Zoom-A-Day: Additional Pay
9/30/2020
Additional Pay Overview

- Pre-Process
- Understanding the Deadline
- Overview of Additional Pay
- Considerations
Pre-Process

Avoid making a duplicate entry.

If there is an approved additional pay transaction pending payroll processing, the Pending Additional Pay link in the upper right-hand corner of the Additional Pay Data tab will be available to view details the day after the additional pay transaction was approved.
Understanding the Deadline

- Additional Pay must be entered and approved by the Employee Data Change deadline
- Additional pay may be entered in advance of the intended pay period
Overview of Additional Pay

Best Practice

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 and an End Date that is the last day in which the pay will be distributed. The Pay Period Amount should be a full (not prorated) amount.

UCPath automatically prorates/updates Additional Pay based on two factors:

- Mid-pay cycle Hire and Termination/Leave Without Pay dates
- A change in pay frequency
Overview of Additional Pay

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

- The proration process is called E014. You will see E014 changes automatically reflected in your Additional Pay entries.
Considerations

1. You will not be able to enter Additional Pay until after the employee’s hire has been processed and a paygroup has been assigned.

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

3. Additionally, you cannot enter an Additional Pay transaction in PayPath until the employee’s start date. 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.
System Steps

- Summary of System Steps
- Next Steps
- Multiple Additional Pays with the Same Earn Code
- Updating Additional Pay
- Ending & Cancelling Additional Pay
A biweekly employee will receive a $250 staff administrative stipend for the month of October; this will cross three pay periods:

- 9/20 – 10/3
- 10/4 – 10/17
- 10/18 – 10/31

In order for the employee to receive the amount owed in the 10/14 paycheck, the additional pay must be initiated and approved by 3:00 pm on 10/2.
System Steps

1. Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > Pay Path Actions

2. Enter search criteria on the Find Existing Value tab

3. Click the Search button and select the employee record you want to create additional pay for

4. Click on the Additional Pay tab

5. Enter the Earnings Code; you can click on the lookup icon next to the field to select from a list of values

6. Enter the Effective Date for the additional pay

Note: The Effective Date should be the first day of the first pay period in which you’d like the additional pay distributed, or the employee’s start date/first day the additional pay should start paying if they begin work mid-pay period. If you are entering retroactive Additional Pay, follow the steps in the Initiate Retroactive Additional Pay PayPath Transaction (Staff/Acad) on the UCPath Help Site for Transactional Users.
7. Enter the **End Date** and/or **Goal Amount**; these fields indicate when the additional pay will stop
   - **The End Date** should be the last day in last pay period in which the pay will be distributed (Do not enter matching **Effective Date** and **End Dates**)
   - For one-time additional pay, the best practice is to enter both an **End Date** and a **Goal Amount**
   - For recurring additional pay, enter an **End Date**; entering a **Goal Amount** is optional

8. Enter the **Pay Period Amt**; this is the amount that should be distributed each pay period

   **Note:** Do not enter a prorated amount if the **Prorate Additional Pay** checkbox is checked. UCPath will prorate the Additional Pay based on the employee’s start date or termination/leave date. If you enter a prorated amount and the **Prorate Additional Pay** checkbox is checked, it will get prorated twice.

9. Select the appropriate **Reason** from the drop-down menu
10. We recommend you do not change the **Prorate Additional Pay** checkbox; Additional Pay will prorate based on the employees start date or termination/leave without pay date.

**Note:** You do have the option to uncheck the **Prorate Additional Pay** checkbox, if you want to ensure a certain amount will pay no matter what.

11. Review the **Applies to Pay Periods** checkboxes and update for biweekly employees, if needed
   - The **First** box is checked for monthly employees; the **First** and **Second** boxes are checked for biweekly employees
   - If you want the additional pay to be disbursed on the third pay period of the month, which happens twice a year, select the **Third** checkbox

12. Use the **Add a New Row (+)** button in the **Earnings Code** section to add a new row(s) to enter another additional pay entry, if needed
13. Click on the **Job Data** tab; use the **Job Data Comments** field to describe the transaction.

14. Click the **Additional Pay** tab; enter **Initiator Comments** for your approver and click the **Save and Submit** button.
Next Steps

No new PayPath transactions on this employee record can be submitted until the current transaction has been approved or denied.

Additional Pay must be entered and approved by the Employee Data Change deadline.
Reminder: Additional Rows

<table>
<thead>
<tr>
<th>Position Data</th>
<th>Job Data</th>
<th>Additional Pay Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chen Allen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EmpID 1000907</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Data present for current Additional Pay</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Earnings Code** section: Add an additional row to enter another type of Additional Pay with different Earnings Code, Effective Date and Payment Details.

- **Effective Date** section: Add a row to enter another Additional Pay for the same Earnings Code but a different Effective Date and Payment Details.

- **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.
Entering Multiple Additional Pays with the Same Earn Code

Best Practice

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.

For example:

Scenario: Employee is owed a $100 STP from 7/1 – 9/30 and then another $50 STP from 8/1 – 8/31. Submit three Additional Pay entries:

7/1 – 7/31 = $100
8/1 – 8/31 = $150
9/1 – 9/30 = $100

Describe the two stipends in the Job Data Comments field for Audit trail.
Updating Additional Pay

There are several updates you can make to existing Additional Pays that are visible in the **Current Additional Pay** section of PayPath.

Follow the instructions in the *Initiate Update to Additional Pay PayPath Transaction (Staff/Acad)* on the [Help Site for Transactional Users](#).

You can change values such as **End Date**, **Goal Amount**, **Pay Period Amount**, and **Prorate Additional Pay** checkbox.

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.
Ending & Cancelling Additional Pay

Best Practice

If an employee transfers, retires, or terminates, you should ensure that the **End Date** on their Additional Pay reflects the **last day of the pay period** in which the pay should be distributed.

Follow the instructions in the *Initiate Update to Additional Pay PayPath Transaction (Staff/Acad)* on the Help Site for Transactional Users.

- This may require you to update the **End Date** on your additional pay. The amount distributed will prorate based on the employee’s termination/transfer date.

- If you need to cancel an Additional Pay that has already been locally approved, you must submit the “Recurring Additional Pay Change Request” form via case to UCPC and request the cancellation.

- UCPC will uncheck the **OK to Pay** checkbox on the Additional Pay. This means you will still see it on the employee’s record, but it will not pay.
You can only enter retroactive Additional Pay as of the date of your UC San Diego’s UCPath conversion. Retroactive Additional Pay prior to conversion must be calculated manually and entered using One-Time Payments or I-618.

- The system automatically calculates the amount as needed for each prior paycheck, provided the employee was paid in the prior pay period(s) and the **Earnings Code** selected is configured as a retro eligible earnings code.

Best Practice

Additional Pay can be entered retroactively. Be sure to use an **Effective Date** that is the first date of a pay period and select the retroactive **Reason**.

Follow the instructions in the *Initiate Retroactive Additional Pay PayPath Transaction (Staff/Acad)* on the **Help Site for Transactional Users**.
Scenarios

1. Mid-pay cycle end date
2. Mid-pay cycle start date
3. Already prorated amount
4. Distribution to retired employee – non-prorated amount
5. Distribution to retired employee – prorated amount
Scenario 1 | Mid-pay cycle end date

A $100 Stipend for a monthly employee for the months of July and August. The employee will terminate effective 8/16 (Last Day Worked = 8/15). The employee should receive $100 in July and $50 in August.

Enter a single Additional Pay:

- **Effective Date** = 7/01/2020
- **End Date** = 8/15/2020
- **Pay Period Amount** = $100
A $100 Stipend for a monthly employee for the months of July and August. The employee start work on 7/15. The employee should receive $50 in July and $100 in August.

Enter a single Additional Pay:

- **Effective Date** = 7/15/2020
- **End Date** = 8/31/2020
- **Pay Period Amount** = $100
Scenario 3 | Already prorated amount

- A monthly employee currently has two additional pay entries: one from 7/01 – 7/31 at $100 and another from 8/01 – 8/15 for $50, because their last day is 8/15. For July, the employee will receive $100. The additional pay for August will prorate the $50 since there is a termination date of 8/15.

- If the employee should receive $50, uncheck the Prorate box to ensure the full $50 is paid.
If a monthly employees who terminated/retired effective 6/30 (Last Day Worked = 6/29) and their Stipend was set up with $100 from 6/1 – 6/29, they will receive $95.45 on their final paycheck.
Scenario 5 | Distribution to retired employee – prorated amount

- If a monthly employee who terminated/retired effective 6/30 (Last Day Worked = 6/29) and their Stipend was set up with $95.45 from 6/1-6/29, they will receive $91.11 on their final paycheck.
Reading Additional Pay

- A Complex Scenario
This person has two Additional Pays

Both converted from PPS

The Additional Pays have the same Earn Code and overlapping Effective Dates

Each Additional Pay has been updated one time
- This stipend is for $1,341.70 per pay period from 7/1/2020 through 6/30/2021

- This is the SAME stipend, but we are looking at it before it was updated Effective 7/1

- This stipend converted and was originally set up to pay $1,341.70 from 5/1/2020 through 6/30/2020

By clicking back and forth between these two “rows”, we can “look back” at how the additional pay has changed over time. We know we are looking at the SAME additional Pay, because the Addl Seq # matches.
This stipend is for $550.00 per pay period from 7/1/2020 through 6/30/2021

This is the SAME stipend, but we are looking at it before it was updated Effective 7/1

This stipend converted and was originally set up to pay $400.00 from 5/1/2020 through 6/30/2021

By clicking back and forth between these two “rows”, we can “look back” at how the additional pay has changed over time. We know we are looking at the SAME additional Pay, because the Addl Seq # matches.
Entering Multiple Additional Pays with the Same Earn Code

**Best Practice**

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.

- In the example on the previous slides, there is no way to override the existing Additional Pay data, because the two Additional Pays have the same Earn Code and overlapping Effective Dates.
- There is no way for you to tell the system you want to update Addl Seq #1 or Addl Seq #2.
- All updates to these Additional Pays must be processed by UCPC. Dept to submit the Recurring Additional Pay Change Request form.

- For example:
  
  Scenario: Employee is owed a $100 STP from 7/1 – 9/30 and then another $50 STP from 8/1 – 8/31. Submit three Additional Pay entries:
  
  7/1 – 7/31 = $100
  8/1 – 8/31 = $150
  9/1 – 9/30 = $100

- Describe the two stipends in the **Job Data Comments** field for Audit trail.
Key Takeaways

- Additional Pay must be entered and approved by the Employee Data Change deadline.

- **Best Practice:** 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 and an End Date that is the last day in which the pay will be distributed. The Pay Period Amount should be a full (not prorated) amount.

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

- You will not be able to enter Additional Pay until after the employee’s hire has been processed and a paygroup has been assigned; additionally, you cannot enter an Additional Pay transaction in PayPath until the employee’s start date.

- 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, or cancel an Additional Pay, you must submit the “Recurring Additional Pay Change Request” form via case to UCPC.

- Follow the instructions in the Initiate Update to Additional Pay PayPath Transaction (Staff/Acad) on the Help Site for Transactional Users.

- Follow the instructions in the Initiate Retroactive Additional Pay PayPath Transaction (Staff/Acad) on the Help Site for Transactional Users.