Entering Additional Pay Data

To update an employee’s Additional Pay information you will look under HRWeb>Special Update>Create Additional Pay.

Search for the employee using the name or the 7-digit HR/Payroll system employee ID and click the search button.

Additional Pay is salary received above the compensation rate listed in the job data for the following reasons:

- freshman seminar
- summer research/teaching
- ministerial housing allowance
- compensation above the maximum compensation rate for a pay grade due to seniority - over the range max. (these are processed by HR Compensation staff members only)

Additional Pay Data Functions do not apply to TEC Physician Employee Records.

Additional Pay is not the same thing as supplemental pay!

Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button:

To enter an additional pay you first determine if you need to create an additional pay type or select an existing one. If the Addl Pay Type field is blank, you need to create one.

Select the lookup icon next to the Addl Pay Type field to get a list of additional pay types. Unless the employee has a tax treaty their pay types will be:

FRS – Freshman Seminar
MHA – Minister’s Housing Allowance
SRT – Summer Research/Teaching
Entering Additional Pay Data

Look Up Addl Pay Type

Search Results

If the employee has existing additional pay types, determine if they have the one you need by clicking the left/right arrows.

Select the lookup icon next to the Addl Pay Type field to get a list of additional pay types. Unless the employee has a tax treaty their pay types will be:

- FRS – Freshman Seminar
- MHA – Minister’s Housing Allowance
- SRT – Summer Research/Teaching

If you attempt to create a pay type that already exist, you will get the following error.
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In the example below the employee has two existing additional pay types: FRS and SRT. If you are entering either a FRS or SRT, you would not create a new pay type.

If you’re entering a pay type that already exist, click the plus button on the middle scroll area for the additional pay to insert a new effective dated row. Enter data for that effective date.
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**Data Entry**

1. Enter the effective date the additional pay is to begin and when appropriate, the end date. *All additional pay types other than MHA (Minister Housing Allowance) require an end date.*

2. The amount per pay period is the amount in total that you intend to pay the employee per month. For example, you may have three distributions with dollar amounts of $500 each. The total payment for the pay period is $1500. That is the amount per pay period.

3. Checking the ‘Default to Distribution from Job box’ will result in the employee’s additional pay amount being charged to the same account distribution as their job salary. Checking the box will remove the smartkey field from the page. If job is defaulting to the department’s default DBE, checking the box will mean that the additional pay is also defaulted to the department’s default smartkey.

4. Once you have all distributions entered click save.

**Example with smartkey entered.**

![Example with smartkey entered.](image)

**Example with default to distribution from job box checked.**

![Example with default to distribution from job box checked.](image)
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Multiple Smartkey Distributions
To enter an additional pay with multiple smartkey distributions, begin by entering data for the first distribution. Create the next distribution by clicking the plus button in the lower scroll area to insert a new effective dated row.

The end date will default to new rows you create. Enter the amount and smartkey information for the added row(s). You can add as many new effective dated rows as you need by clicking the plus button in the lower scroll area. To delete a row click the minus button for that row.

The total dollar amount of all distributions must equal the value you entered in the ‘Amount Per Pay Period’ field.

You will get the following error if those amounts don’t match.
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Goal Amount

The goal amount field is optional for use.

The goal amount is the total amount that payroll will pay for that particular distribution. Look at the example below.

$500 per month x three months = $1500 total payment

$1500 is the correct amount that should be entered in the goal amount field. Entering $1000 will cause the payroll system to stop once the employee has been paid a total of $1000.

Additional Pay Approvals

Some departments will utilize the workflow approval functionality that is available. If your department is using the workflow approval process, you will see the following message upon hitting the save button.

Additional Pay request successfully submitted. (21000,79)
Your request was successfully submitted but it requires approval before it will be saved to the database. You will be notified when it is approved. Contact Data Services with any questions.
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Employees who are designated as additional pay approvers will have access to the Additional Pay Approver via HRWEB>Special Update>Approve Additional Pay. The approver will receive an email notifying them that there is an additional pay request awaiting approval.

Click the check box next to each distribution and hit Save. **NOTE – an approval is required for each of a multiple distribution entry.** Once you have saved your approvals the requestor will receive an email that the additional pay has been approved.
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Additional Pay entries can be seen on Job Summary page:

- Immediately after hitting save for entries that do not require approval
- Immediately upon the approver hitting save for entries that require approval
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Add\Delete Department from Requiring Approval

Departments that require approvals need to be entered in the Additional Pay Dept Approvers page. Select Add a New Value, then enter the department number and click ADD.

If you have multiple approvers, click the + button then enter the employee id of the approver(s) and click Save.