correct amount that should be entered in the goal amount field. Entering \$1000 will cause the payroll system to stop once the employee has been paid a total of \$1000.

The screenshot shows the 'HrWeb Additional Pay' interface. At the top, it displays 'Test Hire' and 'EmplID:0386773 Empl Rcd #: 0'. Below this is a table with one entry: 'Additional Pay' with 'Find | View All' and 'First 1 of 2 Last' navigation. The entry details are: '*Addl Pay Type: FRS Freshman Seminar'. Below this is another table for 'Effective Date' with 'Find | View All' and 'First 1 of 1 Last' navigation. The entry details are: 'Effective Date: 04/01/2010', 'Amount Per Pay Period: 500.00', and 'Default To Distribution from Job' (unchecked). Below this is a 'Payment Details' section with 'Find' and 'First 1 of 1 Last' navigation. The entry details are: 'End Date: 06/30/2010', 'Amount: 500.00', 'Smartkey: [empty]', 'Goal Amount: \$1,000.00', and 'Goal Balance: [empty]'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

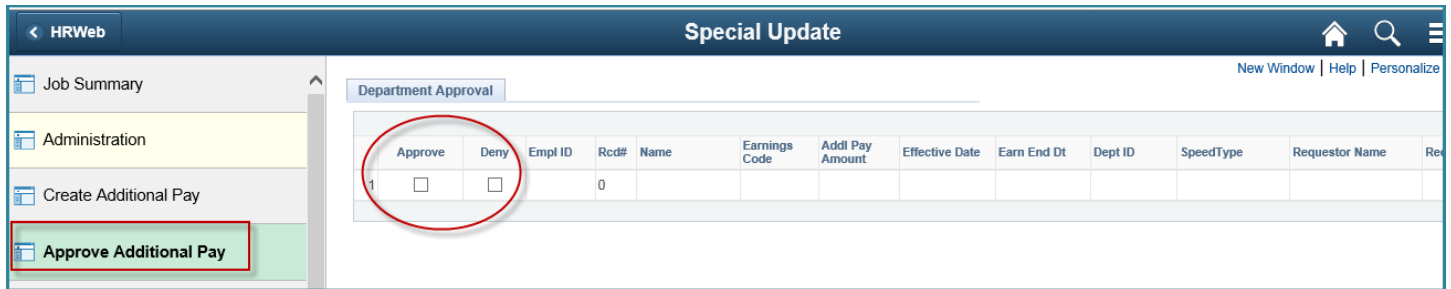
Additional Pay Approvals

Some departments will utilize the workflow approval functionality that is available. If your department is using the workflow approval process, you will see the following message upon hitting the save button.



Entering Additional Pay Data

Employees who are designated as additional pay approvers will have access to the Additional Pay Approver via HRWEB>Special Update>Approve Additional Pay. The approver will receive an email notifying them that there is an additional pay request awaiting approval.



The screenshot shows the HRWeb interface for 'Special Update'. On the left, a navigation menu includes 'Job Summary', 'Administration', 'Create Additional Pay', and 'Approve Additional Pay' (highlighted with a red box). The main area displays a 'Department Approval' table with the following columns: Approve, Deny, Empl ID, Rcd#, Name, Earnings Code, Addl Pay Amount, Effective Date, Earn End Dt, Dept ID, SpeedType, Requestor Name, and Requestor ID. A red circle highlights the 'Approve' and 'Deny' checkboxes for the first row, which has an 'Rcd#' of 0.

Approve	Deny	Empl ID	Rcd#	Name	Earnings Code	Addl Pay Amount	Effective Date	Earn End Dt	Dept ID	SpeedType	Requestor Name	Requestor ID
<input type="checkbox"/>	<input type="checkbox"/>		0									

Click the check box next to each distribution and hit Save. **NOTE – an approval is required for each of a multiple distribution entry.** Once you have saved your approvals the requestor will receive an email that the additional pay has been approved.

Entering Additional Pay Data

Additional Pay entries can be seen on Job Summary page:

- Immediately after hitting save for entries that do not require approval
- Immediately upon the approver hitting save for entries that require approval

Campus Mail Location	
Eff Date:	06/29/2010
Campus Mail Loc:	

Primary Dept and Pay Check Location	
Company:	Primary Department ID:
Eff Date:	06/29/2010 Pay Check Dist Loc:

First Start Date:	04/01/2010
Last Start Date:	04/01/2010
Service Date:	04/01/2010
Term Date:	
Vac Hours Bal:	
Sick Hours Bal:	

Job Information							
Eff Date:	04/01/2010	Company:	EUV	Dist type:	N	Salary Grade:	233
Action:	HIR	Location Code:	1599001	1599 Clift	Elig Config 1:	REG	
Rsn Code:	HRE New Hire	Dept Id:	160000	HR Administration	Std Hours:	40.00	
Act Date:	05/12/2010	Job Code:	IA02HC	Accountant, Sr	FTE:	1.000000	
Supervisor:		Empl Class:	7	Staff	Future Term Date:		
Comp Freq:	S Semimonthl	Empl Status:	Active		Future Term Rsn:		
Comp Rate:	1,250.000000						
Annual Rate:	30,000.000						
		<u>Account</u>		<u>Percent of Distribution</u>			

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

Earnings Distribution				
DeptID	Fiscal Year	Smartkey Dept Default Yes:	<input type="radio"/>	No: <input type="radio"/>
Effective Date	Eff Seq	0		
<u>Smartkey</u>	<u>Distrb %</u>	<u>Grant</u>	<u>End Date</u>	

Additional Pay			
Effective Date	Description	Other Pay	End Date
07/01/2010	Summer Research/Teaching	\$500.00	07/31/2010
05/01/2010	Summer Research/Teaching	\$1,000.00	06/30/2010
04/01/2010	Freshman Seminar	\$500.00	04/30/2010

[Return to Search](#)

Entering Additional Pay Data

Add/Delete Department from Requiring Approval

Departments that require approvals need to be entered in the Additional Pay Dept Approvers page. Select Add a New Value, then enter the department number and click ADD.

The screenshot shows the HR Administration interface. On the left, a sidebar lists various modules, with 'Additional Pay Dept Approvers' highlighted in green. The main content area is titled 'Additional Pay Dept Approvers' and contains the following elements:

- Buttons: 'Find an Existing Value' and 'Add a New Value' (highlighted with a red box).
- Section: 'Search Criteria' with a dropdown arrow.
- Form: 'Department begins with' followed by a text input field and a search icon.
- Checkbox: 'Include History'.
- Buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.
- Footer: 'Find an Existing Value | Add a New Value'.

This is a close-up of the 'Additional Pay Dept Approvers' form. It shows the following elements:

- Buttons: 'Find an Existing Value' and 'Add a New Value'.
- Form: 'Department' followed by a text input field and a search icon (highlighted with a red box).
- Button: 'Add' (highlighted with a red box).

If you have multiple approvers, click the + button then enter the employee id of the approver(s) and click Save.

The screenshot shows the 'Department Approvers' table. The table has the following structure:

Department Approvers	
Department	160040
Description	HR: Benefits Administration

Personalize Find View All First 1 of 1 Last			
*Empl ID	Name		
1		+	-

The 'Empl ID' field in the table is highlighted with a red box.

