

OU Pay Form Instructions

Reset Values



OU Pay Form

1 Is this payment? In Addition to Online Data Override Online Data

Last Name: 2	First Name: 3	Employee ID: 4
Position ID: 5	Hourly Rate: 6	Pay Group: 7
Work Begin Dt: 8	Work End Dt: 9	Pay Period End Date: 10
Dept ID: 11	Dept Contact: 12	Contact Phone: 13

Additional Payment Types (code descriptions)	Amount	HR Combo Code	Grant* (Requires Initials Below)
14	16	17	18
Other (Explain Below): 15			
***Dean/VP Signature Required		26	
Signature of Dean/Vice President		Date	

Base Earning Payment Types	Hours	Amount	HR Combo Code	Grant* (Requires Initials Below)
19	20	16	17	18
Other (Explain Below):15				

NOTE: All hourly employee payments require additional information (box below) and supporting documentation.

Explanation/Additional Information: 21

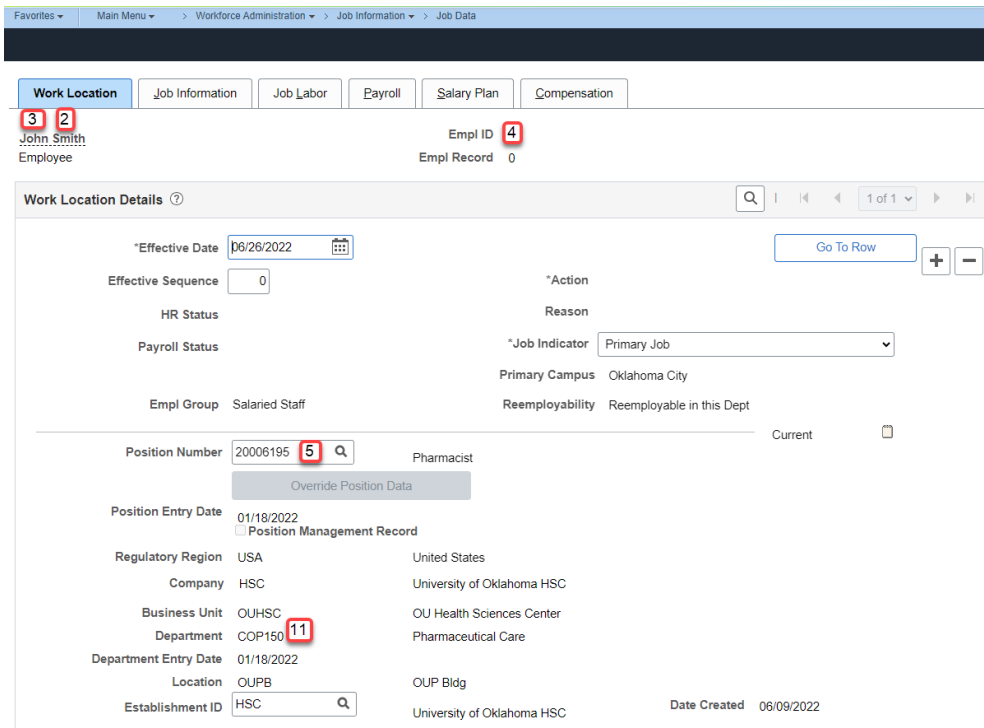
I hereby certify that I process the payroll for my department and that information supplied herein is true and correct. Where applicable, I have reviewed a timecard signed by the employee's supervisor. 22
Signature of Department Payroll Coordinator

I hereby certify, to the best of my knowledge, this employee or temporary worker is entitled to pay as indicated and all leave taken since the last payroll (if applicable) is included with this report. Furthermore, I certify that this supplemental pay (if applicable) is in accordance with HSC Administration Policy, Special Payment Request, [Section 312](#). 23
Signature of Department Head

*Grants & Contracts Accounting Initials: 24 **HR Compensation Initial: 25 Updated: 08/21/2024

OU Pay Form Instructions

1. Is this payment in addition to Online Data or meant to override Online Data?
 - a. In Addition to Online Data- If you need to add an amount and/or hours to an employee's check but don't need to change anything else. For example, an employee terminated before an Add Pay ePAF was executed.
 - b. Override Online Data- Hours or amounts that loaded for employee is incorrect and needs to be updated. For example, an Add Pay ePAF was executed with an incorrect amount or an employee's timesheet error was discovered after timesheets were locked.
2. Last Name: Job Data screen
3. First Name: Job Data screen
4. Employee ID: Job Data screen
5. Position ID: Job Data screen
6. Hourly Rate: Job Data screen
7. Pay Group: Job Data screen



Favorites ▾ Main Menu ▾ Workforce Administration ▾ Job Information ▾ Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation

John Smith Employee Empl ID 4 Empl Record 0

Work Location Details 1 of 1

*Effective Date 08/26/2022 Effective Sequence 0 *Action Reason *Job Indicator Primary Job Primary Campus Oklahoma City Empl Group Salaried Staff Reemployability Reemployable in this Dept

Position Number 20006195 Pharmacist 5 Q Override Position Data

Position Entry Date 01/18/2022 Position Management Record

Regulatory Region USA United States Company HSC University of Oklahoma HSC Business Unit OUHSC OU Health Sciences Center Department COP150 11 Pharmaceutical Care

Department Entry Date 01/18/2022 Location OUPB OUP Bldg Establishment ID HSC Q University of Oklahoma HSC Date Created 06/09/2022

OU Pay Form Instructions

[Work Location](#) | [Job Information](#) | [Job Labor](#) | **Payroll** | [Salary Plan](#) | [Compensation](#)

John Smith Employee Empl ID Empl Record 0

Payroll Information ? | 1 of 1

Effective Date 06/26/2022 Go To Row
 Effective Sequence 0 Action Reason
 HR Status Job Indicator Primary Job
 Payroll Status Current

Payroll System Payroll for North America

Payroll for North America ?

Pay Group	EXM <input type="text" value="7"/> <input type="text" value=""/>	Exempt Employees	Holiday Schedule	HOL <input type="text" value=""/>	Holiday
Employee Type	S <input type="text" value=""/>	Salaried	FICA Status	Subject <input type="text" value=""/>	
Tax Location Code	OUHSC <input type="text" value=""/>	OUHSC	Exempt Reason	NonExmpt <input type="text" value=""/>	Edit ChartFields
GL Pay Type	<input type="text" value=""/>				
Combination Code					

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | **Compensation**

John Smith Employee Empl ID Empl Record 0

Compensation Details ? | 1 of 1

Effective Date 06/26/2022 Go To Row
 Effective Sequence 0 Action Reason
 HR Status Job Indicator Primary Job
 Payroll Status Current

Compensation Rate 4,307.69 *Frequency B Biweekly

▶ **Comparative Information** ?

▼ **Pay Rates** ?

Hourly	6 <input type="text" value=""/>	USD	Monthly	USD
Biweekly		USD	Annual	USD

OU Pay Form Instructions

8. Work Begin Dt: Beginning date of work employee is being paid for
9. Work End Dt: Ending date of work employee is being paid for
10. Pay Period End Date: Pay Period End Date of current payroll or payroll that these earnings will be paid on
11. Dept ID: Job Data screen
12. Dept Contact: Person that should be contacted for any questions or corrections (usually person submitting the form)
13. Contact Phone: Phone number or university extension of Department Contact
14. Additional Payment Types
 - a. This section of form should only be used in place of Add Pay ePAF if the employee is terminated or in a Pay Group that is no longer eligible for the earning code needed. Missing the deadlines for the Add Pay entry or delayed approvals should be paid on the next payroll, not entered on a form request. Deadlines can be found on the End User Calendar.
 - b. Code Descriptions- Click to see Add Pay Earning Codes on the website. This document also includes tabs that show the required Dean, Provost and HR Approval for each earning code. These signatures must be obtained on the paper form before submitting.
 - c. Choose the code that you would normally enter via an Add Pay ePAF in PeopleSoft
 - d. If Additional Payment type is for an hourly employee and it is a non-discretionary payment (as determined by HR Compensation), attach the completed Add Pay Overtime Calculation worksheet
15. Other (Explain Below): If section 14 or section 19 doesn't have correct earning code for your payment, type it in this field. Must use Add Pay Earnings Code spreadsheet to verify that the needed signatures are obtained.
16. Amount: Gross amount to be paid
 - a. In the Base Earnings Payment Types, the Hours should be multiplied by the Hourly Rate to get the Amount
 - b. Amounts in this field can be entered as negatives, will turn red
17. HR Combo Code:
 - a. Only needed if overriding the information on the employee's job record, the system will automatically use whatever funding allocation is setup on the employee's job record, so this field is only necessary if different
 - b. Must split hours and/or amounts by HR Combo Code even if the payment types are the same
 - c. Enter all leading zeros
18. Grant*:
 - a. Only needed if overriding the information on the employee's job record, the system will automatically use whatever grant allocation is setup on the employee's job record, so this field is only necessary if different
 - b. Must split hours and/or amounts by Grant even if the payment types are the same
 - c. Any grant listed in this field requires an initial from a Grants and Contracts contact

OU Pay Form Instructions

19. Base Earning Payment Types:

- a. These payment types would follow the codes that can be found in TAL
- b. Any hours using code REG, 020 or 055 require a paper timesheet as part of the supporting documentation for all hourly employees

20. Any items listed in this section must be reflected in TAL. An adjustment should be created in TAL and a screenshot of the approved adjustment should be included with the supporting documentation or a TAL Adjustment Form should be completed if period is no longer available in History

(Note: The only exception is if an employee has no timesheet available for the period due to late ePAF execution)

Hours: Number of hours to be paid

- a. Required for majority of codes in the Base Earning Payment Types section
- b. Hours in this field can be entered as negatives, will turn red

21. Explanation/Additional Information: A clear and concise explanation of why the OU Pay Form is being used instead of using the system. Should also include the explanation of any codes listed in the "Other (Explain Below):" section.

22. Signature of Department Payroll Coordinator: Signature of Primary Department Payroll Coordinator or Delegate

23. Signature of Department Head: Signature of the Department Head or a designated delegate

24. *Grants & Contracts Accounting Initials: Required for any codes using a Grant number

25. **HR Compensation/Provost Initials: Required for all Payment Types that need HR Compensation Approval or Provost Approval

- a. Will have two asterisks beside earning code

Additional Payment Types	(code descriptions)
163 Incentive Earns - OUP Tuls	**

- b. Use the Add Pay Earnings Code spreadsheet from the website to verify which Payment Types require HR Approval or Provost Approval

26. ***Dean/VP Signature: Required for all Payment Types that need Dean Approval

- a. Will have three asterisks beside earning code

Additional Payment Types	(code descriptions)
160 Faculty Qtrly SPNSR Incentive	***

- b. Use the Add Pay Earnings Code spreadsheet from the website to verify which Payment Types require Dean Approval
- c. Earning codes that have both two asterisks and three asterisks require both HR Comp/Provost initials and Dean/VP Signature

TIN Temporary Instructo	**/**
-------------------------	-------

OU Pay Form Instructions

Resources

Add Pay Earnings Codes (<https://financialservices.ouhsc.edu/Forms/add-pay-earning-codes>)

Add Pay Overtime Calculations (<https://financialservices.ouhsc.edu/Forms/add-pay-overtime-calculations>)

Paper Timesheet (<https://financialservices.ouhsc.edu/Forms/timesheet-for-hourly-employees-paper-form>)

Create a New Combo Code (<https://financialservices.ouhsc.edu/Training#594464329-payroll-training-manuals>)

End User Payroll Calendar (<https://financialservices.ouhsc.edu/Departments/Payroll-Services/Payroll-Coordinators/New-Payroll-Coordinators>)