Scenario

In this course, the SHARP trainer, Hall, will show the newly hired Payroll Processor, Kelly, how to maintain an employee's additional pay in SHARP.

Hall

Kelly

Lesson Objectives

After completing this course, you will be able to:

- Understand what conditions warrant an additional pay
- Learn to add/update an additional pay

Lesson Topics

In this lesson you will learn about the following topics. Click **Home** (at the lower left corner) at any time to return to this menu. Click each topic name to navigate to that topic.

Topic1: Additional Pay Overview

Topic 2: Entering an Additional Pay

Topic 3: Lesson Checkpoint

Additional Pay Overview - 1

Additional pay is used to pay earnings that are in addition to the employee's regular pay and fixed in amount from pay period to pay period.

Additional pay that is not constant from one period to the next, and one-time fringe benefit income amounts should be entered on employee timesheets.

Some examples of additional pay are Corrections-Supervise Inmates (CSI), contractual pay (CNT), legislative leader pay (LLP), and legislative allowance (LEG).

Additional Pay Overview - 2

New Additional Pay entries, and all changes to existing Additional Pay items, must be entered prior to paysheet creation for the Additional Pay to be included in the paycheck.

Additional pay can be funded differently than the employee's regular pay. The funding override is entered on the Department Budget Table. Refer to the Payroll Commitment Accounting book for detailed instructions.

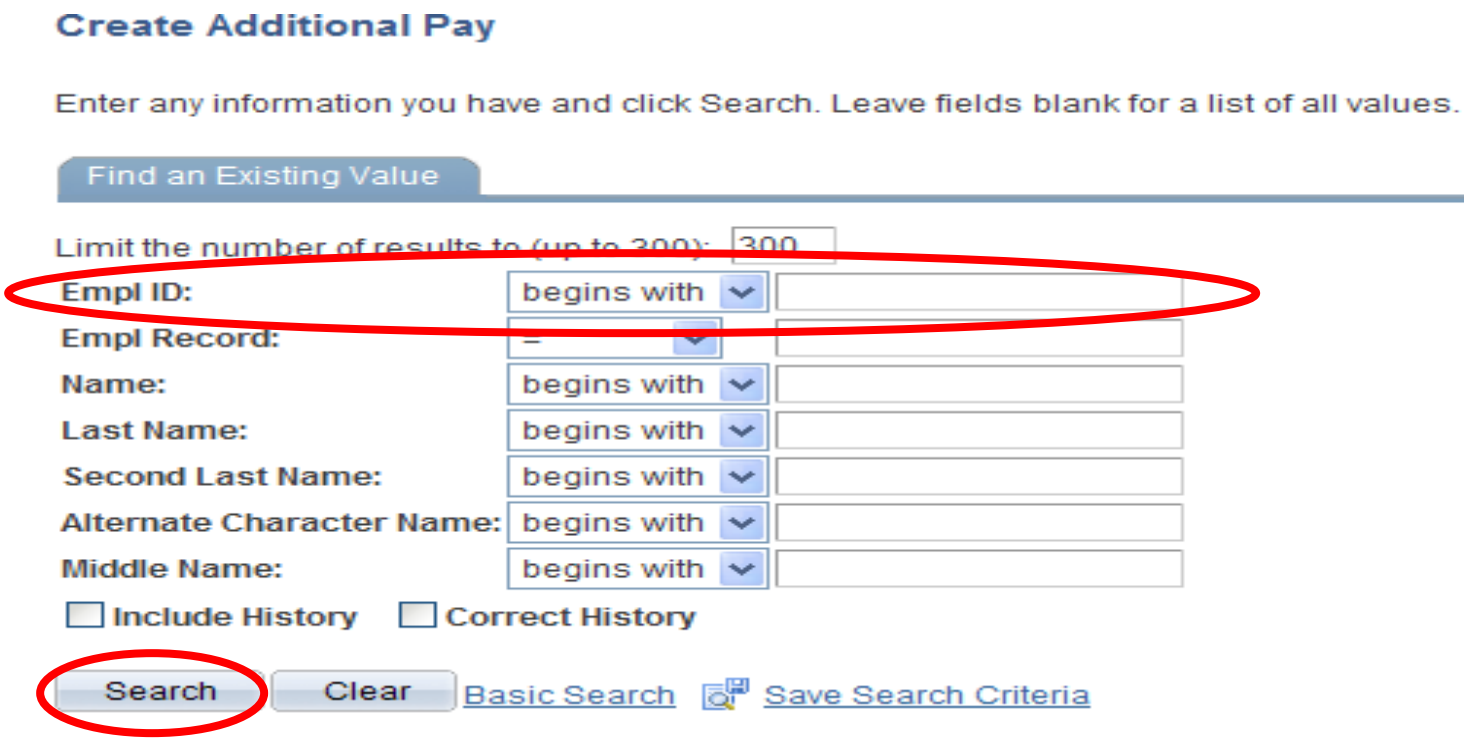
Entering an Additional Pay - 1

Additional pay is entered on the Additional Pay page.

The full menu path is :
Payroll for North America > Employee Pay Data USA > Create Additional Pay

In the following example, you will be shown the steps to enter Contractual Pay (CNT) earnings on the Additional Pay page for an employee.

Entering an Additional Pay - 2



Step 1: Type **Employee ID** in the Empl ID field and click **Search**.

Entering an Additional Pay - 3

Step 2: If this would be the employee's first additional pay(no need to add a row first), type the first character of the desired earnings code to pull up the codes starting with the character, then click to select the desired code.

Entering an Additional Pay - 4

Create Additional Pay

D Smith EMP ID: K0000000001 Empl Record: 0

Additional Pay — Find | View All First 1 of 1 Last

*Earnings Code: CNT Description:

Effective Date — Find | View All First 1 of 1 Last

Effective Date: 08/29/2011

Payment Details — Find | View All First 1 of 1 Last

*Addl Seq Nbr:
End Date:
Rate Code:
Reason: Not Specif
Earnings:
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

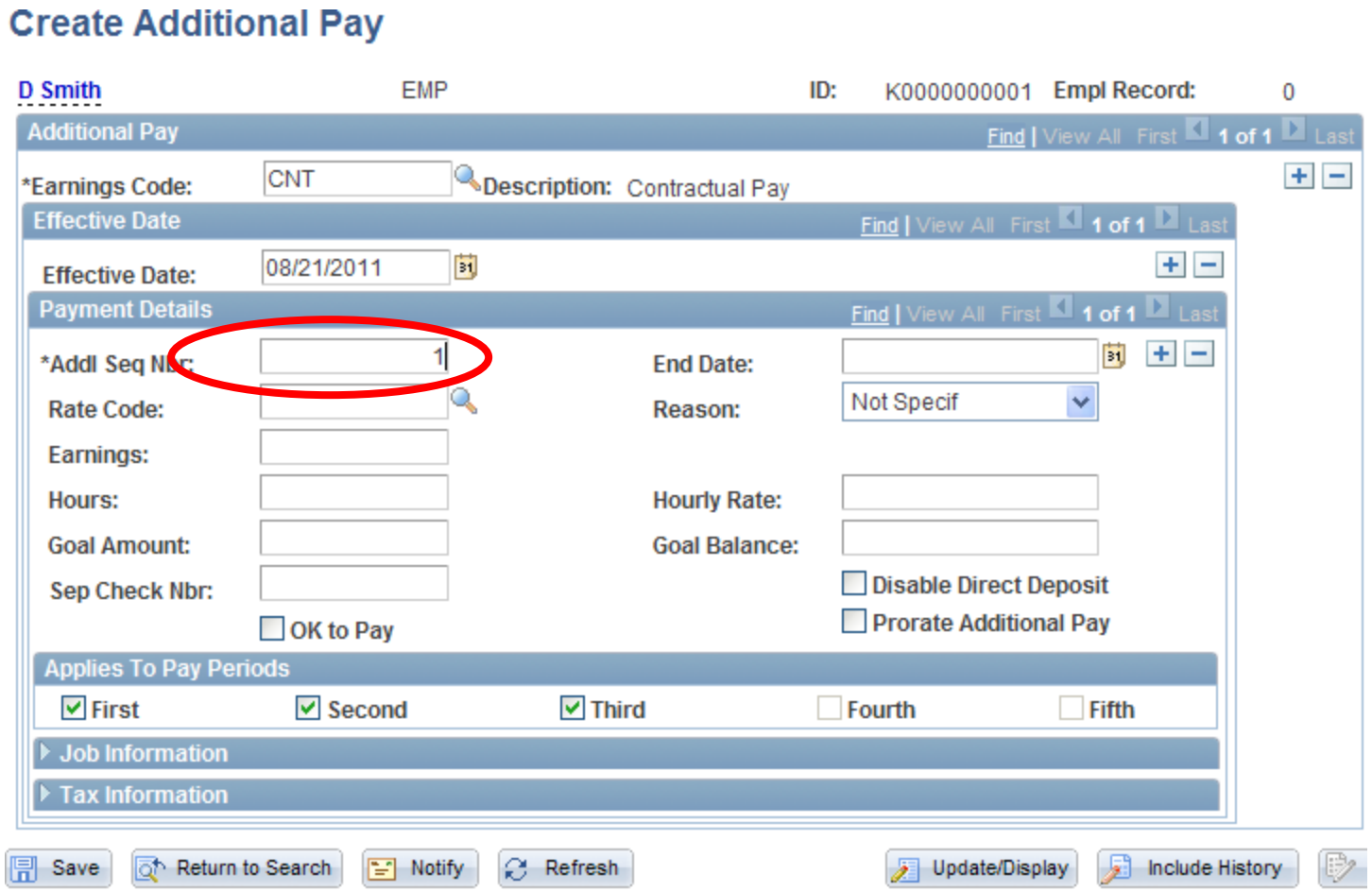
Job Information

Tax Information

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Step 3: Change the defaulted current date to the desired effective date. Usually the first day of a pay period that hasn't been confirmed.

Entering an Additional Pay - 5



Step 4: Enter **1** in the Addl SEQ# field.

Warning: Only 1 amount is allowed. Multiple amounts for an earnings code causes a pay confirmation error.

Entering an Additional Pay - 6

Create Additional Pay

D Smith EMP ID: K0000000001 Empl Record: 0

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: CNT Description: Contractual Pay

Effective Date Find | View All First 1 of 1 Last

Effective Date: 08/21/2011

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr: 1 End Date:

Rate Code: Reason: Not Specif

Earnings:

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

Job Information

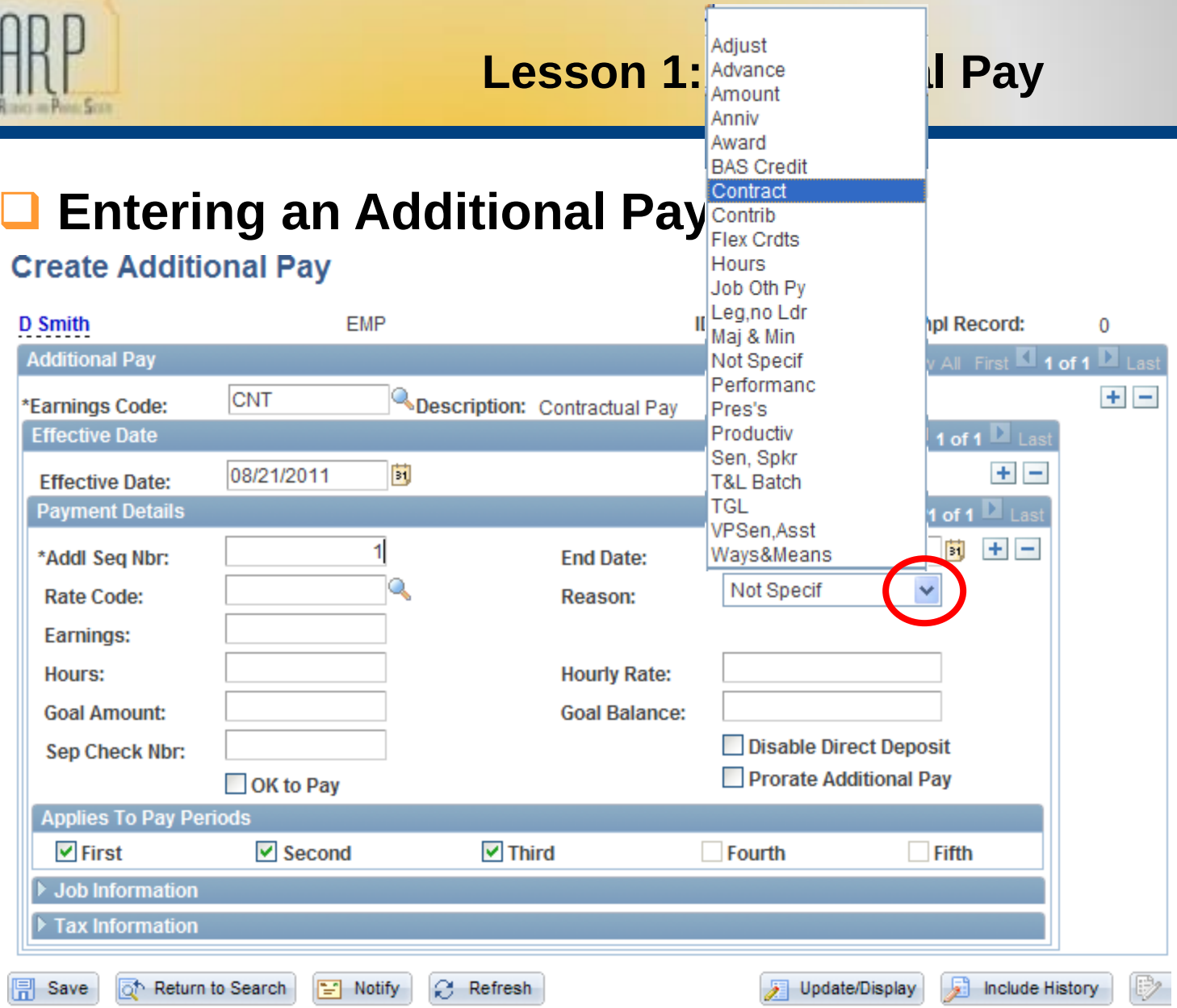
Tax Information

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Rate Code is not used by the State. Leave blank.

End Date: If there is a date on which the Additional Pay will end, enter that date here.

Entering an Additional Pay



Step 5: Click on the drop down arrow by the Reason field to pull up the valid codes, then click to select the desired reason code. In this case, "**Contract**".

Entering an Additional Pay - 8

Create Additional Pay

D Smith EMP ID: K0000000001 Empl Record: 0

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: CNT Description: Contractual Pay

Effective Date Find | View All First 1 of 1 Last

Effective Date: 08/21/2011

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr: 1 End Date:

Rate Code: Reason: Contract

Earnings: 150.00

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

Job Information

Tax Information

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Step 6: Enter either the amount in the Earnings field, or Hours and Hourly Rate. In this example, enter **150.00** in the Earnings field.

Entering an Additional Pay - 9

Create Additional Pay

D Smith EMP ID: K0000000001 Empl Record: 0

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: CNT Description: Contractual Pay

Effective Date Find | View All First 1 of 1 Last

Effective Date: 08/21/2011

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr: 1 End Date:

Rate Code: Reason: Contract

Earnings: 150.00

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

Job Information

Tax Information

Save | Return to Search | Notify | Refresh | Update/Display | Include History

If the pay is for a set hours, enter the hours in the Hours field. Hourly Rate is optional as it defaults from the job record if this field is blank.

The system stops making the additional pay once the Goal Balance reaches the Goal Amount specified. The Goal Balance is updated every pay cycle and shows the cumulative amount that has been paid to the employee.

Not used by the State. Leave blank/off.

Entering an Additional Pay - 10

Create Additional Pay

D Smith EMP ID: K0000000001 Empl Record: 0

Additional Pay — Find | View All First 1 of 1 Last

*Earnings Code: CNT Description: Contractual Pay

Effective Date — Find | View All First 1 of 1 Last

Effective Date: 08/21/2011

Payment Details — Find | View All First 1 of 1 Last

*Addl Seq Nbr: 1
End Date:
Rate Code:
Reason: Contract
Earnings: $150.00
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

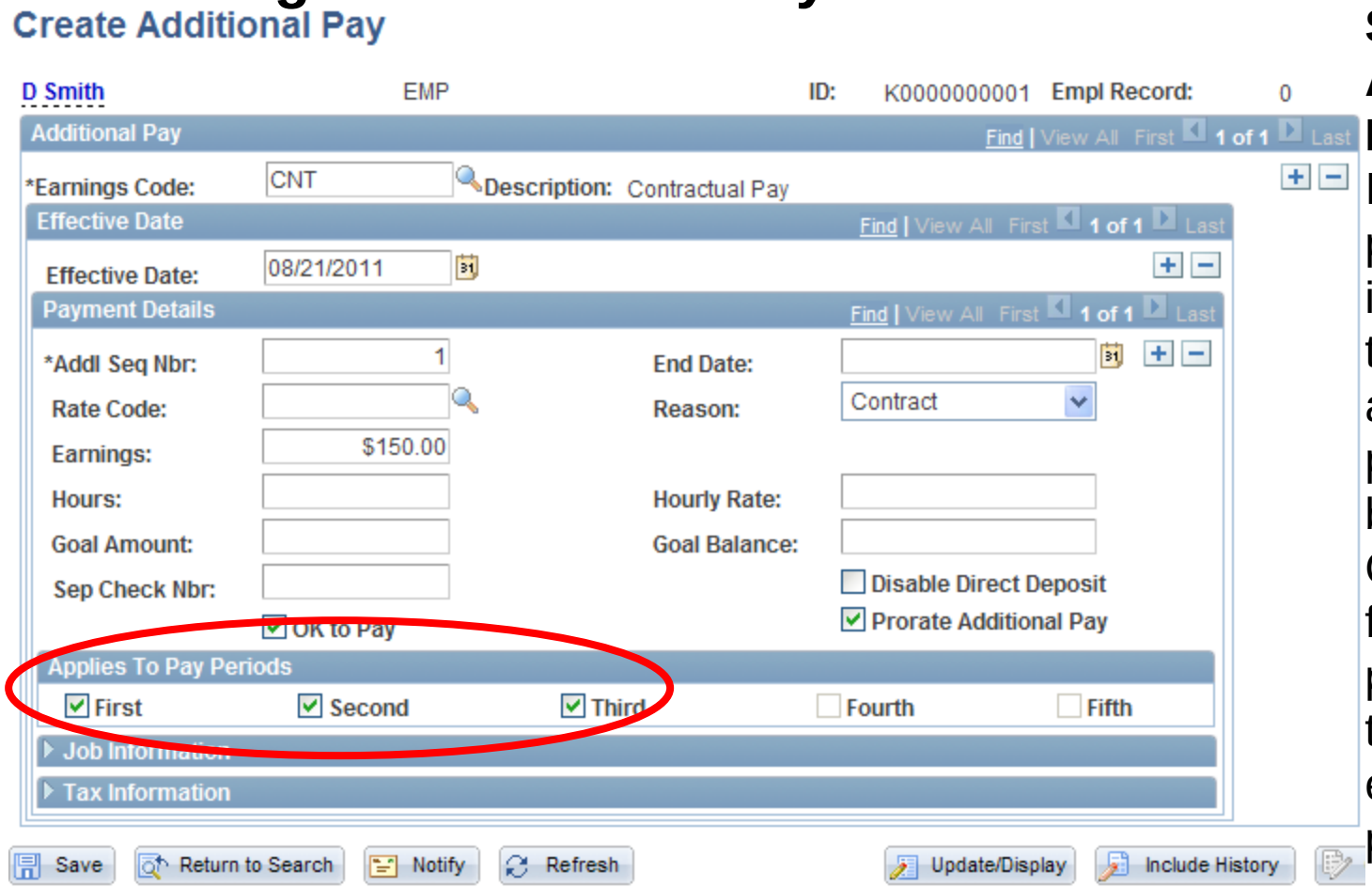
Job Information

Tax Information

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Step 7: The **OK to Pay** box must be checked. Additional pay is by pay period. If you want the additional pay prorated by week, check the **Prorate Additional Pay** check box ON.

Entering an Additional Pay - 11



Step 8: Applies to Pay Periods
Indicates the pay period(s) in the month the additional pay should be made. Check the first 3 pay periods if it's to be paid every pay period.

Entering an Additional Pay - 12

Create Additional Pay

D Smith EMP ID: K0000000001 Empl Record: 0

Additional Pay — Find | View All First 1 of 1 Last

*Earnings Code: CNT Description: Contractual Pay

Effective Date — Find | View All First 1 of 1 Last

Effective Date: 08/21/2011

Payment Details — Find | View All First 1 of 1 Last

*Addl Seq Nbr: 1
End Date:
Rate Code:
Reason: Contract
Earnings: $150.00
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

Job Information

Tax Information

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Step 9: Click the **Save** button.

The employee's regular pay settings should not be changed. These areas are not used by the State.

Lesson Checkpoint

Now is your opportunity to ensure that you are learning the course material. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.

Lesson Checkpoint

How should additional pay that is not constant from one period to the next, and one-time fringe benefit income amounts be reported?

A) Through the Additional Pay process

B) Through the Time and Labor process

C) Through either the Additional Pay or Time and Labor process

The correct answer is B. The additional pay that varies from one period to the next should be processed through timesheets.

Lesson Checkpoint

True or False? Additional pay can be entered either as an amount or hours.

A) True
B) False

The correct answer is A.

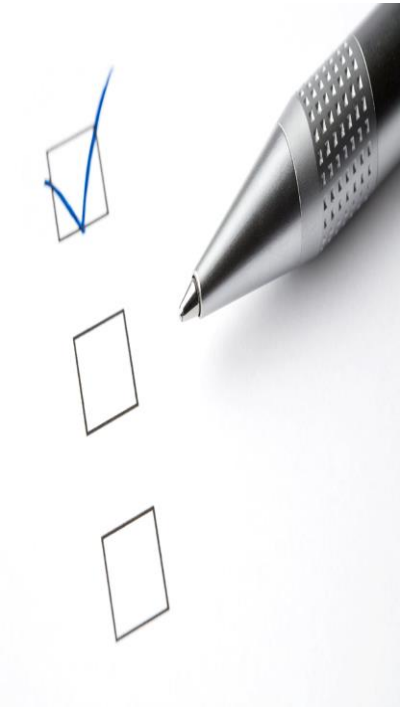
Lesson Summary

Additional pay is used to pay earnings that are in addition to the employee's regular pay and fixed in amount from pay period to pay period. Some examples of additional pay are earns codes CSI, CNT, LLP, and LEG.

Additional pay that is not constant from one period to the next, and one-time fringe benefit income amounts should be entered on timesheets through the Time and Labor process.

In this lesson, I explained what types of pay should be processed through the Additional Pay page and how to enter them. On the left are some review key concepts.

Lesson Completion

Congratulations! You have finished this lesson.

If you have an additional lesson to take, return to the 9.2 Training Resources page, then click the next lesson you want to take.