ELECTRONIC ADDITIONAL PAYMENT FORM

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ADDITIONAL PAYMENT FORM – BUSINESS PROCEDURES

WITH INSTRUCTIONS

-To initiate a form, you MUST have the role of an "HR ADMINISTRATOR"

-Currently there are four wage types available on the form:

- 1490 – Faculty Overload
- 1495 – Faculty Overload – UNTF
- 1575 – Internet Conn. Allow.
- 1580 – Cell Phone Allowance

-Wage types are permissible based on employee type.

-Service from and Service to dates must be within 90 days (from system date/or today's date).

-Funding Line (Fund is the *only* required field; WBS and Functional Area will default if left blank). F4 (drop down) lookup available on each of the funding line data elements.

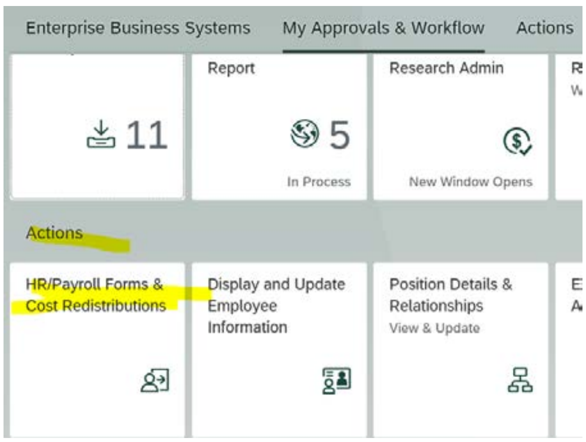
-All forms submitted will go through the same workflow approval levels as a CRD – so allow sufficient time.

-Employee must be 100% employed in order to process this electronic form.

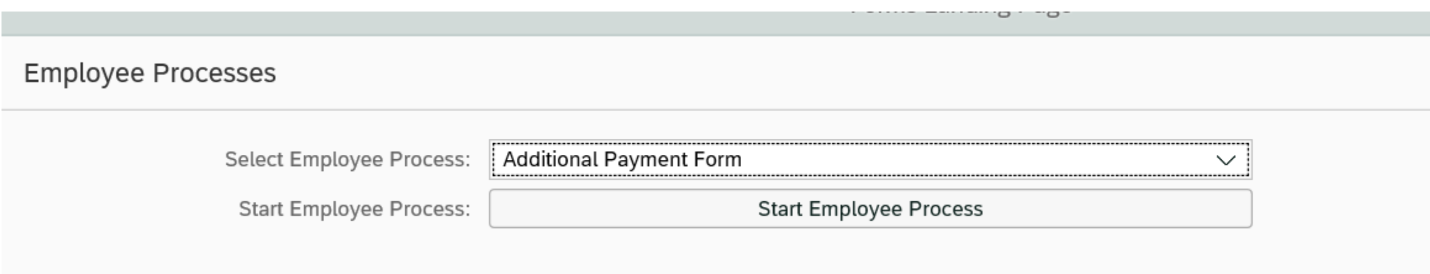
Additional Payment Form Options Available to Departments:

- Individual Entry – used for one or a small number of payments at one time
- Group Entry – use when creating several, similar payments
- Excel Upload (template available upon opening this item). If departments choose to save this template to their local PC, it is possible that they could "inadvertently" change the formatting – even by adding additional spaces. When this happens, they will need to start over with a new template and be careful not to change formatting.

-Go to your EBS/Actions/HR Payroll Forms & Cost Redistributions



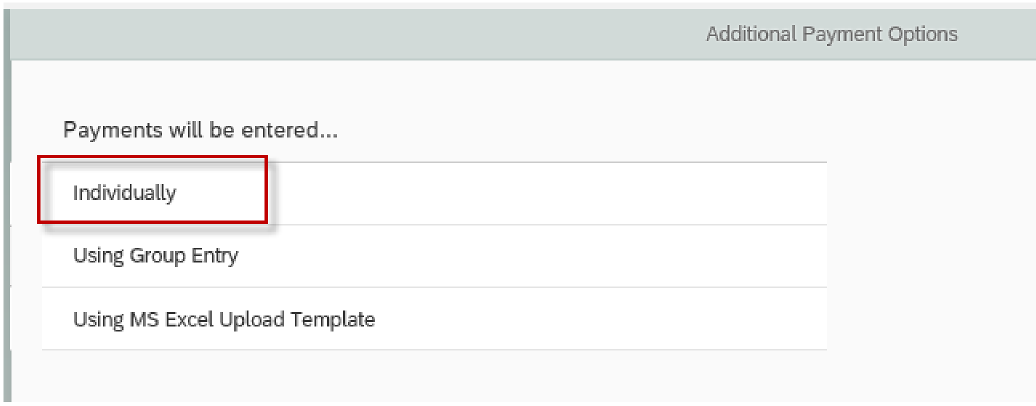
-Go to the drop down and choose the 'Additional Pay Form' and click on start



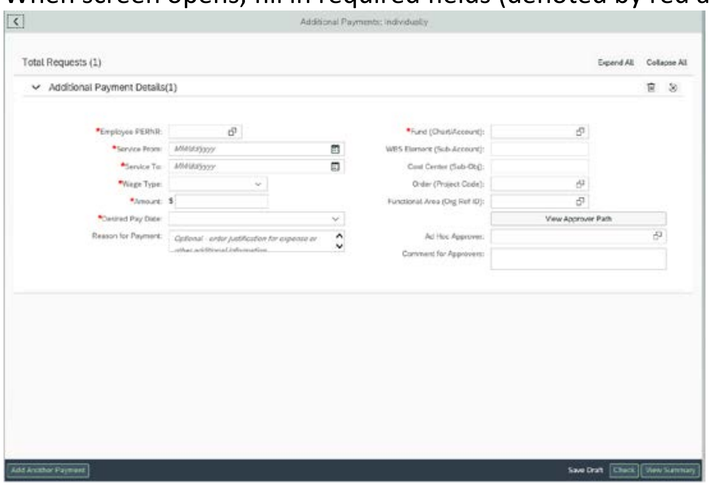
-Now you will want to decide how you will enter your forms. Below are instructions for

- Individual
- Group
- Excel Upload Template

Scenario 1 – Select Individual Entry

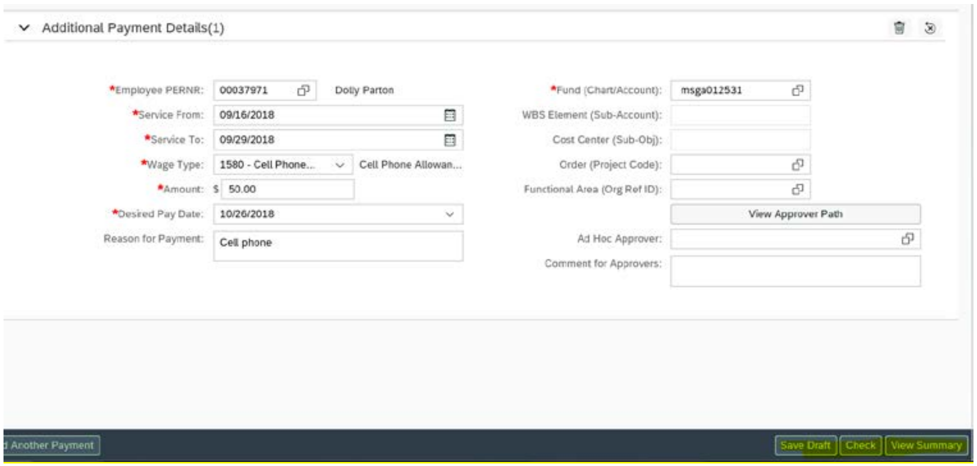


When screen opens, fill in required fields (denoted by red asteriks).



- Use a pernr for a person you want to pay
- Service from: use calendar icon and choose a date-only able to go 90 days back. If date is prior to 90 days before, you will need to submit a paper form to Payroll.
- Service to: use calendar icon and choose a date-only able to go 90 days ahead. If date is more than 90 days out, you can hold for a later entry.
- Wage Type: use the drop down-this will pre-load according to employee type-for example B1 person would not be eligible for Faculty Overload, so it wouldn't even show up in the drop down
- Amount: use the amount you want to pay
- Desired Pay Date: use the dropdown to choose a pay date-use the dropdown to choose an appropriate date for employee.
- Reason for Payment: what you would normally write on the form
- Funding – enter the funding you would normally use – the only required field is for the Fund.

Scenario 1 – Using Individual Entry (Cont.)



- Click on 'Check' - (lower right) validates all fields, if "No errors found," continue to View Summary-if you have errors, you will be able to correct here.
- Click on 'View Summary' - Displays payment request(s) for one last review-If you see you entered a wrong amount or account, you can go to top left of screen and click on the arrow back to correct errors, then you will repeat 'Check' and 'View Summary'.
- Click 'Send' – this will submit to workflow. When you hit send, you will receive this message:

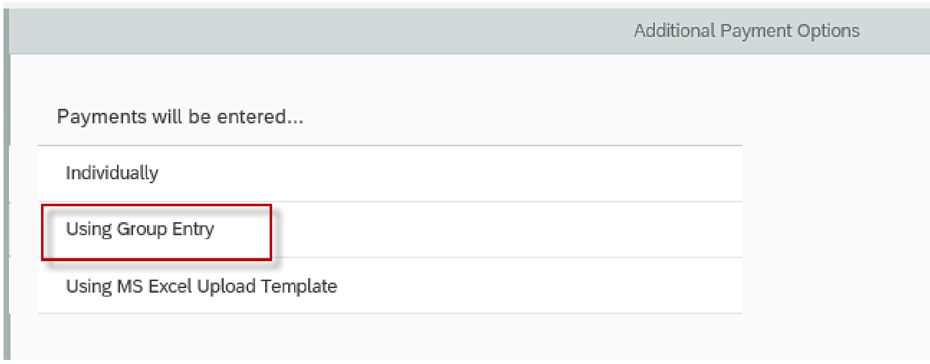
Group Process Reference ID: 0000000063

Workflows have been sent for approval for the following requests.

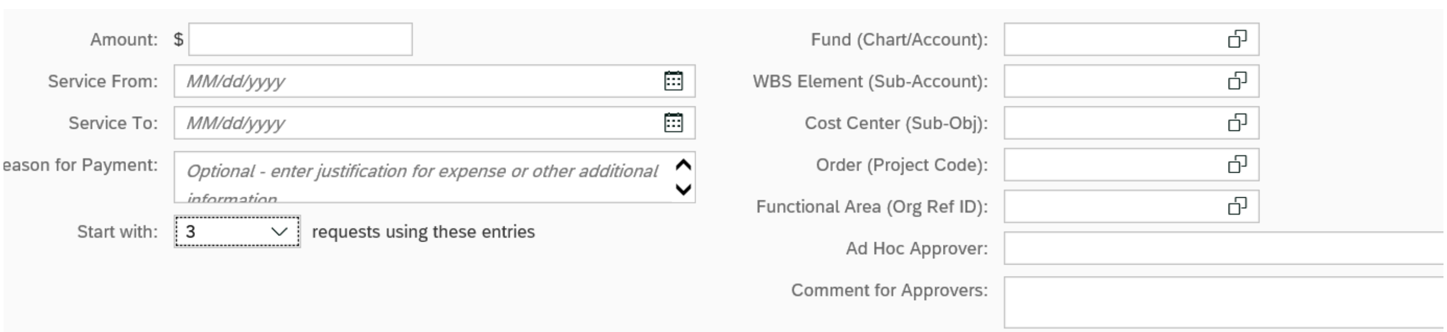
Process Reference ID	PERNR	Employee Name	Wage Type	Amount	Service From	Service To	Fund (Chart/Account)	WBS Element (Sub-Account)
000000540035	00037971	Dolly Parton	Cell Phone Allowance	$10.00	09/16/2018	09/29/2018	MSGA012531	NO_SUB-ACCOUNT

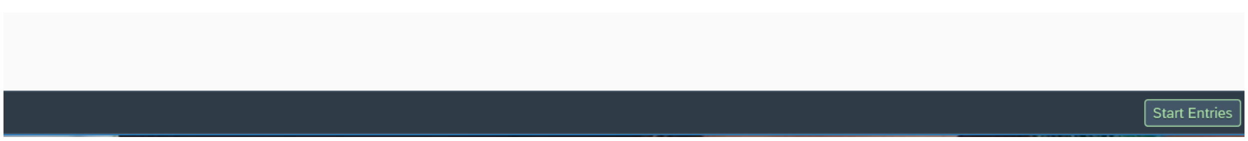
- It will now process through the appropriate approvers in work flow for approvals and then to Payroll for the final approval and payment.
- Click 'X' in upper right hand corner to go back.

Scenario 2 – Using Group Entry



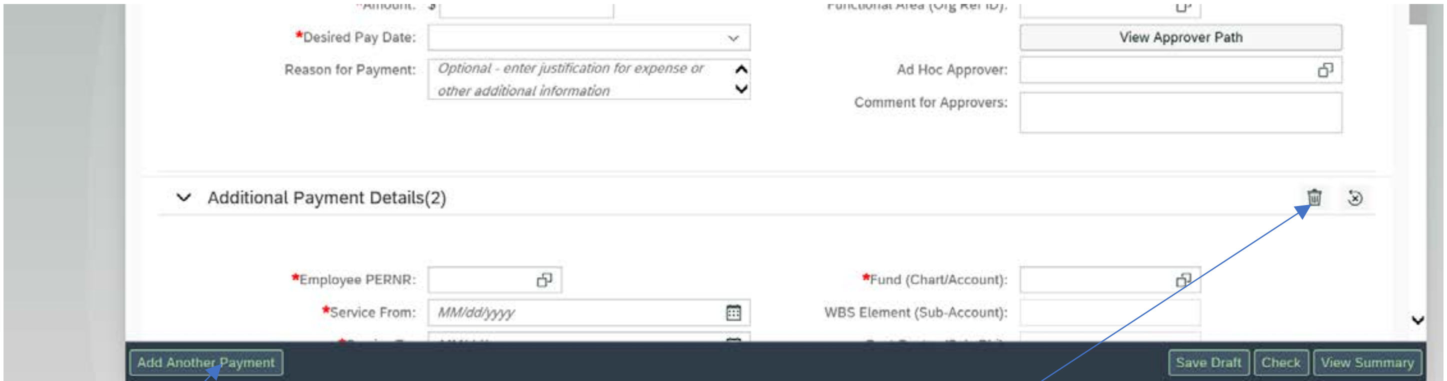
- Click on 'Group Entry' to process several.
- You will want to enter values common to most payments you will request-maybe the dollar amount, fund or service dates.
- With this process you can add up to 50 entries.
- All fields can be edited on the next page individually. Wage types and desired paycheck dates are entered once employees are chosen on the next page.





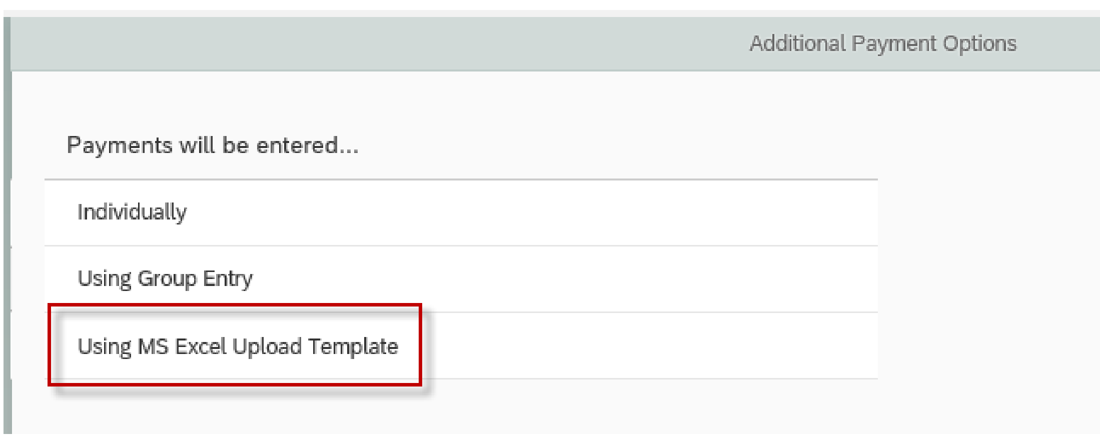
- Click on 'start entries' in lower right hand side

Scenario 2 – Using Group Entry (Cont.)

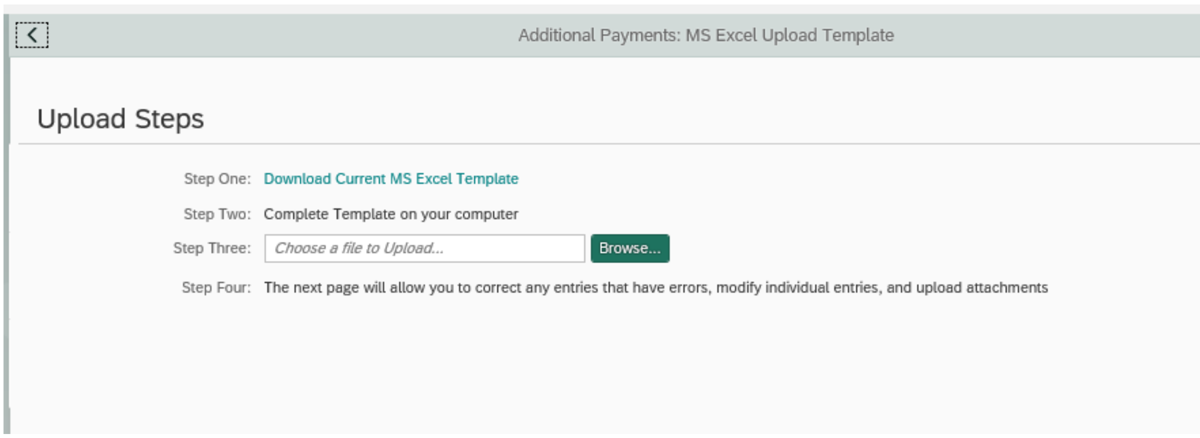


- Advantage here is if you selected only 3, but need 4 you can click on the 'Add Another Payment' in lower left
- If you selected 4, but only need 3 entries, click on the 'trash can'
- Now you can process as you did with individual entries using 'check' & 'view summary'.

Scenario 3 – Excel Upload



Scenario 3 – Excel Upload (Cont.)

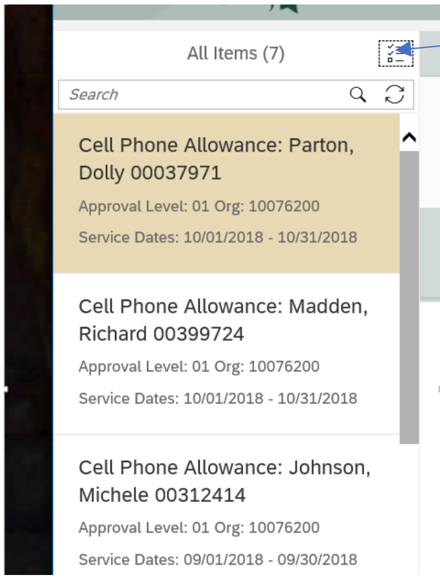


- Download the template and save to your computer and save as your "master form"
- Each time you need to use the template, do a "save as" so you don't overwrite a file or your master form.
- Now you can enter all applicable information
- Do not change the size of the template in any way – if you do it will error out upon submission
- Do not try to upload your own Excel Spreadsheet – it will also error out
- Once you are done adding your information save it and upload.
- Click 'Continue' bottom right hand corner
- This will look very similar to the 'group entry' format and you can edit, delete and add at this point.
- Now you will once again click on 'check' and 'view summary' and then 'submit'.
- Limit your excel spreadsheets to no more than 150 entries. If more are necessary, you can upload 2 spreadsheets.

APPROVAL/REJECTED INFORMATION

APPROVAL INFORMATION:

- Approvers will receive an email to alert them of the items in their inbox to approve - unless they opt out.
- Approvers can process a 'quick' approval or 'mass' approval by clicking on this functional box once:



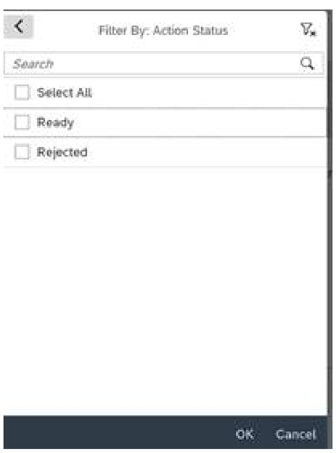
REJECTED FORMS:

- When a form is rejected by an approver, it will be returned to the initiators HR/Payroll inbox
- After 14 calendar days at a level in workflow, it will also be returned to the initiators HR/Payroll inbox
- Rejected items will have a READY status in their inbox because it is ready for the initiator to take action either with a "Withdraw" (to delete) or "Resubmit".
- To locate rejected items, follow these steps

REJECTED FORMS (CONT.)

-Click on the “filter” button to get this drop down:

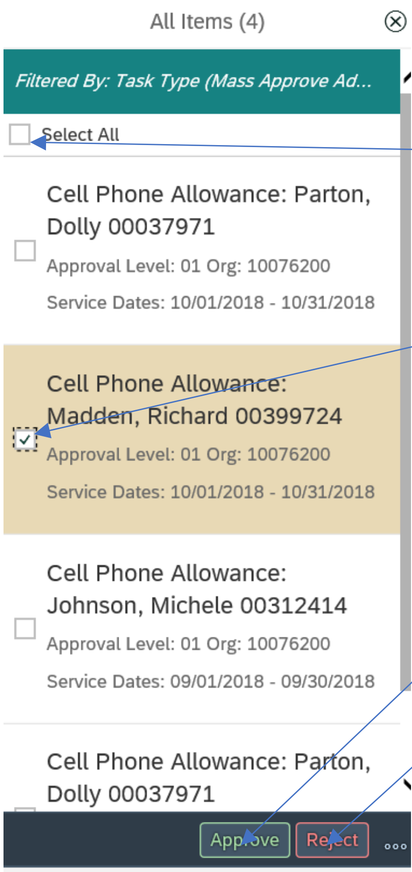
-Click on “Action Status”



-Select “Rejected” and click ‘OK’

-To clear the filter, click on “Filter” and then this button and OK

FILTERING TO ALLOW FOR EASY OR MASS APPROVALS – FILTER BY TASK TYPE-



By using this function, you can either click the top left to 'select all' or

You can run down through the list and select only those you would like to approve

The last step would then be to hit 'approve' at the bottom

NOTE: there is also a 'reject' option – this would be used if it needed to go back to the initiator for some reason

If you would like to look up your transactions, you can go to your and look up as you normally do.