The University of Utah

Additional Pay
Training Guide

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ADDITIONAL PAY SYSTEM OVERVIEW

The Additional Pay eForms suite is replacing the paper forms that are sent to the Payroll department to process additional payments for the earning codes listed below;

1. ADD/AEN - Additional Compensation (Exempt and NonExempt employees)

2. ECS – Exempt Clinical Shift

3. CIP – Clinical Income Pay

The earning code AEN is replacing OTH. This eForm can be submitted by any active employee and the allowed chartfields must have a Business Unit (BU) 01 or 04. In other words, payments made by Campus and UHA (University Health Academics) are allowed and Hospital payments from Business Unit (BU) 02 or 06 are not allowed. All payments from Fund 5000 will need to be submitted on paper forms.

Earning Codes by employee group: Campus or UHA (University Health Academics)

Employee Group	ADD Additional Compensation Exempt	AEN Additional Compensation NonExempt	ECS Exempt Clinical Shift	CIP Clinical Income Pay
Campus	One-Time Recurring	One-Time Recurring	Not Allowed	Not Allowed
UHA	One-Time Recurring	One-Time Recurring	One-Time	One-Time Recurring

Payment Frequency = One-Time or Recurring

Earning Codes are displayed on the form based upon the employee's eligibility. Employee eligibility is determined by the employee group, salaried vs hourly, and CIP job code.

- ADD, ECS used for salaried employees only

- AEN used for hourly employees only

- CIP used for employees in a CIP eligible job code

CIS Login and Additional Pay Tile

Initiators will submit their requests and view the eForm status using a tile in CIS. Approvers will use their Worklist to approve, recycle or deny the requests. Follow the navigation listed below to access the Additional Pay eForms suite.

- Log into CIS (Portal) and click on the *Request Additional Pay* tile.
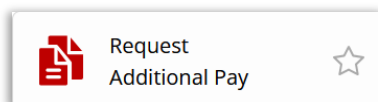
Request Additional Pay ☆   **Note**: Click the star to add it to your favorites in CIS

Additional Pay Homepage Options

From the home page, these menu options will appear.

- **Add Additional Pay** – Use this form to initiate additional pay for employees whose workload has significantly deviated from the job's normal expectations.

- **Evaluate Additional Pay** - Use this to evaluate and act on an Additional Pay eForm that has routed to you.

- **Update Additional Pay** - Use this to update, change an existing Additional Pay eForm that has not been fully approved.

- **View Additional Pay** – Authorized users may use this to view an Additional Pay eForm and transaction log once it has been submitted.
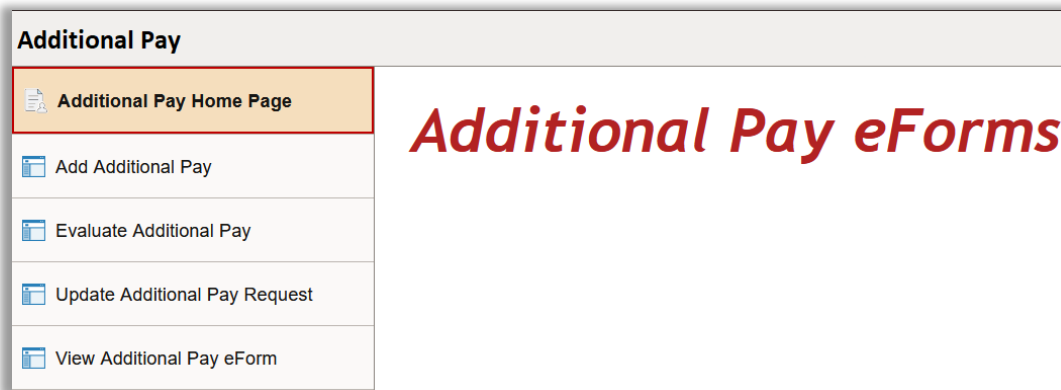
ADD ADDITIONAL PAY

The Add Additional Pay form is used to request additional pay for employees whose workload has significantly deviated from the job's normal expectations.

To initiate a new additional pay eForm, click Additional Pay option in the menu.
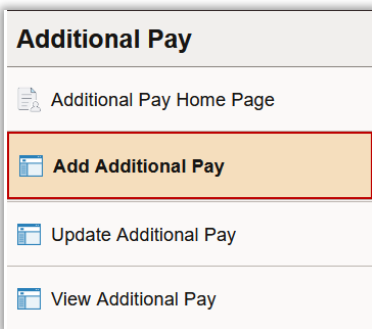
In the search page, enter an Empl ID or a value in any of the other fields then click the Search button to return active paid employees currently working in your department.

Search by:		
Empl ID	Begins With ▾	
Empl Record	is Equal To ▾	
First Name	Begins With ▾	
Middle Name	Begins With ▾	
Last Name	Begins With ▾	
Department	Begins With ▾	🔍
Employee Group	is Equal To ▾	▾
Job Code	Begins With ▾	🔍
Benefit Program	Begins With ▾	

[Search] [Clear] [Save Search]

Select the desired employee and empl record to enter the additional pay eForm.

Request Additional Pay: Pay Information

The form will display two sections to begin with; *Employee Information* and *Earnings Code Details.* Other applicable sections and fields will be displayed according to the earning code selected on the form.

Employee Information

The employee's current information will be displayed at the top of the form.

➕ **Request Additional Pay : Pay Information**

Employee Information

Name Employee,Imma	**Empl ID** 00109539
Title HRIS Analyst I	**Empl Record** 0
Department 00410 Human Resources Management	**FTE** 1.000000

Earnings Code Details

Earning code eligibility is determined by the employee's group, salary/hourly, and job code.

- ADD, ECS used for salaried employees only
- AEN used for hourly employees only
- CIP used for employees in a CIP eligible job code

Employee Group	ADD Additional Compensation Exempt	AEN Additional Compensation NonExempt	ECS Exempt Clinical Shift	CIP Clinical Income Pay
Campus	Salary Allowed	Hourly Allowed	Not Allowed	Not Allowed
UHA	Salary Allowed	Hourly Allowed	Salary Allowed	Employees in a CIP Job Code

Select an Earning Code from the dropdown list.

Payment Detail

The following payment instructions will be displayed at the top of the page.

Note: Payout depends on all approvals being completed prior to the pay period end date.

When applicable, select a Frequency value of One-Time or Recurring from the dropdown list.

- One-Time will pay the amount in a single payment.
- Recurring will be an ongoing payment until the Total Amount is paid. See Recurring Frequency for additional information.
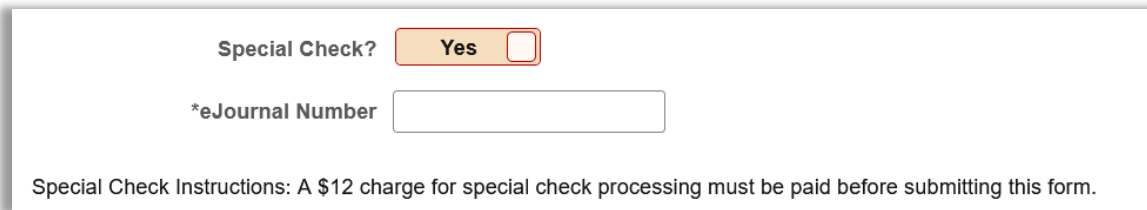

Enter the payment in the Total Amount field.

When the earnings code is ECS the total amount field will be view only and is calculated from the amount field(s) in the Actual Dates Worked section.

Important Special Check Instructions:

A $12 charge for special check processing must be paid *before* submitting this form.

Answer Yes to the Special Check question when the payment needs to be made outside of the current pay period or if the employee has an active payment.
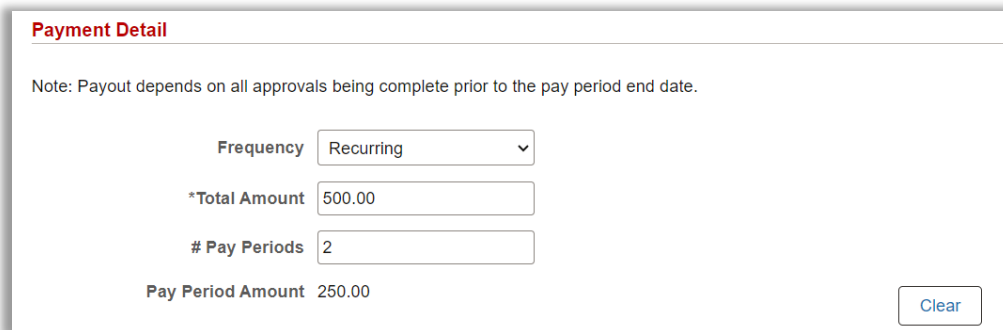
Special Check?	Yes
*eJournal Number	

Special Check Instructions: A $12 charge for special check processing must be paid before submitting this form.

Enter the eJournal Number associated with this additional pay special check request. The value must be entered with an upper-case EJ followed by 8 numbers. E.g., EJ12345678

Recurring Frequency

When a Recurring frequency is selected then the *# of Pay Periods* and *Pay Period Amount* fields will be displayed on the page. Enter the number of pay periods this payment will be paid over.

Payment Detail

Note: Payout depends on all approvals being complete prior to the pay period end date.

Frequency	Recurring
*Total Amount	500.00
# Pay Periods	2
Pay Period Amount	250.00

Clear

The Pay Period Amount is a view only field. The value that is displayed in this field is the Total Amount divided by the # of Pay Periods. Total Amount / # of Pay Periods = Pay Period Amount

Example: 500 / 2 = $250.00

When applicable, click the Clear button to remove the values in the fields and enter new values.

When Payment Earned

This section will only appear for ADD, AEN earning codes.

When Payment Earned		
*Start Date ◇	*End Date ◇	*Description of Work ◇
1		

When this section appears enter a Start Date, End Date and Description of Work associated with this additional payment.

Actual Dates Worked

This section will only appear for the ECS (Exempt Clinical Shift) earning code.

Actual Dates Worked			
*Date ◇	*Amount ◇	Insert A Row	Delete A Row
1	0.00	+	−

When this section appears a Date and Amount must be entered on the page. If more than one row is needed, then click the + sign to insert a new row.

Amounts entered in this section automatically update the Total Amount field in the Payment Detail section, which is a view only field for ECS.

Chartfields

Enter the applicable values in the Chartfields section of where the additional payment will pay from.

Chartfields					
Bus Unit ↑↓	Org ID ↑↓	Activity/Project ↑↓	Account ↑↓	A/U ↑↓	Combo Found? ↑↓
1				1	

This eForm form allows Business Unit (Bus Unit) 01 or 04. In other words, payments made by Campus and UHA (University Health Academics).

The Org ID will default to the initiator's department. If the additional payment has a different Org ID then change that information as you enter the chartfield values.

Some earning codes allow only certain accounts. Enter an allowable Account for the earning code selected on the form that falls within the ranges below.

- o Campus and UHA
    - ▪ ADD/AEN allowable account range is 52200 - 52208
    - ▪ CIP allowable account range is 52400 - 52418

The Combo Found field will update as information is entered in the prior fields.


It checks against chartfields in the department budget tables and indicates one of the following:

- o Multiple Matches – entered information matches multiple chartfields
- o Code Found – entered information matches an existing chartfield
- o No Match – entered information does not match an existing chartfield and the user must enter a different chartfield to proceed or contact Payroll for additional assistance
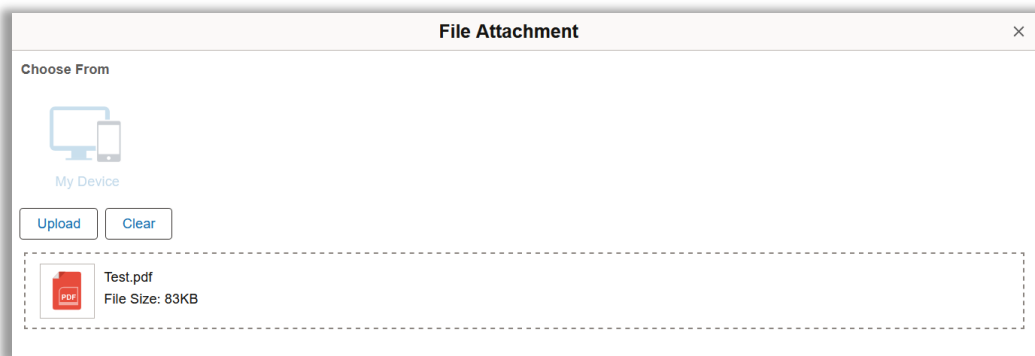
File Attachments

The File Attachments section will only appear for the earnings codes ADD or AEN.

To attach a file, click the Upload button. When the File Attachment pop-up window appears click the *My Device* icon on the page to search for and select the desired file.
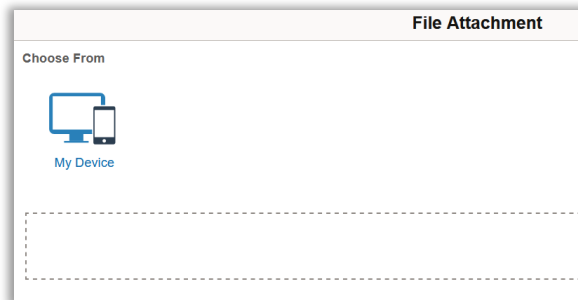

Click the Upload button.

Please only click the black Done button in the upper right-hand corner when the green loading bar says *Upload Complete*.
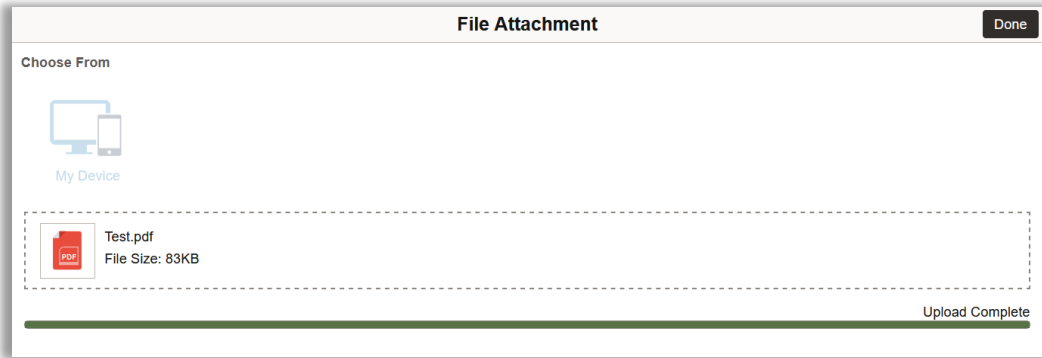
After clicking Done you will be returned the additional pay eForm. A green check mark in the Attached Uploaded section indicates the file has been successfully uploaded. Entering a description of the attached file. If an additional file(s) needs to be uploaded, click the Add button directly below this section.
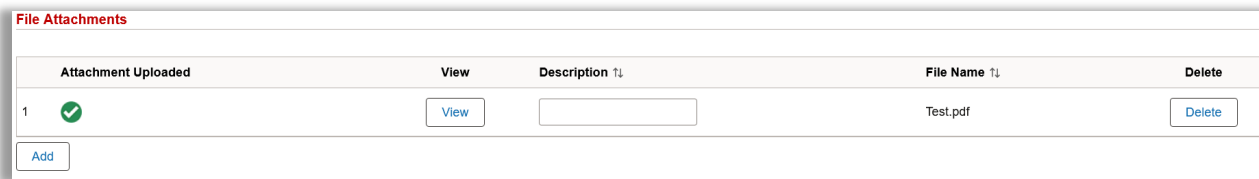
When ready, click the Submit button.

After clicking the Submit, the following page and message will appear.
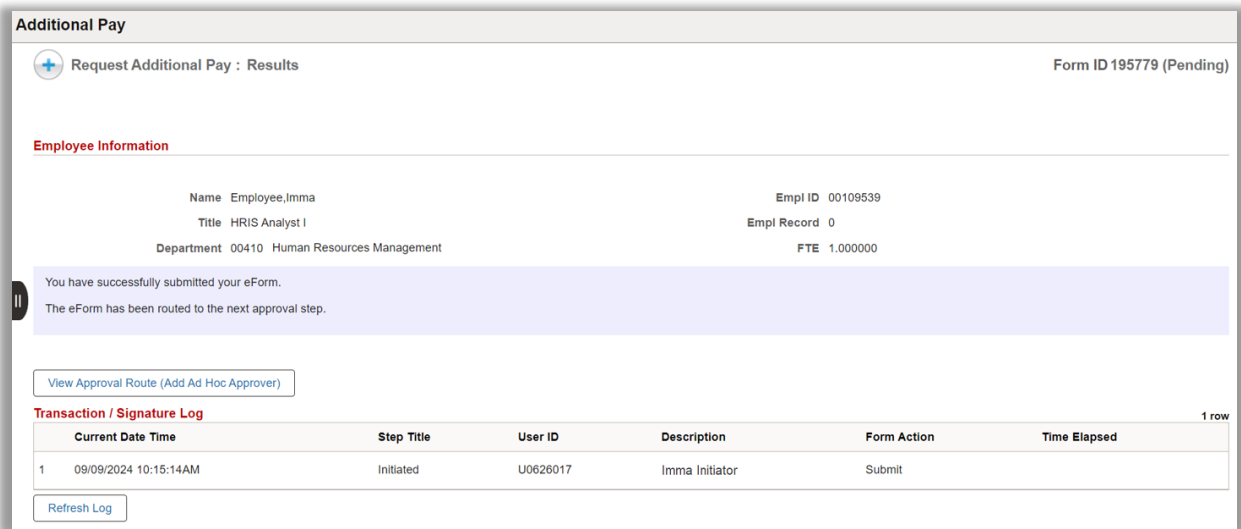
The system will automatically send an email notification and worklist items to the next approver(s) in the approval path.

ADD AD HOC APPROVER

Only initiators and the GME Office will have the ability to add an Ad Hoc Approver to the approval path. Follow these steps below to add an Ad Hoc approver.

When the initiator clicks the Submit/Resubmit button the Results page will be displayed. Remain on this page and click the View Approval Route (Add Ad Hoc Approver) button.

Click on the plus sign ⊞ in the path to insert the approver in that location.

A pop-up window called 'Insert additional approver' will appear. Enter the Ad Hoc Approver's uNID ensuring to use an uppercase U and select the Approver radio button and click Insert when done.

The Inserted Approver will now appear in the approval path. Click the Done button located in the upper right corner to close this window.
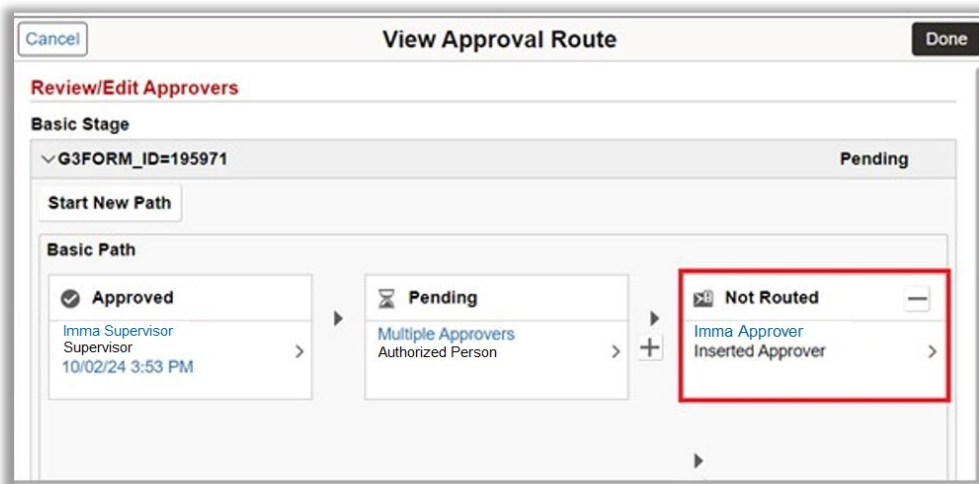
EMAIL NOTIFICATIONS

Once an eForm has been submitted or action taken on the form the system will generate an email notification. The following are examples of system generated email notifications.

Action taken: Additional Pay eForm Routed
Email subject sent to next approver(s): Worklist Item: Evaluate ADDLPAY request for Employee Name

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Worklist Item: Evaluate ADDLPAY request for Employee,Imma

H hrprod@noreply.utah.edu
To

You have a pending additional pay worklist item to evaluate. You may follow the link below to work this item.

Form ID: 195946
Status: Pending
Request: ADDLPAY for Employee,Imma (Empl ID 00109539)
Requested by: Imma Initiator
Last Action by: Imma Initiator on 2024-09-26-16.15.52.000000
Comment History: _____
** Imma Initiator
** Thu, Sep 26 24, 01:42:05 PM
Enter comments here

Evaluate this request: Click Here

Action taken: Additional Pay eForm Finalized and Executed
Email subject sent to initiator: FYI: ADDLPAY Request for Employee Name has been finalized

---

FYI: ADDLPAY Request for Employee,Imma has been finalized

H hrprod@noreply.utah.edu
To

For your information, Imma Initiator authorized this request. Processing is complete. No further action on your part is needed at this time.

Form ID: 195946
Status: Executed
Request: ADDLPAY for Employee,Imma (Empl ID 00109539)
Requested by: Imma Initiator
Comment History: _____
** Imma Initiator
** Thu, Sep 26 24, 01:42:05 PM
Enter comments here

View this request: Click Here

Action taken: Additional Pay eForm Recycled
Email subject sent to initiator: Worklist Item: Reconsider ADDLPAY request for Employee Name

---

Worklist Item: Reconsider ADDLPAY request for Employee,Imma

H hrprod@noreply.utah.edu
   To

You have a pending worklist item to reconsider. It was recycled by Imma Initiator, which means you must decide whether to resubmit it or withdraw it. Please consider any comments before acting on this form.

You may follow the link below to work this item.

Form ID: 195946
Status: Recycled
Request: ADDLPAY for Employee,Imma (Empl ID 00109539)
Requested by: Imma Initiator
Comment History: _____
** Imma Initiator
** Thu, Sep 26 24, 01:42:05 PM
Enter comments here

Update this request: Click Here

Action taken: Additional Pay eForm Denied
Email subject sent to initiator: FYI: ADDLPAY Request for Employee Name has been denied

---

FYI: ADDLPAY Request for Employee,Imma has been denied

H hrprod@noreply.utah.edu
   To

For your information, Imma Supervisor has denied this request. This permanently ends processing of the form. No further action on your part is needed at this time.

Form ID: 195946
Status: Denied
Request: ADDLPAY for Employee,Imma (Empl ID 00109539)
Requested by: Imma Initiator
Last Action: This form was denied by Imma Supervisor
Comment History: _____
** Imma Initiator
** Thu, Sep 26 24, 01:42:05 PM
Enter comments here

View this request: Click Here

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ADDITIONAL PAY ROUTING

Additional Pay routing is based on the *paying* Org ID group, unless otherwise stated, which is located in the chartfield. The following is general information for Campus and UHA routing once the form is submitted.

- The initiator may add an Ad Hoc Approver after any approver in the approval path.

- Approvers will not receive an Additional Pay eForm in which they are the employee, it will route to other approvers or skip that approval step.

- Program Director/Coordinator (Ad Hoc Approver) is selected by the GME Office.

- UHA Executive will approve only if they have not previously provided approval in the approval path.

- VP/Executive routing is based upon the employee's Department ID.
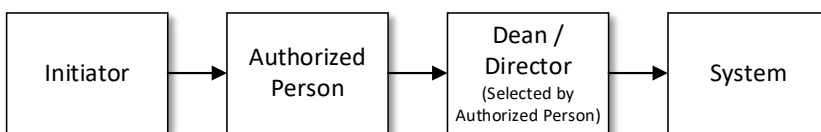
Campus Default Routing

Earn Code = **ADD, AEN**
> Initiator > Supervisor > Authorized Person > Dean/Director > System

```
Initiator → Supervisor → Authorized Person → Dean / Director (Selected by Authorized Person) → System
```

Earn Code = **ECS**
> Initiator > Authorized Person > Dean/Director > System

```
Initiator → Authorized Person → Dean / Director (Selected by Authorized Person) → System
```
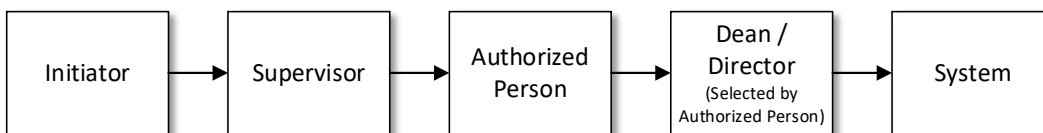
Campus Conditional Routing

Earn Code = ADD, AEN and **Total Amount > $2500**
> Initiator > Supervisor > Authorized Person > Dean/Director > **VP/Executive** > System

(Campus Faculty) Earn Code = ADD and **Total Amount > $2500**
> Initiator > Supervisor > Authorized Person > Dean/Dir > **AVP Faculty Campus** > **VP/Executive** > System

Earn Code = ADD, AEN and **Special Check = Yes**
> Initiator > Supervisor > Authorized Person > Dean/Director > **Payroll** > System

Campus Conditional Routing Continued

Earn Code = ECS <u>and</u> **Total Amount > $2500**
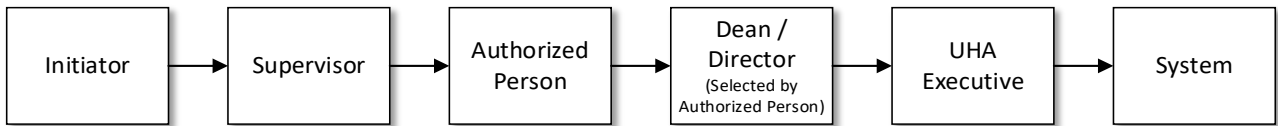> Initiator > Authorized Person > Dean/Director > **VP/Executive** > System

Earn Code = ECS <u>and</u> **Special Check = Yes**
> Initiator > Authorized Person > Dean/Director > **Payroll** > System
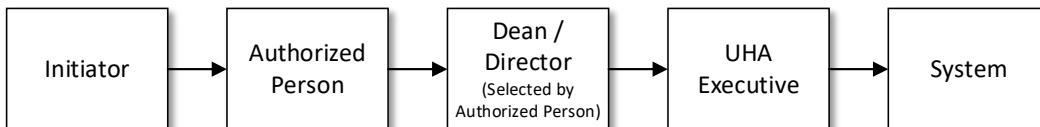
UHA Default Routing

Earn Code = **ADD, AEN**
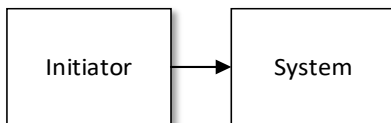> Initiator > Supervisor > Authorized Person > Dean/Director > UHA Executive > System

Initiator → Supervisor → Authorized Person → Dean / Director (Selected by Authorized Person) → UHA Executive → System

Earn Code = **ECS**
> Initiator > Authorized Person > Dean/Director > UHA Executive > System

Initiator → Authorized Person → Dean / Director (Selected by Authorized Person) → UHA Executive → System

Earn Code = **CIP** <u>and</u> **in a CIP Job Code**
> Initiator > System

Initiator → System

UHA Conditional Routing

Earn Code = ADD, AEN <u>and</u> **Total Amount > $2500**
> Initiator > Supervisor > Authorized Person > Dean/Director > UHA Executive > **VP/ Executive** > System

Earn Code = ADD, AEN <u>and</u> **Special Check = Yes**
> Initiator > Supervisor > Authorized Person > Dean/Director > UHA Executive > **Payroll** > System

UHA Conditional Routing Continued

Earn Code = ADD and **Job Code = 0253**
　　Initiator > **GME Office** > Authorized Person > **Program Director/Coordinator** (Ad Hoc Approver) >
　　Dean/Director > UHA Executive > System

Earn Code = ECS and **Total Amount > $2500**
　　Initiator > Authorized Person > Dean/Director > UHA Executive > **VP/Executive** > System

Earn Code = ECS and **Special Check = Yes**
　　Initiator > Authorized Person > Dean/Director > UHA Executive > **Payroll** > System

Earn Code = ECS and **Job Code = 0253**
　　Initiator > **GME Office** > Authorized Person > **Program Director/Coordinator** (Ad Hoc Approver) >
　　Dean/Director > UHA Executive > System

Earn Code = CIP and **in a CIP Job Code** and **Special Check = Yes**
　　Initiator > **Payroll** > System

EVALUATE ADDITIONAL PAY – MY WORKLIST

To evaluate and act on an Additional Pay eForm that has routed to you either click on the link in the email notification or click on the *My Worklists* tile in the portal.
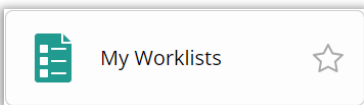
My Worklists

The worklist will show forms that are awaiting your ***approval***.

Worklist

Worklist for U0482663: Imma Supervisor

Detail View

Worklist Filters ⌄

Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
Imma Initiator	09/09/2024	Notification Worklist		⌄	Employee,Imma:ADDLPAY:00410

Note: Any forms that have been *recycled* back to the initiator will also appear in the initiator's worklist.

Click the column header to sort by that column data. When ready, click on the blue hyperlink for any item in your worklist to open the form.

Review all data entered by the initiator.

Additional Pay

🔍 View Additional Pay Request : Pay Information   Form ID 195946

Employee Information

Name	Employee,Imma	Empl ID 00109539
Title	HRIS Analyst I	Empl Record 0
Department	00410 Human Resources Management	FTE 1.000000

Earnings Code Details

Earnings Code ADD Additional Compensation

Payment Detail

Note: Payout depends on all approvals being complete prior to the pay period end date.

Frequency One-Time

Total Amount 310.00

Special Check? No

Chart Fields

	Bus Unit ↑↓	Org ID ↑↓	Activity/Project ↑↓	Account ↑↓	A/U ↑↓	Fund ↑↓	Combo Found? ↑↓
1	01	00410	00005836	52200	1	1001	Code Found

When Payment Earned

	Start Date ↑↓	End Date ↑↓	Description of Work ↑↓
1	09/01/2024	09/08/2024	Additional work.

File Attachments

	Status	Upload	Description ↑↓	File Name ↑↓
1		Upload		

Add

∨ **Comments**

_____
** Imma Initiator
** Mon, Sep 9 24, 10:27:17 AM
Enter comments here.

Search   Deny   Recycle   Approve

Note: If you are the Authorized Person then you will see the additional section *Dean/Director Approver* on the form. See the Dean/Director Approver section below for additional information.

If you have any comments, enter that in the Comments section. Comments can be viewed by everyone in the approval path that this form routes to after you have approved this form. The initiator can view the same when the form is opened in View Additional Pay.

After reviewing the data, click Approve, Recycle or Deny. The following action takes place for each option;

- **Approve** – The form is submitted with your approval and routes to the next approver(s). The next approver(s) will receive an email notification and a worklist item.

- **Deny –** Enter comments in the comments section and use this to deny the form and stop all further processing of this request. The initiator will be sent an email notification of this action.

- **Recycle** – Use this to send the form back to the initiator asking them to make changes to the data entered. Enter changes in the comments section. When the form is recycled the initiator will be sent an email as well as a worklist item. After the initiator makes the appropriate changes and resubmits the form will be re-routed to the same approvers.

After clicking the Approve button the following message and page will appear. *You have successfully approved your eForm. The eForm has been routed to the next approval step.*

Form Result					
✓ Approve Additional Pay : Results					
Employee Information					
Name Employee,Imma				Empl ID 00109539	
Title HRIS Analyst I				Empl Record 0	
Department 00410 Human Resources Management				FTE 1.000000	
You have successfully approved your eForm.					
The eForm has been routed to the next approval step.					
multiple approvers.					
View Approval Route					
Transaction / Signature Log					
	Current Date Time	**Step Title**	**User ID**	**Description**	**Form Action**
1	09/09/2024 10:30:14AM	Initiated	U0626017	Imma Initiator	Submit
2	09/09/2024 11:04:13AM	Supervisor	U0482663	Imma Supervisor	Approve
Refresh Log					

When the form routes to one person, that name is shown directly on this results page.

If the form has routed to more than one person a hyperlink for multiple approvers will display. To view the approver names, click the hyperlink.

Click the *View Approval Route* button to see every additional pay approver step. Not every step is applicable, and the form will only route to needed approvers based upon the data entered.

Dean/Director Approver

The Dean/Director Approver section will *only* appear for the *Authorized Person* while evaluating.   When this section displays enter the **EMPLID** of the Dean/Director.
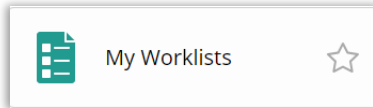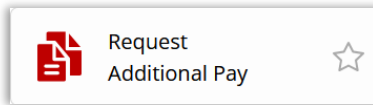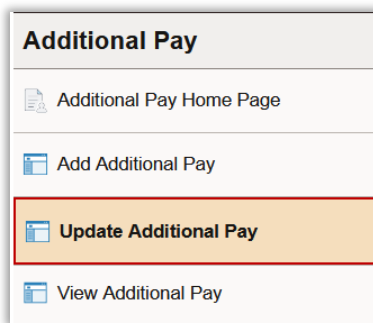
UPDATE ADDITIONAL PAY

If a form has been **recycled** it will display in the initiator's worklist. To make changes to recycled forms, click on the *My Worklists* tile in the portal to update and/or change existing forms that have been recycled to you. Click on the hyper link to open the desire form to make changes and resubmit.
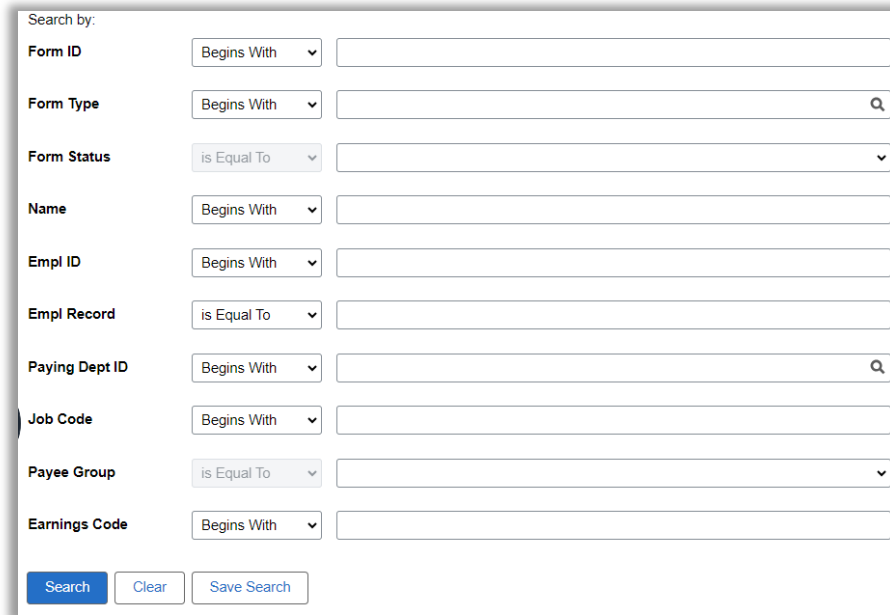
My Worklists ☆

When an update or change is needed for an eForm that has *not* been recycled and is still routing, click on the *Request Additional Pay* tile in CIS.

Request Additional Pay ☆

Next, click on the Update Additional Pay option in the menu.

Additional Pay

Additional Pay Home Page

Add Additional Pay

Update Additional Pay

View Additional Pay

In the search page, enter the Empl ID, Form ID or a value in the other field(s) then click the Search button to return the desired eForm(s) submitted by you.

Once the desired form appears, make all applicable changes and when ready click the *Resubmit* button to re-route the form to the approvers.   Alternatively, you may Click the *Withdraw* button when all processing of this form needs to stop.

SAVING TO PEOPLESOFT

After the last final approval, the information on the Additional Pay eForm will be saved to PeopleSoft.

Special check additional pay eForms will route to the Payroll Team where they will process the special check payment.

VIEW ADDITIONAL PAY

Authorized users that have interacted with the form may use this section to view recently submitted forms, including all the details of the request, any comments made through the approval process, and information about its handling so far. Click on the View Additional Pay option in the menu.
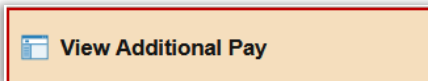
In the search page, enter the Empl ID, Form ID or a value in the other field(s) then click the Search button to show the form. Forms will be displayed for initiators of the form, employee's supervisor and approvers of the form.

Form ID	Begins With	
Form Type	Begins With	🔍
Form Status	is Equal To	
Name	Begins With	
Empl ID	Begins With	
Empl Record	is Equal To	
Earnings Code	Begins With	
Paying Dept ID	Begins With	🔍
Job Code	Begins With	
Payee Group	is Equal To	
Org Group	is Equal To	
Payee Home Department	Begins With	

Search   Clear   Save Search

Once the desired form appears, the first page will display all applicable sections and the details of the request along with the comment history.

Additional Pay

🔍 View Additional Pay Request : Pay Information   Form ID

Employee Information

Name	Employee,Imma	Empl ID	00109539
Title	HRIS Analyst I	Empl Record	0
Department	00410 Human Resources Management	FTE	1.000000

Earnings Code Details

Earnings Code ADD   Additional Compensation

Payment Detail

Note: Payout depends on all approvals being complete prior to the pay period end date.

Frequency   One-Time
Total Amount   300.00
Special Check?   No

Chartfields

	Bus Unit ⇅	Org ID ⇅	Activity/Project ⇅	Account ⇅	A/U ⇅	Fund ⇅	Combo Found? ⇅
1	01	00410	00005836	52200	1	1001	Code Found

When Payment Earned

	Start Date ↑↓	End Date ↑↓	Description of Work ↑↓
1	09/01/2024	09/08/2024	Additional work.

Dean/Director Approver

Please select the appropriate Dean or Director to approve this additional payment request.

*Dean/Director to Approve 00482663 🔍 Jane Doe - Dir, Mgmt

File Attachments

	Status	Upload	Description ↑↓	File Name ↑↓
1		Upload		

Add

⌄ **Comments**

Search   Next

Click the Next button to see the Transaction / Signature Log.

Additional Pay

🔍 View Additional Pay Request : History   Form ID 195

Employee Information

Name	Employee,Imma	Empl ID	00109539
Title	HRIS Analyst I	Empl Record	0
Department	00410 Human Resources Management	FTE	1.000000

View Approval Route

Transaction / Signature Log

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	09/09/2024 10:30:14AM	Initiated	U0626017	STACIE RIGBY	Submit	
2	09/09/2024 11:04:13AM	Payee Supervisor	U0482663	JOSNA KOTTURAPPA	Approve	33 minutes

Refresh Log

Search   Previous

When finished, click the Search button to return to the search page. If desired, click the black tab to expand and display the left-hand menu.