The University of Oklahoma Health Sciences Center

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

Favorites ▼ | Main Menu ▼ > Department Self Service ▼ > ePAF Home Page

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

Start a New ePAF
Start a new ePAF, which will then be routed to the appropriate approvers.
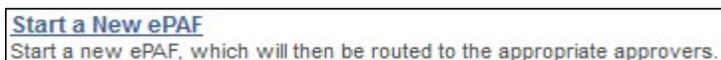
3. When you reach the Start a New electronic Personnel Action Form (ePAF) screen, click "Add Additional Pay" (as shown below)

> **Add Additional Pay**
> Use this form to request additional pay be made to an employee from your department.
> Add Additional Pay

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]
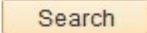
Favorites ▾   Main Menu ▾   › Department Self Service ▾ › ePAF Home Page

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Additional Pay Employee Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:	begins with ▾	
Empl Record:	= ▾	
Name:	begins with ▾	
Last Name:	begins with ▾	
Business Unit:	begins with ▾	
Department:	begins with ▾	🔍
Organizational Relationship:	= ▾	▾
Employee Group:	= ▾	▾

☐ Case Sensitive

[Search]   [Clear]   Basic Search 🔲 Save Search Criteria

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

Form Data		
Pay Group:	EOM Regular End Of Month	eForm ID: 148978
*First Payment Date	06/30/2015	
*Earnings Code:	030	Which Code Do I Use?
*Number of Payments	1	
*Department:	COM040	
*Monthly Amount:	100.00	Total Payments: 100.00
Work Begin Date:	06/01/2015	Work End Date: 06/30/2015

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

Additional Pay Accounts		
	*HR Account Code	Create
1	000005544 🔍	Create

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

Form Messages			
		Message Text	Description
✓	⚠	Payroll Coordinators Message	I hereby certify that I process the payroll for my department and that the information supplied herein is true and correct. Where applicable, I have reviewed a time card signed by the employee's supervisor.

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