

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:

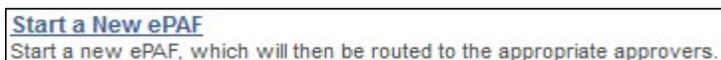
- PPP (Professional Practice Plan)
- Paid Leave payout and Terminal Pay
- Overtime

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)

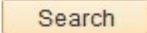


- When you reach the Start a New electronic Personnel Action Form (ePAF) screen, click "Add Additional Pay" (as shown below)

Add Additional Pay

Use this form to request additional pay be made to an employee from your department.

[Add Additional Pay](#)

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



The screenshot shows the Oracle ePAF Home Page. The breadcrumb trail is: Favorites > Main Menu > Department Self Service > ePAF Home Page. The Oracle logo is at the top. The main heading is "Additional Pay Employee Search". Below the heading is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below this is a section titled "Search Criteria" with a dropdown arrow. The search criteria fields are: Empl ID: (dropdown: begins with, text input); Empl Record: (dropdown: =, text input); Name: (dropdown: begins with, text input); Last Name: (dropdown: begins with, text input); Business Unit: (dropdown: begins with, text input); Department: (dropdown: begins with, text input with a magnifying glass icon); Organizational Relationship: (dropdown: =, dropdown menu); Employee Group: (dropdown: =, dropdown menu). There is a checkbox for "Case Sensitive". At the bottom are buttons for "Search", "Clear", "Basic Search", and "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	<input type="button" value="Create"/>

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

Form Messages		
	Message Text	Description
<input checked="" type="checkbox"/>	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.

The screenshot displays the 'File Attachments' section of a web application. At the top, there are navigation links for 'Customize', 'Find', and 'First 1 of 1 Last'. Below this is a table with the following structure:

	Upload	View	Description	Attachment Id
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text"/>	<input type="button" value="Delete"/>

Below the table is a yellow 'Add File Attachment' button. Underneath is a 'Comments' section with a dark blue header. It contains a 'Your Comment:' label, a text input field with a blue checkmark icon, and a 'Comment History:' label with an empty text area. At the bottom of the comments section are two buttons: '<< Previous' and 'Submit'.

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

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

The screenshot shows a 'Message' dialog box with a blue title bar and a close button (X). The message text is as follows:

Submit this form? (20002,27)
The form will be directed to the next approver, if any.

Below the message text is a horizontal line. At the bottom right of the dialog box are two buttons: 'Yes' and 'No'.

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