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.

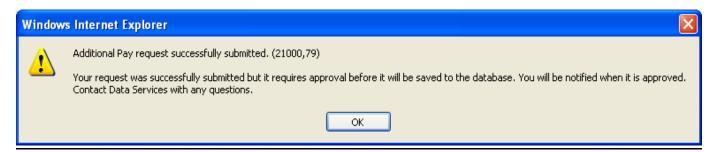
500 per month x three months = 1500 total payment

\$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	H
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 ¹⁰ 1 of 1 ¹⁰ 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								
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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.

