### **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.

K HRWeb	Special Update
🗂 Job Summary	Additional Pay Entry
Administration	Enter any information you have and click Search. Leave fields blank for a list of all values.
Create Additional Pay	Find an Existing Value  Search Criteria
📅 Pay Rate Change	Empl ID begins with V
Approve Pay Rate Change	Empl Record        Name     begins with       Vame        Name     LN,FN)       begins with
📄 Audit Pay Rate Change	First Name begins with        Last Name begins with        National ID begins with
Submitter Review Pay Change	■     National ID begins with ▼       □ Include History
Earnings Distribution	Search Clear Basic Search 🖾 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.

HrWeb Additional Pay	· •			
		Empl ID:	Empl Record:	0
Additional Pay		Find View All First	I of 1 Last	
*Addl Pay Type:			+ -	

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

## Look Up Addl Pay Type

	Earnings Code	begins with 💌
	Description:	begins with 🐱
	Look Up	Clear Cancel Basic Lookup
	Search Resi	ults
	View All	First 🗃 1-12 of 12 🕞 Last
	Earnings Code	<u>Description</u>
	<u>FR7</u>	(17 IC) Freshman Seminar
	<u>FR8</u>	(18 IC) Freshman Seminar
	FR9	(19 IC) Freshman Seminar
<	FRS	Freshman Seminar
	<u>MH7</u>	(17 IC) Minister Housing Allow
	<u>MH8</u>	(18 IC) Minister Housing Allow
	<u>MH9</u>	(19 IC) Minister Housing Allow
<	MHA	Minister Housing Allowance
	<u>SR7</u>	(17 IC) Summer Research/Teach
	<u>SR8</u>	(18 IC) Summer Research/Teach
	SR9	(19 IC) Summer Research/Teach
<	<u>SRT</u>	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 <u>arrows.</u>

HrWeb Additional P	ay			
			Empl ID:	Empl Record:
Additional Pay			Find   View All	First 1 of 2 Las
*Addl Pay Type:	SRT 🔍	Summer Research/Teaching		+ -

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

Window	vs Internet Explorer 🛛 🔀
1	Duplicate key value not allowed. (15,7) You have entered a key value for a scroll item that is a duplicate of another scroll item. The record definition indicates that the record does not allow duplicate entries. Either correct the key for the duplicate entry or contact your system administrator to change the record definition.

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	-
Additional Pay First Summer Research/Teaching	Top scroll area
*AddI Pay Type: SRI Summer Research/Teaching Effective Date Find   View All First I	· .
Effective Date: 08/01/2015 B Amount Per Pay Period Default To Distribution from Jo Payment Details Find First K 1-2 of 2 D	Middle scroll area
End Date: 08/31/2015 🛐	
Amount: Smartkey: Edit C Goal Amount: Goal Balance:	Lower scroll area
End Date:   Amount: Smartkey: Edit ChartFields	
Goal Amount: Goal Balance:	
*Addl Pay Type: FRS Freshman Seminar Effective Date Find   View All First 1 of 1 Effective Date: 07/30/2015 B Amount Per Pay Period 0.00 Default To Distribution from Job:	+ - Last
Payment Details	
End Date: + -	
Amount:     Smartkey:     Edit ChartFields       Goal Amount:     Goal Balance:	

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: SRT Summer Research/Teaching	<u>.</u>
Effective Date	Find   View All First I 1 of 3 I Last
Effective Date: Amount Per Pay Period De	efault To Distribution from Job: 🜘 🛨 🖃 🌖
Payment Details	Find First 🗹 1-2 of 2 🗅 Last
End Date:	+ -
Amount: Smartkey: Goal Balance:	ChartFields

## **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 Addional Pa	V					
Test Hire		EMP		ID:	0386773	Empl Rcd #:
Additional Pay				Find   View A	📶 🐘 <u>First</u> 🗹	2 of 2 🕨 Last
*Addl Pay Type:	SRT 🔍 SU	ımmer Research/Tea	ching			+ -
Effective Date				Find   View All	🛛 First 🖳 1 a	of 1 🕑 Last
Effective Date:	05/01/2010 🛐	Amount Per Pay Pe	riod 1,000.00	Default To Dis	tribution from	Job 🗌 🛨 🗖
Payment Details	•			<u>Find</u>	First ⊡ 1 of 1	🕒 Last
End Date: 00	6/30/2010 🛐					+ -
Amount: Goal Amount:	1000	Smartkey: Goal Balance:	000002218		]Q	

### Example with default to distribution from job box checked.

HrWeb Addional Pay	<u>\</u>			
Test Hire	EMP	ID:	0386773	Empl Rcd #:
Additional Pay		Find   View A	📶 🔹 First 🗹 -	1 of 2 🕨 Last
*Addl Pay Type:	FRS 🤍 Freshman Seminar			+ -
Effective Date		Find   View All	First 🛃 1 of	f 1 🗈 Last
Effective Date: 0	)4/01/2010 🛐	Default To Dis	tribution from	Job 🔽 🛨 🗖
Payment Details		<u>Find</u>	First 🕙 1 of 1	🕑 Last
End Date: 04/3	0/2010 🛐			+ -
Amount: Goal Amount:	500.00 Goal Balance:			

#### **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 Addional Pay

Test Hire		EMP		ID:	0386773	Empl Rcd #:
Additional Pay				Find   View /	All 🛛 🖪 🖪	2 of 2 🕨 Last
*Addl Pay Type:	SRT 🔍 SI	ummer Research/Tea	ching			+ -
Effective Date				Find   View All	First 🛃 1 a	of 1 🕩 Last
Effective Date:	05/01/2010 関	Amount Per Pay Pe	riod 1,000.00	Default To Dis	tribution from	Job 🗌 🛨 🗖
Payment Details				<u>Find</u>	First 🔄 1 of 1	🕒 I ast
End Date: 06/	30/2010 🛐				(	ŧ
Amount: Goal Amount:	600.00	Smartkey: Goal Balance:	000002218		]a	

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 Addional Pay	
Test Hire EMP	ID: 0386773 Empl Rcd #:
Additional Pay	Find   View All First 💶 2 of 2 🕨 Last
*Addl Pay Type: SRT Q Summer Research/Teaching	+ -
Effective Date <u>Fi</u>	ind   View All First 🗹 1 of 1 🕨 Last
Effective Date: 05/01/2010 B Amount Per Pay Period 1,000.00 D	efault To Distribution from Job 🛛 🛨 🖃
Payment Details	Find First 😳 1-2 of 2 💽 Last
End Date: 06/30/2010 🛐	+ -
Amount: 600.00 Smartkey: 0000002218	Q
Goal Amount: Goal Balance:	
End Date: 06/30/2010 🛐	+ -
Amount: 400.00 Smartkey: 0000002223	٩
Goal Amount: Goal Balance:	

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

Window	rs Internet Explorer 🛛 🔀
⚠	Earnings distributions do not sum to Amount Per Pay Period. (21000,76) Please review entries and ensure that they equal the Amount Per Pay Period.
	ОК

## **Goal Amount**

I

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.

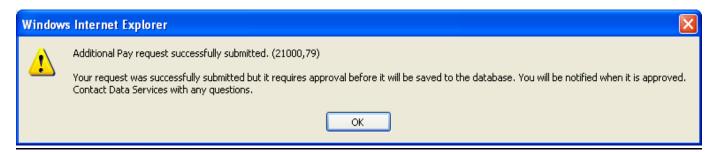
500 per month x three months = 1500 total payment

\$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.

HrWeb Addional Pay	
Test Hire	EmpliD:0386773 Empl Rcd #: 0
Additional Pay	Find   View All First 🗹 1 of 2 🕨 Last
*Addl Pay Type: FRS 🔍 Freshman Seminar	<b>H</b>
Effective Date	Find   View All First 🗹 1 of 1 🕨 Last
Effective Date: 04/01/2010 B Amount Per Pay Period	500.00 Default To Distribution from Job
Payment Details	Find First <sup>10</sup> 1 of 1 <sup>10</sup> Last
End Date: 06/30/2010 🛐	+ -
Amount: 500.00 Smartkey: Goal Amount: \$1,000.00 Goal Balance:	٩
Save Return to Search Notify Refresh	Update/Display

# **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.



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.

K HRWeb Special Update ♠ Q ■							. =					
📄 Job Summary	^	Department App	roval							New	Window   Help   Perso	onalize
Administration		Approve	Deny Empl ID	Rcd# Name	Earnings Code	Addl Pay Amount	Effective Date	Earn End Dt	Dept ID	SpeedType	Requestor Name	Rei
E Create Additional Pay				0								
Approve Additional Pay												

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

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         Action:       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 Rate:       1,250.000000       Account       Percent of Distribution       Future Term Rsn:         Comp Rate:       30,000.000       Enter a department or click the lookup icon to select a department to view account distribution below.       Select DeptID       Fiscal Year       Smartkey Dept Default Yes:       No:       No:       Select Secure       Eff Seq       0         Smartkey       Distrib %       Grant End Date       Ston 0.0       Or/3/31/2010       Ston.0       Or/3/31/2010       Ston.0       Or/3/31/2010         Smartkey       Description       O								
Campus Mail Loc:       Last Sair Date:       04/01/2010         Service Date:       04/01/2010         Term Date:       04/01/2010         Company:       Primary Department ID:         Eff Date:       06/29/2010         Pay Check Location       End         Distromation       End 1 View All         Eff Date:       04/01/2010         Company:       EUV         Distribution       Eing 1 View All         Eff Date:       04/01/2010         Action:       HIR         Location Code:       1599001         1599 Clift       Elig Config 1:         Ren Code:       HRE         Dept Id:       160000         HR Administration       Std Hours:         40:00       FTE:         1:000000       Account St         Supervisor:       Empl Class:         Comp Freq:       S         Semimonthi       Empl Status:         Dept D       Fisc	ampus Mail Loca	ition <u>F</u>	ind 🔳 1 of 1 🕨	First Sta	art Date: 04/01	1/2010		
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Company:       Primary Department ID:         Eff Date:       06/29/2010       Pay Check Dist Loc:         Schlormation       End View All       First 1 of 1 of 1         Eff Date:       04/01/2010       Company:       EUV       Dist type:       N       Salary Grade:       233         Action:       HIR       Location Code:       159901       1599 Clift       Elig Config 1:       REG         Rsn Code:       HRE       New Hire       Dept Id:       160000       HR Administration       Std Hours:       40.00         Action:       HIR       Location Code:       HA2HC       Accountant, Sr       FTE:       1.000000         Supervisor:       Empl Class:       7       Staff       Future Term Date:         Comp Rate:       1.250.000000       Account       Percent of Distribution         Annual Rate:       30,000.000       Account       Percent of Distribution         Select DeptID       Fiscal Year       Smartkey Dept Default Yes:       No:       0         DeptID       Fiscal Year       Smartkey Dept Default Yes:       No:       0       0         Summer Research/Teaching       S100.00       07/31/2010       04/30/2010       04/30/2010         Actional Pay       Distrb % <th>rimary Dept and</th> <th>Pay Check Location F</th> <th>ind 🖪 1 of 1 🕨</th> <th>Term Da</th> <th>ite:</th> <th></th> <th></th> <th></th>	rimary Dept and	Pay Check Location F	ind 🖪 1 of 1 🕨	Term Da	ite:			
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Sob Information       First I to f I         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:       Future Term Rsn:         Comp Rate:       1,250.000000       Account       Percent of Distribution       First I of 1 I:       Last         Select DeptID       Enter a department or cick the lookup icon to select a department to view account       armings Distribution       First I of 1 I:       Last         DeptID       Fiscal Year       Smartkey Dept Default Yes:  No:  No:  Distrib % Grant End Date       No:  Distrib % Grant End Date         Additional Pay       Elfective Date       Elf Seq 0       Smartkey Dept Default Yes:  No:  Distrib % Grant End Date         Moditional Pay       Distrib % Grant End Date       Sto0.00       07/31/2010       04/30/2010         Of01/2010 <th></th> <th></th> <th></th> <th>Sick Ho</th> <th>urs Bal:</th> <th></th> <th></th> <th></th>				Sick Ho	urs Bal:			
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Act Date:       05/12/2010       Job Code:       IA02HC       Accountant, Sr       FTE:       1.000000         Supervisor:       Empl Class:       7       Staff       Future Term Date:         Comp Freq:       S       Semimonthi       Empl Status:       Active       Future Term Rsn:         Comp Rate:       1,250.000000       Account       Percent of Distribution       Future Term Rsn:         Select DeptID       Enter a department or click the lookup icon to select a department to view account distribution below.       Enter a department or click the lookup icon to select a department to view account         amings Distribution       Enter a department or click the lookup icon to select a department to view account distribution below.       No:       No:         DeptID       Fiscal Year       Smartkey Dept Default Yes:       No:       No:         Effective Date       Eff Seq       0       Samartkey       Distrib %       Grant End Date         Additional Pay       End Date       Status       Status       Status       Status       Status         Additional Pay       Description       Other Pay       End Date       Other Pay       End Date         05/01/2010       Summer Research/Teaching       \$1,000.00       06/30/2010       04/30/2010       Other Pay       End Date    <	Action: HI	R	Location Code:	1599001 15	99 Clift		Elig Config 1:	REG
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Comp Freq: S   Semimonthi Empl Status:   Comp Rate: 1,250.000000     Annual Rate: 30,000.000     Select DeptiD Center a department or click the lookup icon to select a department to view account distribution below.     arnings Distribution Find   View All First I of 1 P Last   DeptiD Fiscal Year   Smartkey Distribution Select DeptiD     Additional Pay     Effective Date Eff Seq 0   Smartkey Distrib % Grant End Date     Additional Pay     Effective Date Description     Other Pay End Date     Ordin/2010 Summer Research/Teaching   \$1,000.00 6/30/2010	Act Date: 05	5/12/2010	Job Code:	IA02HC Ac	countant, Sr		FTE:	1.000000
Comp Rate:       1,250.00000         Annual Rate:       30,000.000         Select DeptID       Enter a department or click the lookup icon to select a department to view account distribution below.         arnings Distribution       Find   View All   First I of 1  > Last         DeptID       Fiscal Year       Smartkey Dept Default Yes: (a) No: (b)         Effective Date       Eff Seq 0       No: (c)         Smartkey       Distribution       Grant End Date         O7/01/2010       Summer Research/Teaching       \$500.00       07/31/2010         O5/01/2010       Summer Research/Teaching       \$1,000.00       06/30/2010         O4/01/2010       Freshman Seminar       \$500.00       04/30/2010	Supervisor:		Empl Class:			Fut	ure Term Date:	
Comp Rate:       1,250.000000         Annual Rate:       30,000.000       Account       Percent of Distribution         Select DeptID       Enter a department or click the lookup icon to select a department to view account         arnings Distribution       First I of 1 Last         DeptID       Fiscal Year       Smartkey Dept Default Yes: I of 1 Last         DeptID       Fiscal Year       Smartkey Dept Default Yes: I No: I Smartkey         Additional Pay       Effective Date       Eff Seq 0         Stantkey       Distrb % Grant End Date         O7/01/2010       Summer Research/Teaching       \$500.00       07/31/2010         O5/01/2010       Summer Research/Teaching       \$1,000.00       06/30/2010         O4/01/2010       Freshman Seminar       \$500.00       04/30/2010	Comp Freq:	S Semimonthl	Empl Status:	Active		Fut	ure Term Rsn:	
Annual Rate:       30,000.000         Select DeptID       Enter a department or click the lookup icon to select a department to view account distribution below.         arnings Distribution       Find   View All First 1 of 1 > Last         DeptID       Fiscal Year         Smartkey       Distrib % Grant End Date         Additional Pay       Effective Date         Effective Date       Description         Other Pay       End Date         07/01/2010       Summer Research/Teaching       \$500.00       07/31/2010         05/01/2010       Summer Research/Teaching       \$500.00       04/30/2010	Comp Rate:	1,250,000000						
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	05/01/2010	Summer Research/Teach	ing			10		
	04/01/2010	Freshman Seminar		\$500.00	04/30/20	10		
		1						

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.

Workforce Administration		HR Administration
C Emory Emergency Notify System	^	
General Comments		Additional Pay Dept Approvers Enter any information you have and click Search, Leave fields blank for a list of all values.
		Find an Existing Value Add a New Value
Identification Data		Search Criteria
🞯 Person Profiles		
B Workforce Job Summary		Department begins with ✓ Q □ Include History
Sea Multiple Jobs Summary		Search Clear Basic Search 🖾 Save Search Criteria
🍓 Query and Reporting Tools 🛛 🗸		
🛼 Emory Setup 🔷		Find an Existing Value   Add a New Value
Additional Pay Dept Approvers		
Mail Stop Table		
Additional Pay Dept Approvers		
Eind an Existing Value Add a New	Valu	le
Department Q		
Add		

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

