UC San Diego

UC San Diego
Health Sciences

Topic Based Zoom:
Additional Pay
9/28/22

UC Path

Today's Topics

Additional Pay Overview

Scenarios & System Steps

Resources

Best Practices & Q&A

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Important Things to Remember

UC Path

Avoid making **duplicate** entries

Be aware of the **deadline**

Additional Pay cannot be entered until **pay group** has been assigned

For future dated hires, Additional Pay cannot be entered until the employee's start date

1 **2** **3** **4**

- The Pending Additional Pay link will appear if there is an additional pay transaction pending payroll processing
- Understand the key fields to read Additional Pay

- Additional Pay must be entered and approved by the Employee Data Change deadline
- No new PayPath transactions on the employee record can be submitted until the current transaction has been approved or denied

- Review the Job Data inquiry page to verify a pay group has been assigned
- If you see Pay group = DEF, it likely has not yet been assigned and should be the following day.

- If you have a hire that is fully processed but whose start date is in the future, you must wait until the start date to enter the Additional Pay in PayPath

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Additional Rows

Position Data | Job Data | Additional Pay Data

Chen Allen — Employee — Empl ID 10000077 — Empl Record 0

No Data present for current Additional Pay

New Additional Pay — Find | View All — First ⊕ 1 of 1 ⊕ Last

*Earnings Code: _____ 🔍 [+] [-]

Effective Date — Find | View All — First ⊕ 1 of 1 ⊕ Last

*Effective Date: 07/31/2017 [📅] [+] [-]

▼ Payment Details — Find | View All — First ⊕ 1 of 1 ⊕ Last

Addl Seq #: 1 [+] [-]
End Date: _____ [📅]   Reason: Not Specified ▼
Pay Period Amt: _____
Goal Amount: _____   Goal Balance: _____
☑ Prorate Additional Pay

Applies To Pay Periods
☑ First ☐ Second ☐ Third

Job Information

Employee Type: Salaried   Standard Hours: 40.00
Compensation Rate: $7,846.917500   Frequency: Monthly
Default Job Data
Position: 40000157 PROJECT POLICY ANL 4 GF
Business Unit: UCOP1 UC Office of President
Department: 805600 UNDERGRADUATE ADMISSIONS
Job Code: 005883 PROJECT POLICY ANL 4 GF
FTE: 1.000000
Employee Status: Active   Expected Job End Date:

[Save for Later] [Save And Submit] [Cancel] Upload \ View Supporting Documents

Transaction ID: NEW
Workflow Status: Apprvl Prc
Request Status: In Progress

Initiator's Comments _____

User ID _____
[Return to Search]

Position Data | Job Data | Additional Pay Data

In **EARNINGS CODE** section, add an additional row to enter another type of **Additional Pay** with different Earnings Code, **Effective Date** and **Payment Details.**

In the **EFFECTIVE DATE** section, add a row to enter another **Additional Pay** for the same Earnings Code but a different Effective Date and **Payment Details.**
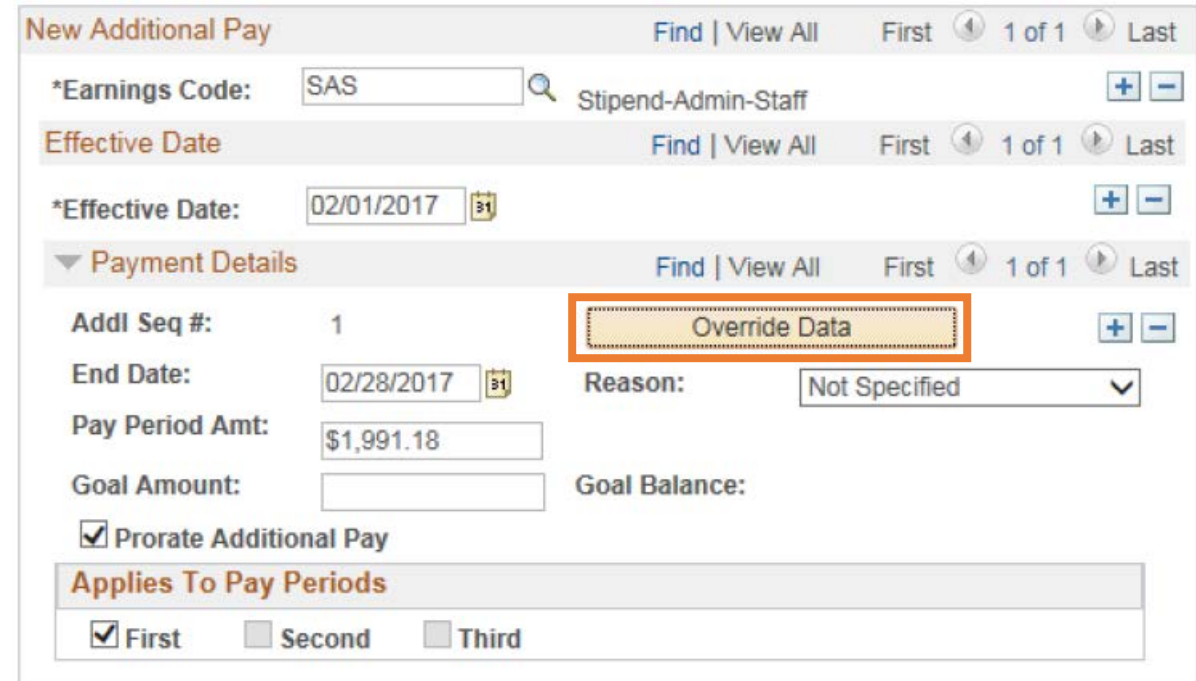
In the **PAYMENT DETAILS** section, add a row to enter another **Additional Pay** for the same Earnings Code and Effective Date but different **Payment Details.**

You can enter **multiple Additional Pay Data updates** in a single transaction.

Unlike Position Data and Job Data updates, **Effective Date may vary** across Additional Pay Data updates and still be submitted in a single transaction.

Earn Code and Payment Details may also vary across Additional Pay Updates.

Override Data Button

- The Override Data button appears when you enter an Earn Code with an Effective Date that is within the date range of an existing Additional Pay entry

- Click the Override Data button to open the Payment Details fields for editing

- After the transaction is locally approved the updates you made will override the existing Additional Pay entry

UPK: Initiate Update to Additional Pay PayPath Transaction (Staff/Acad)

Key Fields and Checkboxes

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1 **Earn Code**
- If an employee earns two or more additional pays with the same Earn Code and overlapping Effective Dates submit Additional Pay entries by unique amounts per pay period
- If you need to update Earn Code or Applies to Pay Periods, you must submit the "Recurring Additional Pay Change Request" form via case to UCPC

2 **Effective Date**
- Additional Pay should be entered with an Effective Date that is equal to the first pay period in which the pay will be distributed or the Employee's start date

3 **End Date**
- Additional Pay should be entered with an End Date that is the last day in which the pay will be distributed

4 **Pay Period Amount**
- The Pay Period Amount should be a full (not prorated) amount

5 **Goal Amount**
- Enter a Goal Amount to ensure the employee does not get overpaid
- If both End Date and Goal Amount are entered, the system will stop paying whichever hits first

6 **Prorate Additional Pay** checkbox
- UCPath automatically prorates Additional Pay based on two factors:
  - Mid-pay cycle Hire and Termination/Leave Without Pay dates
  - A change in pay frequency
- You also have the option to uncheck the Prorate Additional Pay checkbox. Then, UCPC will pay the Additional Pay exactly as entered, without proration.

7 **Applies to Pay Periods** checkbox(es)
- For BW employees there are months were there are 3 paychecks. Check the Third Check box if you want the employee to receive the stipend on the 3rd paycheck of the month
- If you do not check the Third box, the employee will not receive the stipend on the 3rd paycheck of the month

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Reading Additional Pay

- The 1 of 3 on the Effective Date section lets you know that there are 3 Effective Dates with Earn Code C9C

- Click on View All to expand and view all the Effective Dates at the same time

- The Addl Seq # 1 lets you know that there is only 1 additional pay between each Effective Date and End Date.
    - 1/1/22 – 1/31/22 for $1005
    - 5/1/22 – 5/31/22 for $1005
    - 6/1/22 – 6/30/22 for $670

UPK: View Recurring Additional Pay

Scenarios & System Steps

- One time Additional Pay

- Recurring Additional Pay

- Multiple Additional Pays with same earn code

- Retroactive entry of Additional Pay

- Updating existing Additional Pay

- Retroactive update to existing Additional Pay
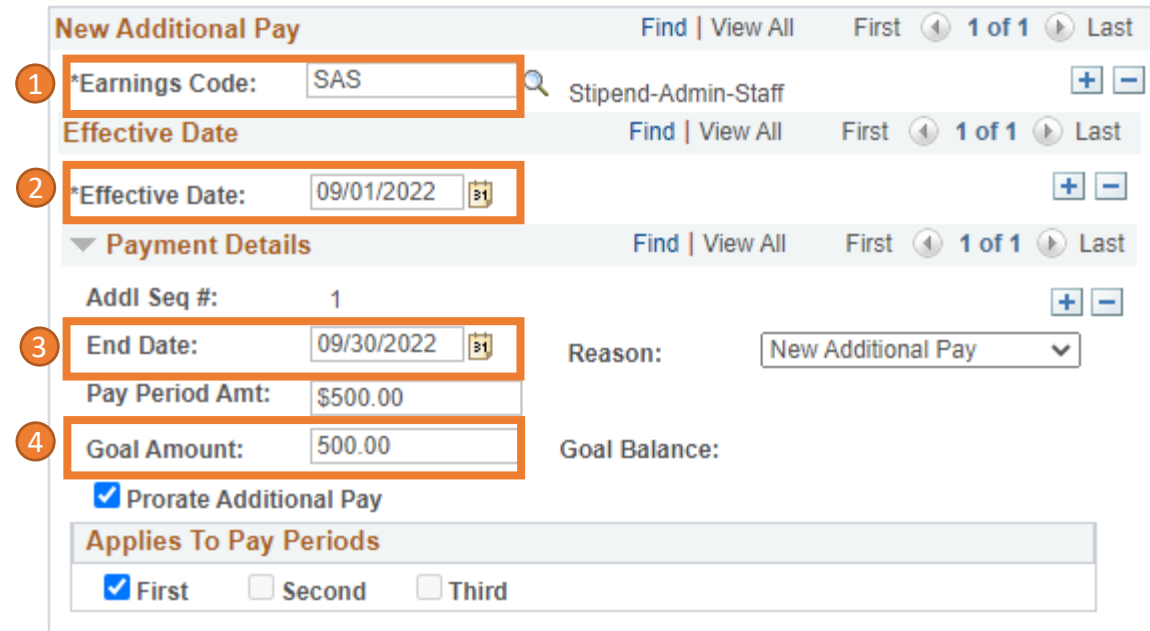
- Cancelling Additional Pay

UC **Path**

SCENARIO: A monthly employee is approved for a $500 stipend for September.

Steps

1. Enter the **Earnings Code**

2. Enter the **Effective Date** (beginning of pay period)

3. Enter the **End Date** (use a pay period end date)

4. Enter a **Goal Amount**

5. Enter **Initiator Comments** then click **Save and Submit**

Note: If you missed the Employee Data Change Deadline, the additional pay will be added to the next on-cycle paycheck

UPK: Initiate Additional Pay PayPath Transaction (Staff/Acad)

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SCENARIO: A monthly employee is approved for a $500 stipend for September through December.

Steps

1. Enter the **Earnings Code**

2. Enter the **Effective Date** (beginning of pay period)

3. Enter the **End Date** (use a pay period end date)

4. Enter a **Goal Amount**

5. Enter **Initiator Comments** then click **Save and Submit**
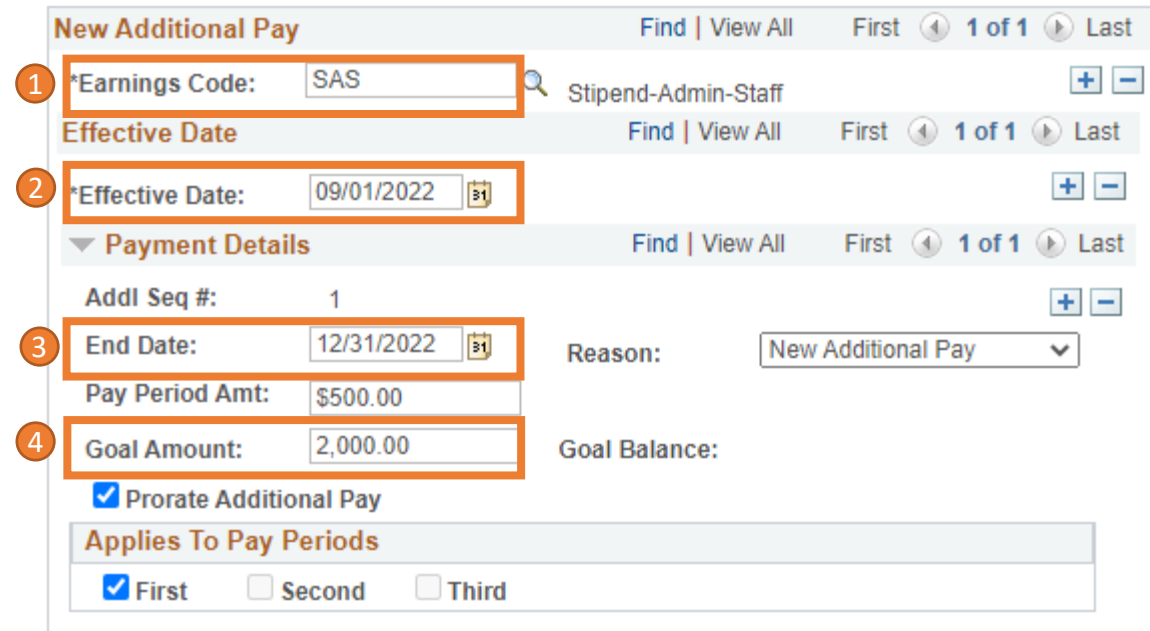
Note: If you missed the Employee Data Change Deadline, the additional pay will be added to the next on-cycle paycheck

New Additional Pay — Find | View All — First ◀ 1 of 1 ▶ Last

1 — *Earnings Code: SAS — Stipend-Admin-Staff

Effective Date — Find | View All — First ◀ 1 of 1 ▶ Last

2 — *Effective Date: 09/01/2022

▼ Payment Details — Find | View All — First ◀ 1 of 1 ▶ Last

Addl Seq #: 1

3 — End Date: 12/31/2022 — Reason: New Additional Pay

Pay Period Amt: $500.00

4 — Goal Amount: 2,000.00 — Goal Balance:

☑ Prorate Additional Pay

Applies To Pay Periods

☑ First — ☐ Second — ☐ Third

UPK: Initiate Additional Pay PayPath Transaction (Staff/Acad)

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SCENARIO: A monthly employee is approved for a $100 SAS for September – November and then another $50 SAS for October.

Steps

Submit as three Additional Pay entries:

Enter Earnings Code: SAS

1. Effective Date: 9/1/22, End Date: 9/30/22, Pay Period Amount: $100

2. Effective Date: 10/1/22, End Date: 10/31/22, Pay Period Amount: $150

3. Effective Date: 11/1/22, End Date: 11/30/22, Pay Period Amount: $100

New Additional Pay Find | View All First ◀ 1 of 1 ▶ Last
*Earnings Code: SAS 🔍 Stipend-Admin-Staff

(3) **Effective Date** Find | View 1 First ◀ 1-3 of 3 ▶ Last
*Effective Date: 11/01/2022
▼ Payment Details Find | View All First ◀ 1 of 1 ▶ Last
Addl Seq #: 1
End Date: 11/30/2022 Reason: New Additional Pay
Pay Period Amt: $100.00
Goal Amount: 100.00 Goal Balance:
☑ Prorate Additional Pay
Applies To Pay Periods
☑ First ☐ Second ☐ Third

(2) *Effective Date: 10/01/2022
▼ Payment Details Find | View All First ◀ 1 of 1 ▶ Last
Addl Seq #: 1
End Date: 10/31/2022 Reason: New Additional Pay
Pay Period Amt: $150.00
Goal Amount: $150.00 Goal Balance:
☑ Prorate Additional Pay
Applies To Pay Periods
☑ First ☐ Second ☐ Third

(1) *Effective Date: 09/01/2022
▼ Payment Details Find | View All First ◀ 1 of 1 ▶ Last
Addl Seq #: 1
End Date: 09/30/2022 Reason: New Additional Pay
Pay Period Amt: $100.00
Goal Amount: $100.00 Goal Balance:
☑ Prorate Additional Pay
Applies To Pay Periods
☑ First ☐ Second ☐ Third

SCENARIO: Employee is approved for a retroactive recurring additional pay from 6/1/22 to 12/31/22.

Steps

If the employee had on-cycle paychecks since 6/1/22:

1. Enter the **Earnings Code**

2. Enter an **Effective Date** (beginning of pay period)

3. Select **Reason: Retroactive Change**

4. Enter the **End Date** (use a pay period end date)

5. Enter **Initiator Comments** then click **Save and Submit**

If the employee did not have any on-cycle paychecks between 6/1/22 to current date:
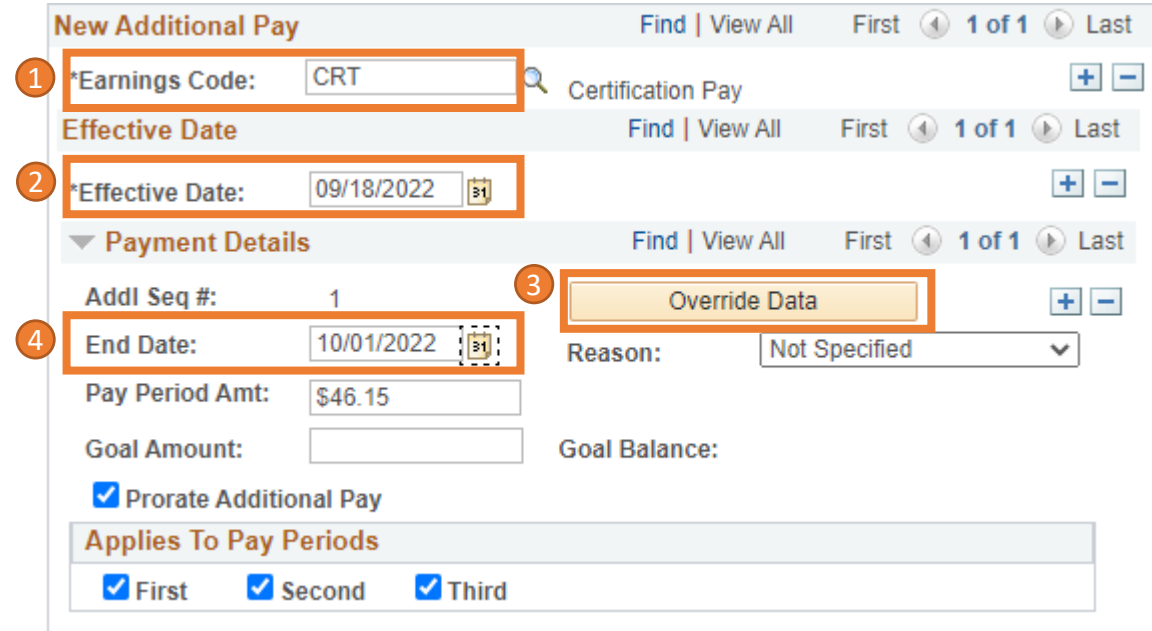
1. Complete the steps above but use an Effective Date of the current pay period begin date

2. Submit an Off Cycle Pay request for the missed additional pay for before the current pay period

UPK: Initiate Retroactive Additional Pay PayPath Transaction (Staff/Acad)

SCENARIO: Employee is leaving this job and you need to update the end date on the existing additional pay

Steps

1. Enter the **Earnings Code**

2. Enter an **Effective Date** (beginning of pay period)

3. Click the **Override Data** button

4. Update the **End Date** (end of pay period or last day of job)

5. Enter **Initiator Comments** then click **Save and Submit**

Note: Submit and approve locally by the Employee Data Change Deadline, to make sure the end date is updated before the on-cycle paycheck is issued

UPK: Initiate Update to Additional Pay PayPath Transaction (Staff/Acad)

SCENARIO: This employee was approved for a $100 increase on an existing recurring additional pay.

Steps

1. Enter the **Earnings Code**

2. Enter **Effective Date** (beginning of pay period)

3. Click the **Override Data** button

4. Select **Reason: Retroactive Change**

5. Update the **Pay Period Amt**

6. Enter **Initiator Comments** then click **Save and Submit**
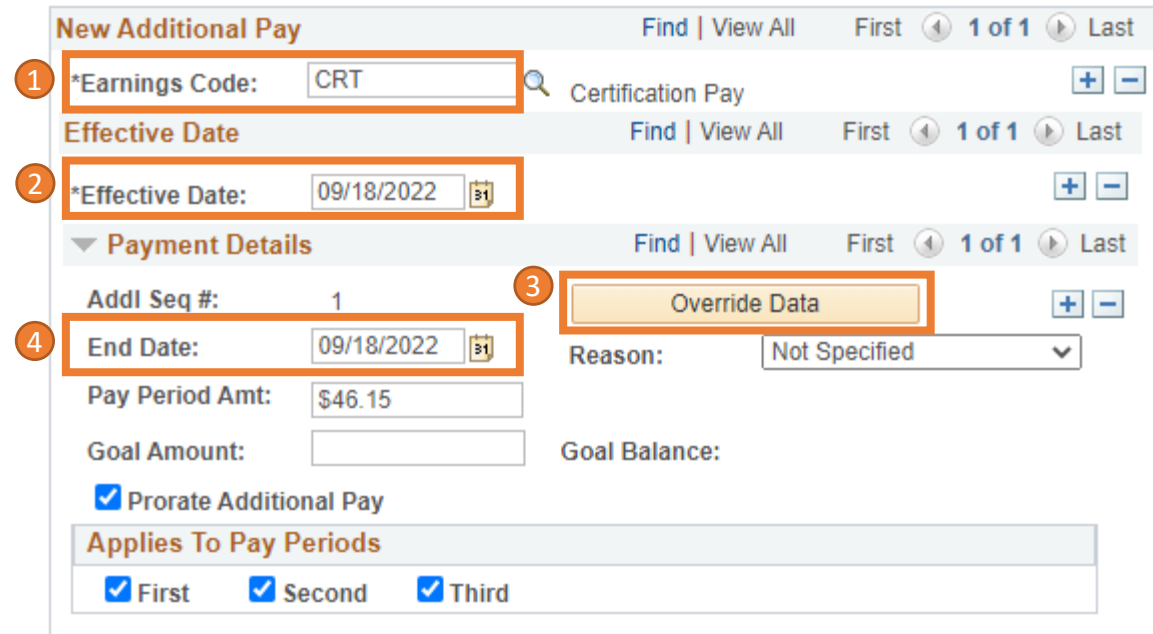
Note: Submit and approve locally by the Employee Data Change Deadline, to have the retro added to the current on-cycle

UPK: Initiate Retroactive Additional Pay PayPath Transaction (Staff/Acad)

SCENARIO: You entered additional pay by mistake

Steps

1. Enter the same **Earnings Code**

2. Enter the same **Effective Date**

3. Click the **Override Data** button

4. Enter the same effective date in the **End Date** field

5. Enter **Initiator Comments** then click **Save and Submit**

Note: Submit and approve locally by the Employee Data Change Deadline, to make sure this is cancelled before the on-cycle paycheck is issued

UPK: Initiate Update to Additional Pay PayPath Transaction (Staff/Acad)

Resources

UC San Diego Job Aids and Quick References	**UCPath Help Site for Transactional Users**
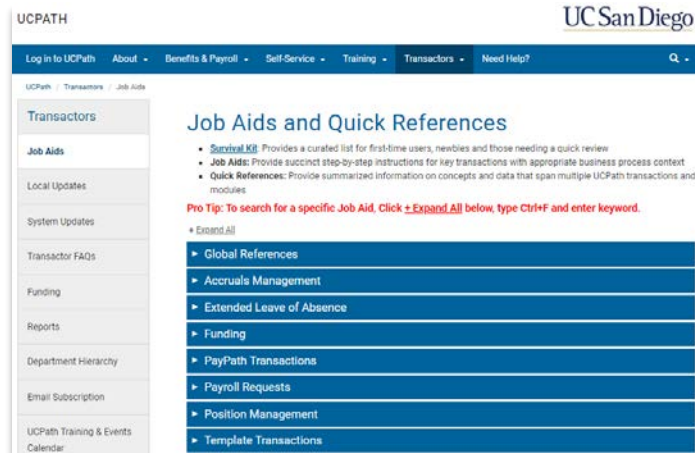
- **How to Submit One-Time and Recurring Additional Pay**

- **How to Request Off-Cycle Pay for Exempt Employees**

- **How to Request Off-Cycle Pay for Non-Exempt Employees**
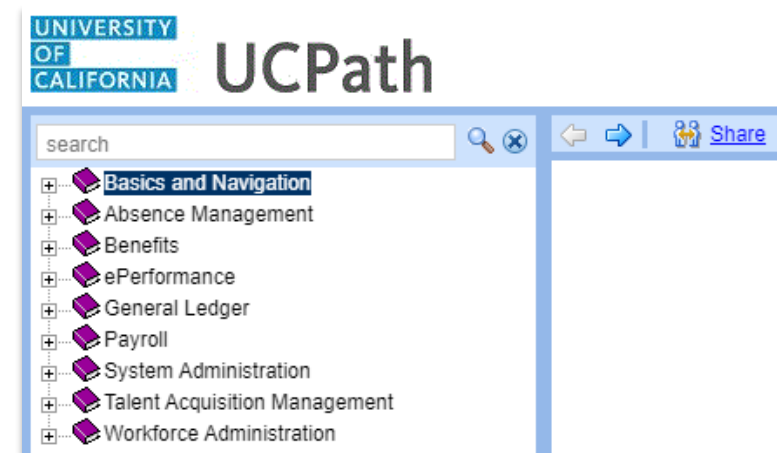
- **Initiate Additional Pay PayPath Transaction (Staff/Acad)**

- **Initiate Update to Additional Pay PayPath Transaction (Staff/Acad)**

- **Initiate Retroactive Additional Pay PayPath Transaction (Staff/Acad)**

- **Job Aid: Additional Pay Overrides**

- **View Recurring Additional Pay**

BEST PRACTICES

Check the Payroll Processing Calendar for deadlines

▪ Additional Pay must be entered and approved by the Employee Data Change deadline to be added to the current on-cycle paycheck

▪ If you miss the deadline it will be added to the next on-cycle paycheck

For Retroactive Additional Pay double check Review Paycheck Summary to make sure there were on-cycle paychecks issued

▪ Retro Pay can only be generated if the employee had on-cycle paychecks for those dates. The Retro Pay Module does NOT get triggered when there is nothing to pay the difference on.

Use Pay Period Begin and End dates whenever possible

▪ Additional Pay should be entered with an Effective Date that is equal to the pay period begin date or the Employee's start date and an End Date that is equal to the pay period end date or the last day in which the employee will be paid for this job.

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Notes

- Stipends are not always effective at the beginning of a pay period - we can use an effective date in the middle of the pay period in that case, right?   Is there anything special we need to do?

- **UCPath automatically prorates Additional Pay based on two factors:**

  - **Mid-pay cycle Hire and Termination/Leave Without Pay dates**

  - **A change in pay frequency**

- **You also have the option to uncheck the Prorate Additional Pay checkbox. Then, UCPC will pay the Additional Pay exactly as entered, without proration.**

- **If your employee's stipend starts mid pay period (and needs to be prorated) but is not connected to a mid-pay cycle hire then you should break up the additional pay into two: the first one with the prorated amount and uncheck the prorate box, the second with effective date starting the beginning of the following pay period with the full amount and check the prorate box (that way if the employee terminates mid pay cycle or goes on leave without pay the last stipend payment will be prorated)**

Notes

- I'm on the funding entry side - any tips or resources for that part? **Set up funding for the Addl Pay earn code if it needs to go somewhere different than the REG/BLANK funding entry. Be aware of the effective dates. The effective dates of the Addl Pay need to be within the effective dates of the funding entry. If funding is the same as REG/BLANK you do not need to enter a separate funding line for the Addl Pay earn code.**

In Funding Entry, the blank earn code serves as a "catchall".
That means any earn code will be charged to the funding source listed on the blank earn code line, unless the earn code has a separate funding line.
So if the employee will only be paid REG, you only need to enter a blank earn code row.

Examples:
Susie is only paid REG
Enter funding:

Earn Code	Chartstring	Distribution %
BLANK	Fund A	100%

This means anytime Susie is paid REG (or any other earn code) it will be charged to Fund A

Peter is paid REG and SAS but REG is split funded and SAS has a different funding source
Enter Funding:

Earn Code	Chartstring	Distribution %
SAS	Fund B	100%
BLANK	Fund C	50%
BLANK	Fund D	50%

This means anytime Peter is paid SAS it will charged to Fund B
And any time Peter is paid REG (or any other earn code except SAS) it will be charged to50% Fund C and 50% Fund D

Notes

- For the "Important Things to Remember" slide presentation, it says that Additional Pay must be "entered and" but the job aid "How to Submit One-Time and Recurring Additional Pay" says the "day before". approved by Employee Data Change deadline So, what is the actual deadline for the additional pay to be locally submitted and approved? **We recently asked UCPC and their current answer is Employee Data Change Deadline. However if you run into issues using this deadline please submit a SNOW ticket so we can bring it up to UCPC. We will remove that box in the job aid once we get written confirmation from UCPC.**

- What is best practice for single additional pay that needs to be paid off-cycle - such as FRAP that needs to be paid at the beginning of the employee's first month? Is there a way to enter it in for our record purposes but not have it pay out on cycle? **You do not have to have an additional pay entry to submit an off cycle pay for additional pay. Don't do both, it may cause an overpayment.**

- And sorry if I missed this, but how do we make a retro correction to an inactive position, such as a change to summer teaching? Change in amount? Terminating soon. **A retroactive increase in pay rate will trigger retro (as long as there were on cycle paychecks previously issued for those earnings periods) but the retro pay gets added to the next on cycle. If the employee is inactive there are no on cycle paychecks issued so once the employee is returned to active payroll status, the retro pay will be added to their first on cycle paycheck when they return to active status. If they are terminating, you can add the amount to their final pay request.**

Notes

- Is it required to add comments in the Job Data Comments field if we are only submitting an additional pay and nothing to be changed in the Job Data tab? I asked because in the "How to Submit One-Time and Recurring Additional Pay" job aid says to add comment in the Job Data tab and I was able to submit the Additional Pay transaction with comments and no other problem; however, when it's times for my supervisor/Funding Approver to approve the additional pay transaction, UCPath is asking her to enter a Job Data Action and Reason codes which I am unsure why. **We will review and update the job aid as needed.**

- For a new monthly hire effective 9/26/22, a check was produced but not issued just yet. I need to add a retro stipend - since it's a new hire I can just do a one-line entry, click the retro, and the pro-rate box correct? UC path will issue Sept and October on 11/1/22. **Retro pay can only be triggered if there was on cycle paychecks previously issued for those earnings periods. If there is an on cycle paycheck generated for 9/30/22 (for September earnings) then as long as you get the retro update to addl pay in before the employee data change deadline for the on cycle paycheck 11/1/22 (October earnings), you will see the retro pay added to the 11/1/22 paycheck.**

- When do you do the manual two-line pro-rate again? **Whenever you have multiple stipends with the same earn code and the effective dates overlap. Refer to Scenario 3 for example. Or if you have a stipend that starts mid pay period (not mid hire) that needs to be pro rated.**