Additional Pay Guide

Purpose: This document will show you how to enter a Non-Base Compensation payroll amount into PeopleSoft using ePAF.

Use it to enter payments for these reasons:

- Additional Duty Hourly
- Retro pay
- Lump sum payment
- Wellness Incentive - HR only
- Moving Allowance
- Other Taxable Expense
- Technology Allowance
- Supplemental exceptions
- Resident extra duty
- On call payments
- Shift differential
- Incentive earnings / Sponsored programs - (Faculty only)
- Incentive earnings - others
- Awards
- Summer Students
- Temporary Instructor

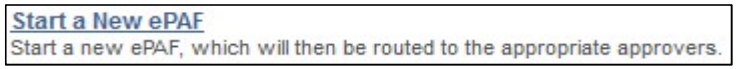
It should not be used for these reasons:

- PPP (Professional Practice Plan)
- Paid Leave payout and Terminal Pay
- Overtime

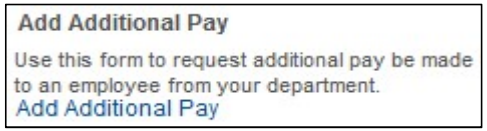
Steps

1. Log in to PeopleSoft and navigate (as shown below) to the ePAF Home Page

2. When you reach the Electronic Personnel Action Form (ePAF) Home Page screen, click "Start a New ePAF" (as shown below)

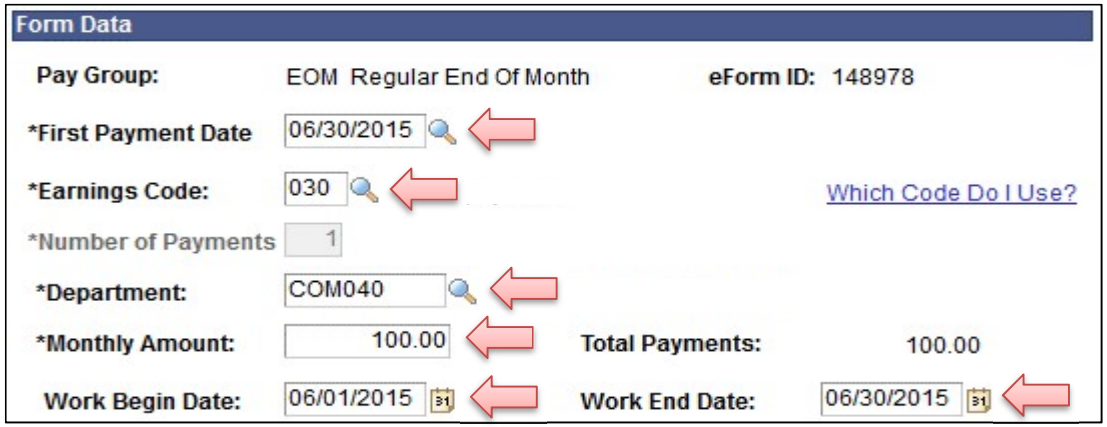


3. When you reach the Start a New electronic Personnel Action Form (ePAF) screen, click "Add Additional Pay" (as shown below)



4. When you reach the Additional Pay Employee Search screen (as shown below), type the Employee ID number in the "Empl ID" field, then click Search

5. Enter the First Payment Date, Earnings Code, Department, Monthly Amount, Work Begin Date, and Work End Date

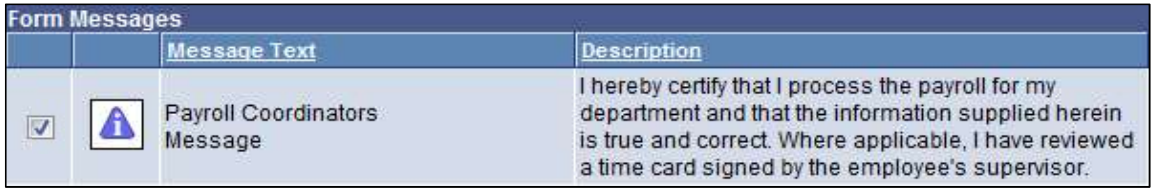


Notes:
- Click on the you need help.
- Use the "Which Code Do I Use" link for help on Earnings

6. Enter the 9 digit Account Code. You must include all leading zeros

Tip: If you need to create a new account code, refer to the HR ePAF Reference Guide

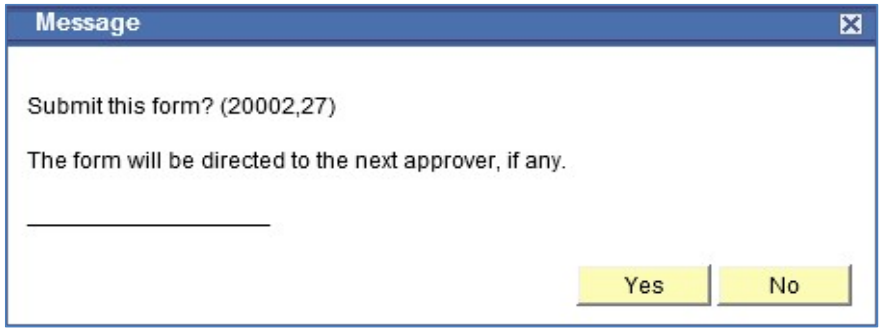
7. Click the check box in the Form Messages area to acknowledge your certification of the action



8. Optional: You can upload a document and attach it to the ePAF. You can also add comments.

9. Review the information you have entered to ensure that is correct, then click Submit

10. The following message will pop up, click Yes to confirm



For more information, contact Payroll Services at 271-2055 or email Payroll-Services@ouhsc.edu