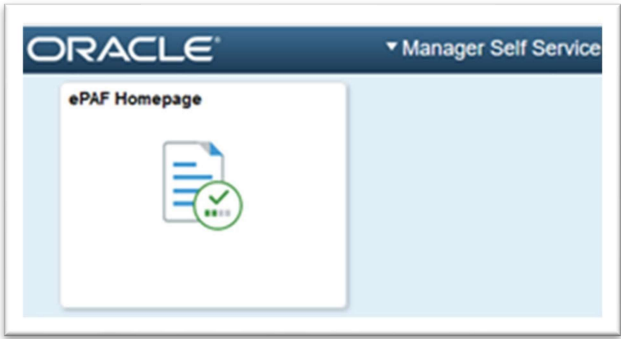
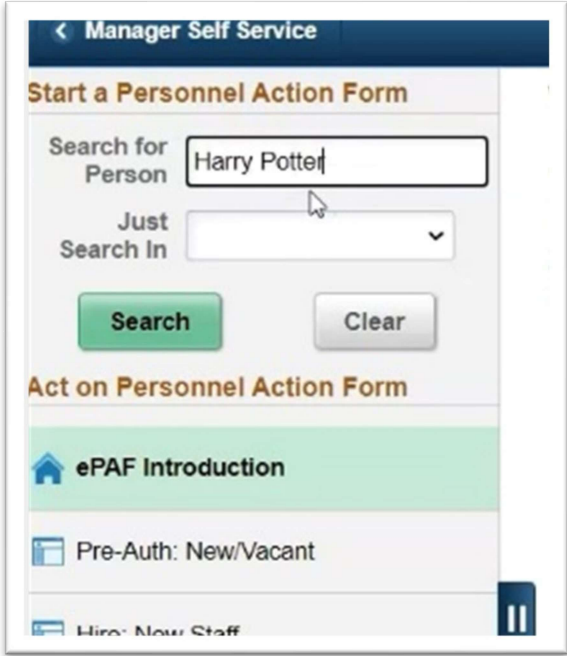
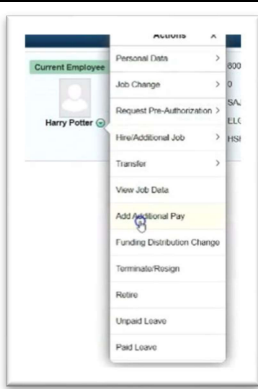
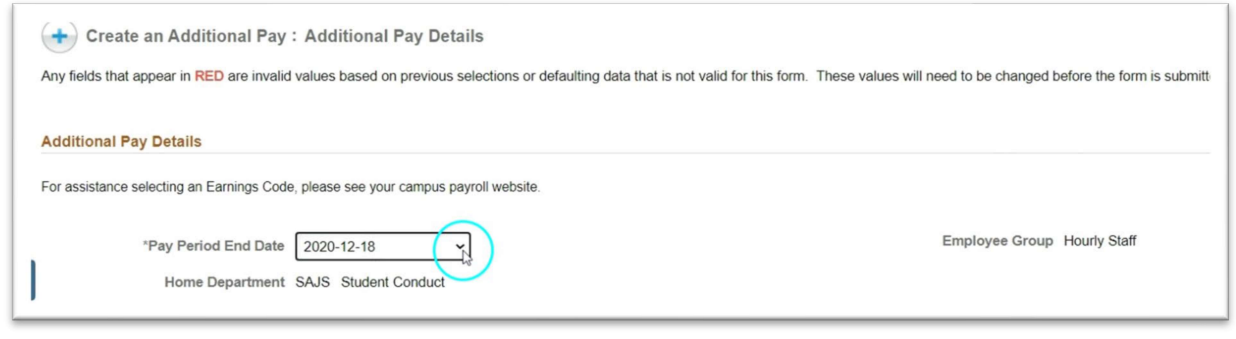
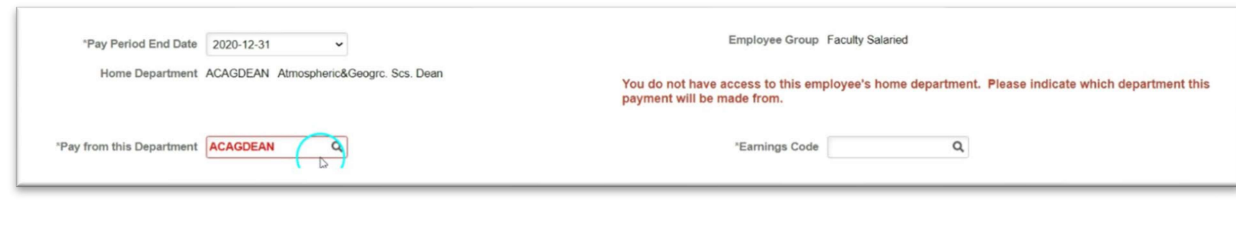



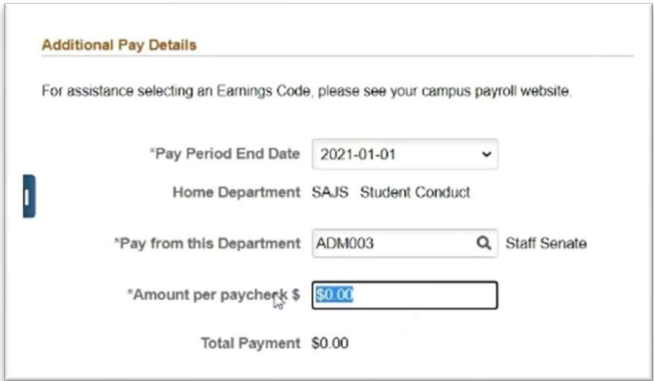
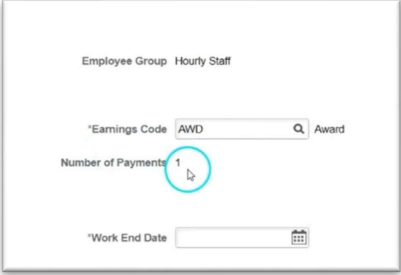


Step	How to Use the Add Pay eForm
Navigation: Manager Self Service - ePAF Homepage>Search Window	
1	In this document, we will review how to complete an Additional Pay eForm.
2	<p>Open the ePAF Tile from Manager Self Service</p> 
	<p>Search for an employee in the upper left box in one of these ways.</p> <ol style="list-style-type: none"> 1. Search by Name <ol style="list-style-type: none"> a. Enter their first name followed by their last name. Partial names can be used. b. For example: Searching for "Ma Fle" will return Marcella Fleming, Mary Fleming, Max Fletcher, and Matthew Fleming, etc. c. Add more letters to the name to narrow the search. d. Use the beginning of the names when using partial names. 2. Search by Employee ID <ol style="list-style-type: none"> a. Partial or whole EMPL IDs can be used. b. Use the beginning for the EMPL ID when using partial numbers. 



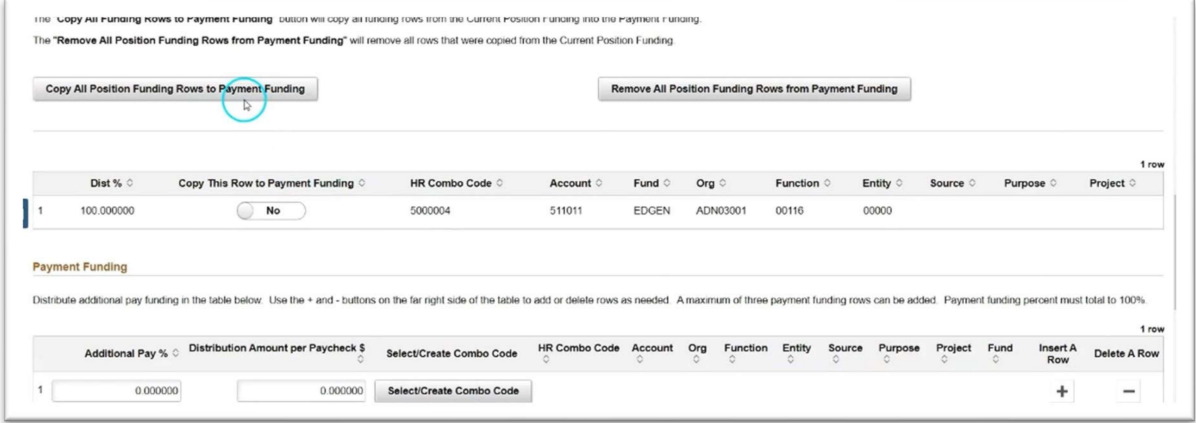


3	<p>Click on "ADD ADDITIONAL PAYMENT" action from the related action drop-down.</p>	
4	<p>Start by choosing the "PAY PERIOD END DATE" from the drop-down. The drop-down will show the Pay Period End Date of the current pay period, plus the next two future pay periods.</p> <p>NOTE: At HSC, if you choose a future pay period you might not be able to enter another add pay for that employee until the ongoing add pay has fully paid</p>	
5	<p>If the employee is performing work outside of their home department or if you do not have access to the employee's home department, you will be required to select a department which this payment will come from. You will only be able to select a department in which you have access to. Use the magnifying glass to select a "DEPARTMENT".</p>	



6	<p>Use the magnifying glass to select an "EARNINGS CODE" for this payment.</p> <p>The Employee Group limits the earnings codes that are available to select. A list of earning codes and descriptions can be found on the campus Payroll website. The document is called Add Pay Earnings Codes.</p> 
7	<p>Enter a dollar amount for the payment in the "AMOUNT PER PAYCHECK" field. The dollar amount can include a maximum of 2 decimals.</p> 
8	<p>The NUMBER OF PAYMENTS field will only be open to change from a single payment to multiple payments if the earnings code allows for recurring payments. If the earnings code does not allow for recurring payments, the field will be set to 1 and cannot be changed.</p> <p>Some restrictions will apply to the number of recurring payments that are allowed:</p> <ul style="list-style-type: none"> Note: if the earnings code allows for recurring payments, a maximum of one year's worth of payments will be allowed. For example, a monthly employee cannot have more than 12 as the number of payments. A bi-weekly employee cannot have more than 26 in the number of payments field. Earning codes may also restrict recurring payments to not exceed the current calendar year. For these payments, the number of recurring payments entered cannot exceed the number of payments left in the current calendar year. 
9	<p>The WORK BEGIN and WORK END DATE fields are used to indicate the dates in which the work was performed.</p>



10	<p>A JUSTIFICATION for the payment should be entered. This is the rationale for why the payment should be made and any other supporting information.</p> 
11	<p>The additional payment can either use the position's current funding or new funding can be assigned. Note: the current funding displayed on the form reflects how the form is currently funded and will not display any future-dated changes to funding.</p> <p>There are a few cases in which new funding is required:</p> <ol style="list-style-type: none"> The initiator of the form does not have access to the employee's home department The HR Combo Codes used for the current position's funding are not allowed based on the earnings code used Initiator wants to use different funding and clicks Yes in the slider for the payment to have different funding.
12	<p>If the position funding will be used for this additional payment, leave the slider for "SHOULD THE PAYMENT HAVE DIFFERENT FUNDING" set to No. If new funding should be applied, click the slider to Yes.</p> 
13	<p>Utilize the tools to copy position funding rows down to the payment funding grid.</p>  <ul style="list-style-type: none"> Click on the "COPY ALL POSITION FUNDING ROWS" button to copy all the funding rows into the New grid. This is a great approach to take if the funding sources are the same but you need to change the distribution. If you have copied all rows but change your mind, you can delete all of them by clicking the "REMOVE ALL POSITION FUNDING ROWS" button. To reuse a single row from the position funding, set the "COPY THIS ROW" slider on the grid to Yes.



14

In the Payment Funding segment, you will see any rows copied from above and can select additional Combo Codes by clicking the **"SELECT CREATE COMBO CODE"** button.

15

The Select HR Combo Code screen will open where you can search for existing or create new combo codes.

16

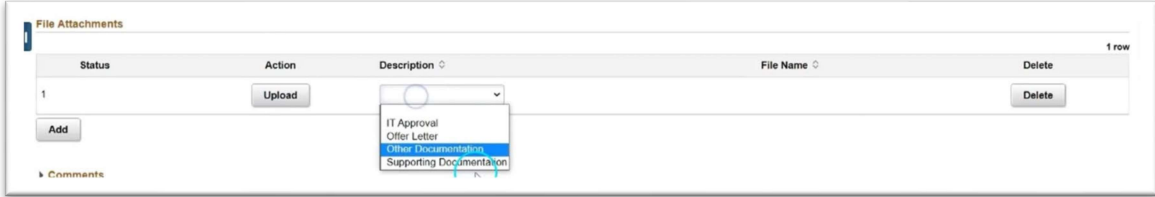
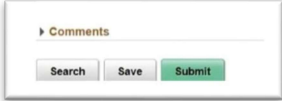
Use the **ADD A ROW BUTTON** to add more rows to the grid as needed. Indicate the **PERCENTAGE DISTRIBUTION** or **DISTRIBUTION AMOUNT** for each row. Note that the percentage and amount calculate back and forth based on the amounts entered. The distribution

percentages entered in the New Distribution grid will total and the sum will be in the Percent Total field. **The total percent must equal 100% to continue.**

Note: Each distribution Amount must be greater than \$0.01.

Note: A maximum of 3 payment funding rows can be added to the Payment Funding grid.



17	<p>Upload attachments. Note: Some attachments may be required depending on the information entered on the form.</p> 
18	<p>Click SUBMIT to initiate the workflow process.</p> 

Process Notes:

- Retroactive Add Pays are not allowed.
- The initiator may edit the form or replace the attachment if it is recycled to them. If this happens, it will complete the approval workflow again.
- Payroll may add or replace an attachment.
- If the form is recycled after the period closes, there will be a red box on the pay period end date when the initiator reopens the form. This date will still be accepted since it was a valid pay date at the time of form submission. You will be allowed to resubmit the form without changing the date. The system will see it is a resubmission and will allow you to submit it for the period it was originally submitted for:

