

Additional Pay Form Guide

INTRODUCTION

The Additional Pay Form is used by University departments to request payments for:

- Freshman Seminar
- Minister Housing Allowance
- OBRA Payments (used by HR Benefits staff only)
- Over the Maximum Range
- Summer/Research/Teaching

These may be single payments or time-limited payments, except for Minister Housing Allowances which are paid on an on-going basis.

Notes:

- Remember to submit Additional Pay Forms to Data Services by the deadline for the appropriate Payroll Period.
- When a minister is no longer eligible for a housing allowance because of a job termination or change in position, submit the change on a HRAF. Indicate that the additional pay for housing should end and the effective date of the change.
- If the Additional Pay Form is for an Emory College faculty or staff, it must be sent to the Emory College Administration Office prior to being sent to Human Resources Data Services for entry. Address to: Denese Jester, *HR Associate, Emory College Office, 405 Candler Library.*

LAYOUT OF THE ADDITIONAL PAY FORM

There are three sections to the Additional Pay Form:

- Employee Information
- Additional Pay Information – Earnings Codes
- Approvals

Employee Information

Information	Instructions
Name	Enter last name, first name, and middle name
Employee ID	Enter 7 digit number assigned by PeopleSoft to the employee
Employee Record Number	Enter the 1 digit number assigned by PeopleSoft to the employee's job data for your department
Paygroup	EUM for monthly EUB for biweekly

(Removed reference to SSN)

Additional Pay Information – Earnings Codes

Information	Instructions
OBRA	For use by Human Resources
Freshman Seminar <i>(for those persons conducting seminars for new freshmen)</i>	FRS (for EUB, or EUM paygroups)
Ministers Housing Allowance <i>(on-going payments for those eligible)</i>	MHA (for EUB, or EUM paygroups)
Summer Research/Training <i>(for faculty assuming teaching or research in addition to regular job responsibilities)</i>	SRT (for EUB, or EUM paygroups)
Over the Maximum Lump Sum <i>(Employees with annual salaries at the top of the salary schedule do not receive an annual increase, but may instead receive a lump-sum payment twice a year.)</i>	OMX (for EUB, or EUM paygroups)

Notes:

- **DO NOT** use earnings codes with 17, 18, or 19. Those codes may only be assigned by the Nonresident Alien Tax Specialist in the Controller's Office.

Other Fields

Information	Instructions
Effective Date	Enter date additional pay is scheduled to begin
Amount per Pay Period	Enter amount of money to be paid per pay period
End Date	Last day of pay period that employee should receive pay
Goal Amount	Total amount to be paid to the employee
Department ID	Enter the numeric code for employee's department
Job Code	Enter the employee's job code

Job Earnings Distribution

Information	Instructions
Use current distribution	<p>If the additional pay is to be charged to the same SmartKey(s) as the employee's regular salary, check the 'YES' box and leave the SmartKey and account fields blank.</p> <p>If the additional pay will be charged to different SmartKey(s) than the employee's regular salary, check the 'NO' box and provide the SmartKey(s) that the additional pay will be charged to and the dollar amount to be charged per pay period.</p>
SmartKey	<p>PS Financials 10-digit code indicating the budget to which labor and related costs are charged. This replaces the old 6 digit FAS Account.</p> <p>Use a separate line for each SmartKey to which the additional pay will be charged.</p>
Sequence Number	For Human Resources Use
Okay to Pay	For Human Resources Use
State Worked	For Human Resources Use

Approvals

Information	Instructions
Approval Signature	Department's authorized approver for additional pays should sign here.
Date	Date of signature by approver
Data Entry Signature	For Human Resources Use
Data Entry Date	For Human Resources Use

Notes:

- This data may be viewed online via PeopleSoft HR Web.

HUMAN RESOURCES ADDITIONAL PAY FORM

Return completed form to Human Resources Data Services, 1599 Clifton Road

EMPLOYEE INFORMATION

Name (Last, First, Middle) _____ Employee ID # _____

Employee Record # _____ Pay Group _____

ADDITIONAL PAY INFORMATION

EARNINGS CODE (Choose from list below) _____

OBR – OBRA Adjustment
(For use by HR Benefits Staff Only)

FRS – Freshman Seminar
FR7 – (17 IC) Freshman Seminar
FR8 – (10 IC) Freshman Seminar
FR9 – (19 IC) Freshman Seminar

MHA – Minister Housing Allowance
MH7 – (17C) Minister Housing Allowance
MH8 – (181C) Minister Housing Allowance

SRT – Summer Research/Teaching
SR7 – (17C) Summer Research/Teaching
SR8 – (18 IC) Summer Research/Teaching
SR9 – (19 IC) Summer Research/Teaching

OMX – Over Maximum Lump Sum
OM7 – (17 IC) Over Maximum Lump Sum
OM8 – (18 IC) Over Maximum Lump Sum
OM9 – (19 IC) Over Maximum Lump Sum

Effective Date _____ Earnings per Pay Period _____ End Date _____

Goal (Total) Amount _____ Department ID _____ Job Code _____

Job Earnings Distribution

Use current distribution on employee's job record? If "yes" **DO NOT** complete SmartKey information.

Yes No

SmartKey	\$ Earnings

Total per pay period: \$ _____

APPROVALS

Approval Signature _____ Date _____

Data Entry signature _____ Data Entry Date _____