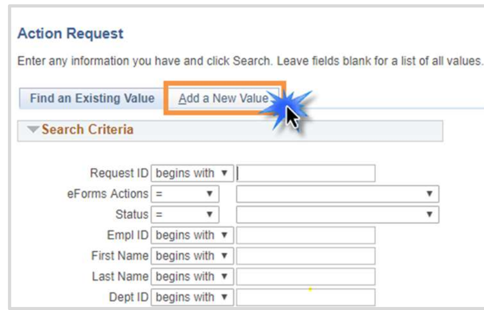
Add/Change Additional Pay

The Additional Pay form is used to request payment outside of an employee's base salary. In addition, you may use this form to cancel or change an existing payment. Additional Pay includes Supplements, Special Assignments, Temporary Duties, Allowances, Awards, etc. To add or modify a supplemental payment, complete the following steps:

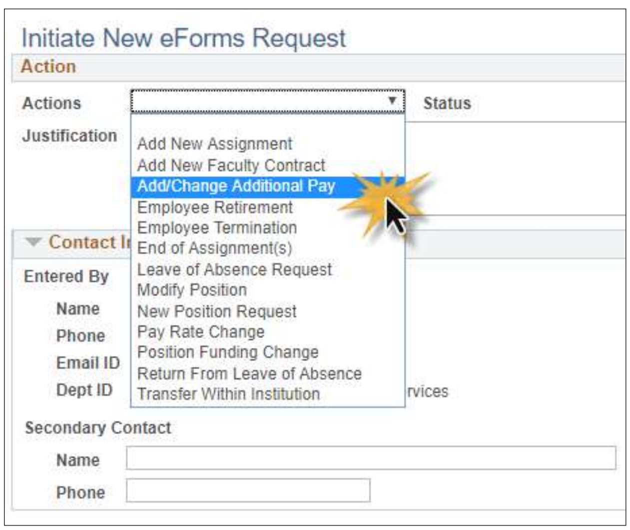
1) In UT Share, navigate to the Action Request page

   Navigator > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

2) Click the Add a New Value tab.



3) The Initiate New eForms Request page is displayed.
   Select Add/Change Additional Pay from the Actions drop-down menu.



4) Use the Justification text box to explain or justify the reason for the request. (Required)

5) Complete the Employee Information Section

   The **Employee Information** section is used to identify the employee receiving additional pay.

   A. Enter or lookup the employees **Empl ID**. The table below displays all the existing assignments for the employee.

   B. If the employee is assigned to multiple positions, you must "Select" the appropriate Empl Record from the Employee Information table. You can only select one record at a time.

   C. To view additional pay history (including Longevity) for the employee, click the **Show Additional Pay History** link.

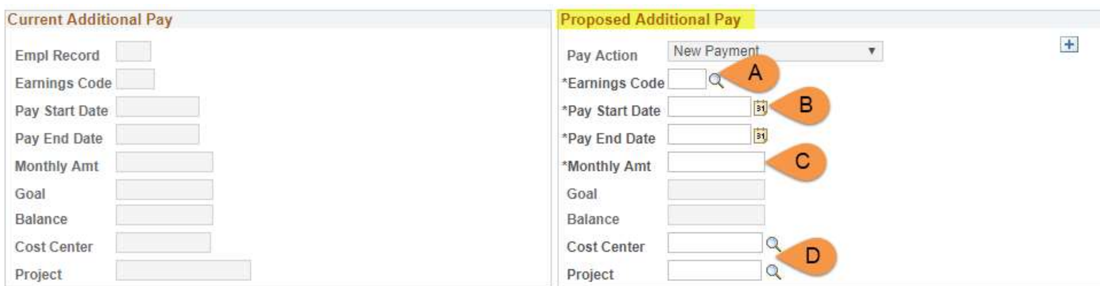
6) Complete the Proposed Additional Pay Section

The **Current Additional Pay** section displays existing supplemental information, if applicable. Use the **Proposed Additional Pay** section to add a new or to change an existing supplement:

Add a New Additional Pay:

If adding a new additional pay, complete the following fields and then proceed to step seven.

Note: If there is an existing Additional Pay, to add a new supplement click the plus sign [+] on the right to insert a new row.



A. Enter or lookup the **Earnings Code**:

Earnings Code	Description
AWD	Award
BON	Bonus
CBK	Call Back Pay
SFT	Shift Pay
SPC	Special Assignments
SUP	Supplement Permanent
TMP	Temporary Additional Duties

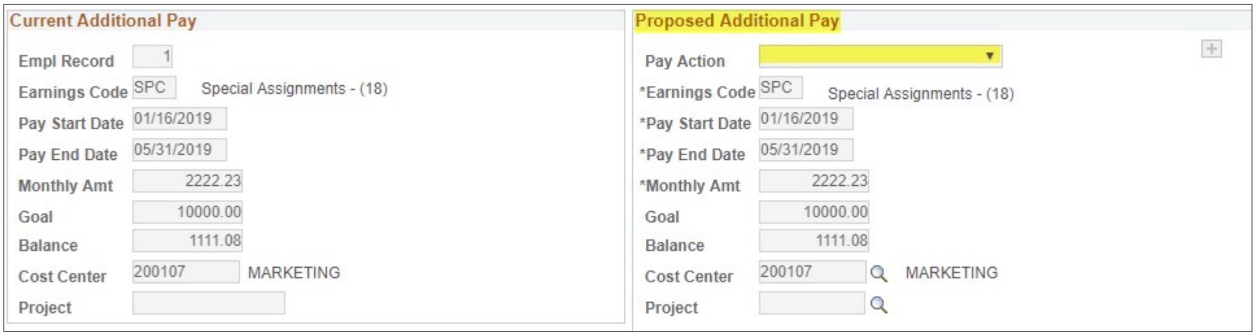
B. Enter the **Pay Start Date** and **End Date**.

C. Enter the **Monthly Amount** that the employee will be paid for each pay period. **Note: The "Goal" on the Additional Pay eForm does not calculate correctly when partial months are being paid. To avoid complications, please put the correct monthly amount on the form and list the goal in the justification box and Payroll Services will update.**

D. Enter the **Cost Center** or Project where the Additional Pay will be charged.

Modify an Existing Additional Pay:

If updating an existing additional pay, complete the following fields and then proceed to the next step.

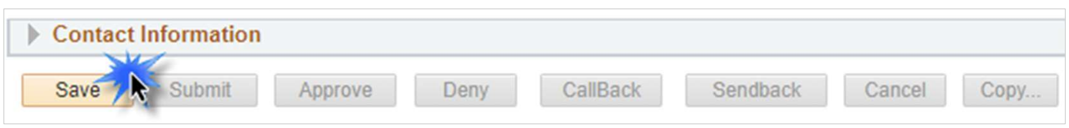


Select a **Pay Action** from the drop-down menu. Depending on the action selected, only certain fields are editable. Listed below are the available Pay Actions:

- **Change Funding** – This option allows you to update the Cost Center or Project.
- **Change/End Payment** – This option allows you to update the Earnings Code, Pay Start/End Date, Monthly Amount, and Cost Center/Project.
- **End Payment** – This option allows you to update the Pay End Date.

7) Click Save

Once the required fields (indicated with an *asterisk) are completed, click Save. Notice, a Request ID number (e.g. 00002475) is assigned and the form status is displaying “Saved”.

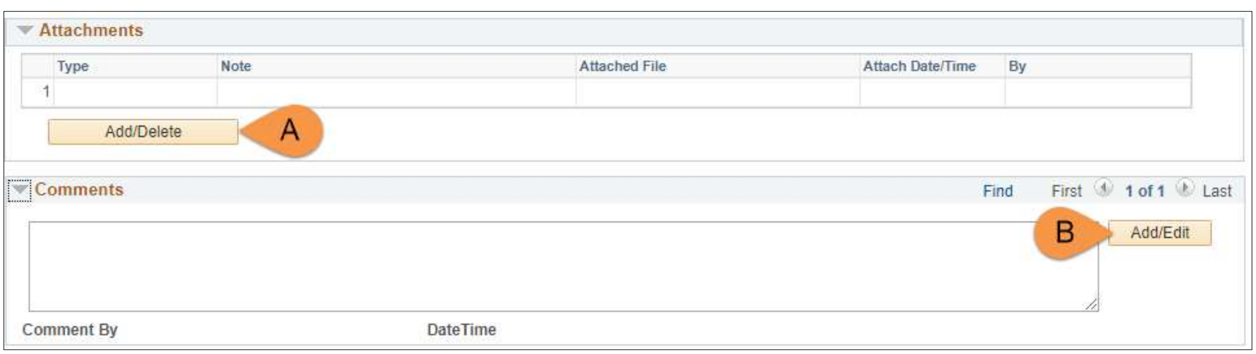


8) Add Attachments and Comments

A. Expand the Attachments section and click the Add/Delete button to upload relevant support documentation.

B. Expand the Comments section and click the Add/Edit button to include any special remarks. (Optional)

Note: Attachments and Comments cannot be added unless you have clicked Save.



9) Add a Secondary Contact (if needed) and Submit the Form to Workflow

   A. If applicable, expand the **Contact Information** section to add the name and telephone number of a secondary contact for the New Position Request form.

10) After completing the eForm, click the **Submit** button to send the document for approval. The eForm **Status** changes to “Pending Approvals” and the current routing is displayed.