

**Micro Learning:**  
Additional Pay  
9/27/22

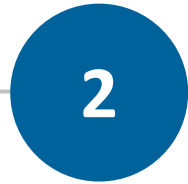


Avoid making **duplicate** entries



- 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

Be aware of the **deadline**



- 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

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



- 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.

**For future dated hires,** Additional Pay cannot be entered 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

# 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:	<input type="text"/>				
Effective Date	<input type="text" value="07/31/2017"/>				
Payment Details					
Addl Seq #:	<input type="text" value="1"/>				
End Date:	<input type="text"/>	Reason:	Not Specified		
Pay Period Amt:	<input type="text"/>	Goal Amount:	<input type="text"/>		
Goal Balance:	<input type="text"/>				
<input checked="" type="checkbox"/> Prorate Additional Pay					
Applies To Pay Periods					
<input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> 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**.

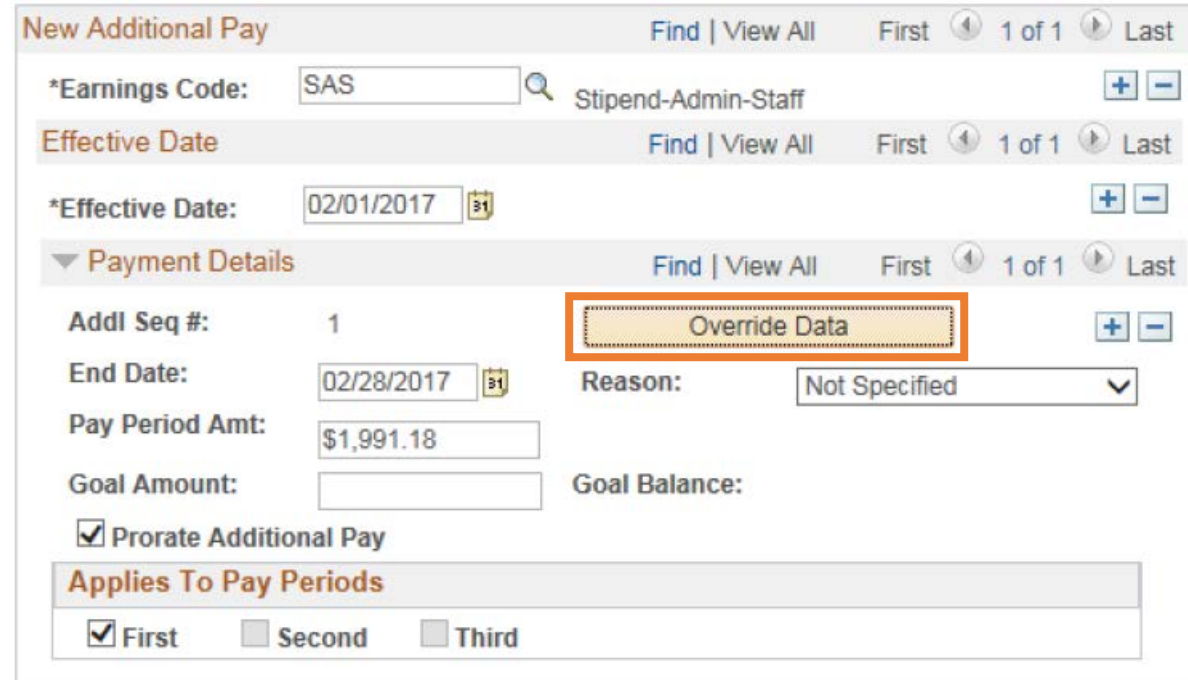
In the **PAYMENT DETAILS** section, add a row to enter another **Additional Pay** for the same **Earnings Code** and **Effective Date** but different **Payment Details**.

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.

- 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



The screenshot shows a web form titled "New Additional Pay". The form includes several sections:

- \*Earnings Code:** SAS (with a search icon) and Stipend-Admin-Staff (with expand/collapse icons).
- Effective Date:** 02/01/2017 (with a calendar icon).
- Payment Details:** This section is expanded and contains:
  - Addl Seq #:** 1
  - End Date:** 02/28/2017 (with a calendar icon)
  - Pay Period Amt:** \$1,991.18
  - Goal Amount:** (empty field)
  - Goal Balance:** (empty field)
  - Prorate Additional Pay
  - Reason:** Not Specified (dropdown menu)
  - Override Data:** A button highlighted with an orange border, used to edit the payment details.
- Applies To Pay Periods:**  First,  Second,  Third

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, or cancel an Additional Pay, 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

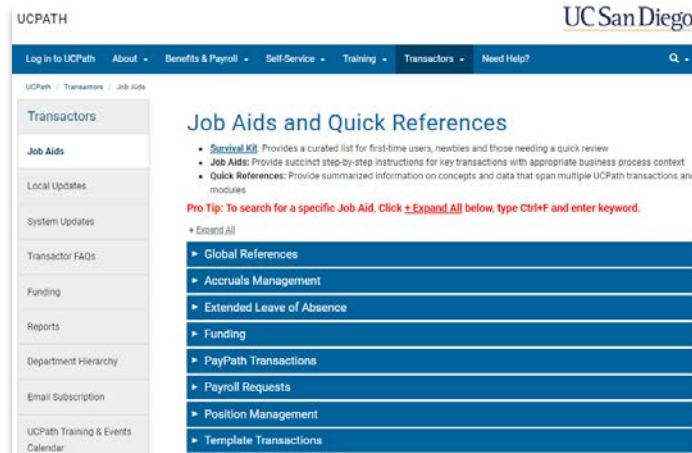
- UCPath automatically prorates Additional Pay based on two factors:
  - Mid-pay cycle Hire and Termination/Leave Without Pay dates
  - A change in pay frequency
- You also have the option to uncheck the Prorate Additional Pay checkbox. Then, UCPC will pay the Additional Pay exactly as entered, without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

7

## Applies to Pay Periods checkbox(es)

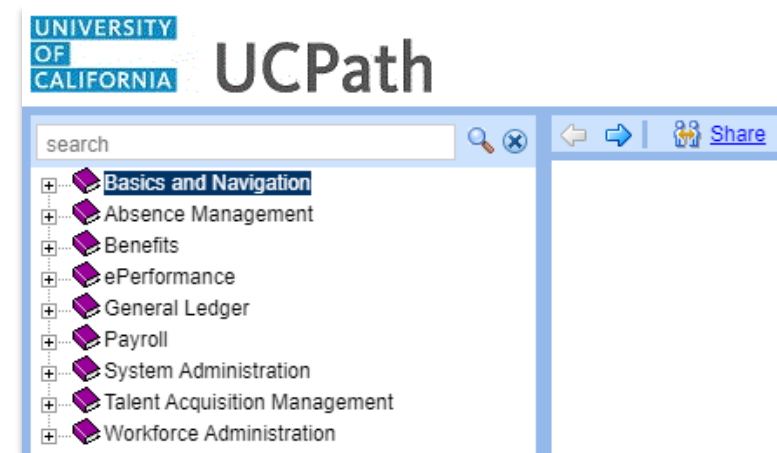
- For BW employees there are months where there are 3 paychecks. Check the Third Check box if you want the employee to receive the stipend on the 3rd paycheck of the month
- If you do not check the Third box, the employee will not receive the stipend on the 3rd paycheck of the month

## [UC San Diego Job Aids and Quick References](#)



- [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](#)

## [UCPath Help Site for Transactional Users](#)



- [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](#)

The logo features the letters 'UC' in white on a yellow square background. To the right, the word 'Path' is written in a blue, italicized sans-serif font. The 'Path' text is enclosed in a blue rectangular frame with a white border. A blue trident symbol is positioned at the top right corner of the frame.

UC *Path*

UC San Diego

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Health Sciences