ADDITIONAL PAY EFORM

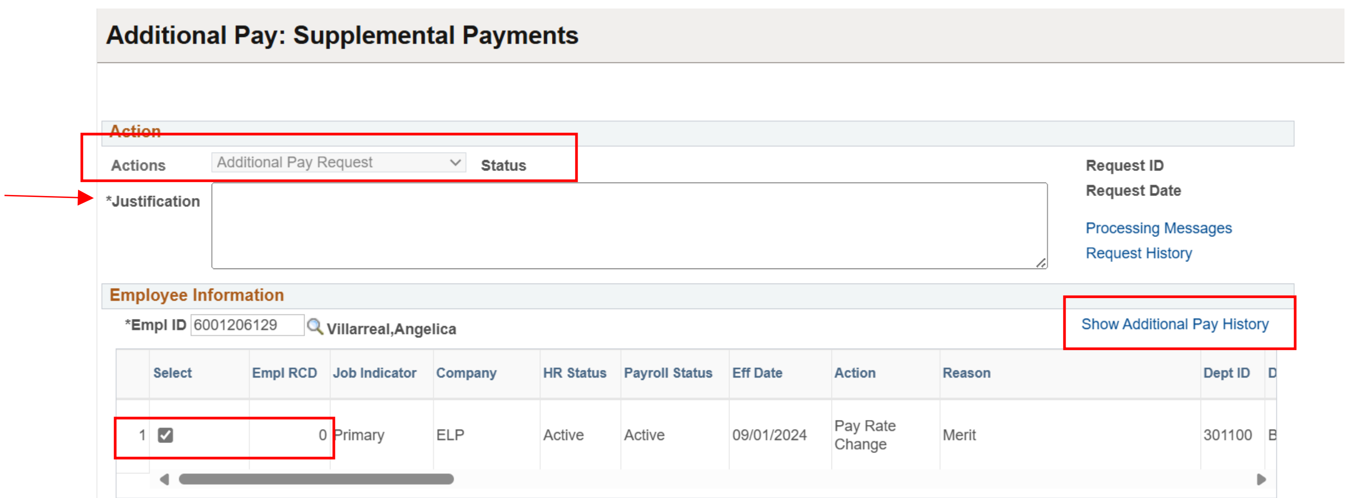
Purpose

This eForm is intended to process payment for Staff and Faculty for work performed beyond their normal duties. To be eligible for the Additional Pay eForm employees must be appointed at 40hrs for the entire duration covering the additional compensation. **Please note this eForm is not intended for employees in non-exempt positions and it is recommended that departments consult with Human Resources to properly compensate employees in these positions**. The full Additional Pay (Supplemental Pay) Policy can be found at the following link:

https://www.utep.edu/hoop/section-5/ch-33.html

Processing an Additional Pay eForm

From the Actions dropdown, you will select the Additional Pay Request option. The Justification box is a requirement. We ask that you include pertinent information such as the duties being performed, courses being taught and total/monthly compensation.

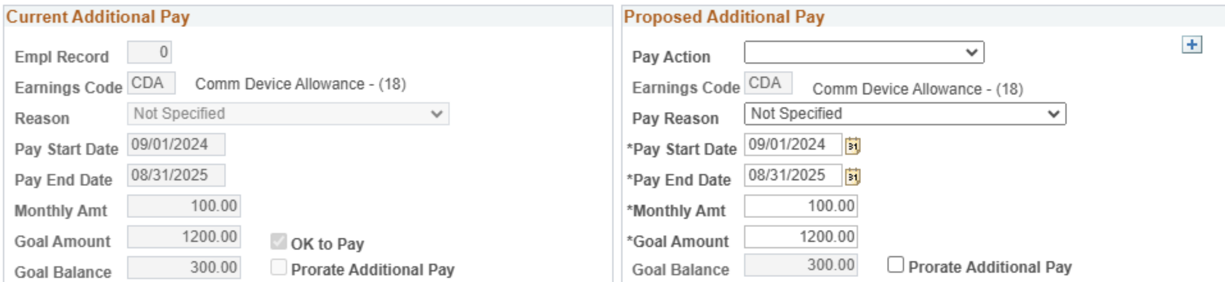


Under the Employee Information section, you will enter the EMPLID. This will populate a preview of the employee's job record. You will need to select the appropriate EMPL Record to which the Additional Pay will be mapped. Please note the job record must be active to process the Additional Pay. For example, if a Staff employee is teaching a course, they must have an active instructional record. If the record is not active for the appropriate time frame and/or position, please process the appropriate eForm to appoint/extend the record before processing the Additional Pay eForm.

In this section, you can also utilize the Show Additional Pay History link to preview any other payments the employee has received via Additional Pay, both current and past.

Current/Proposed Additional Pay

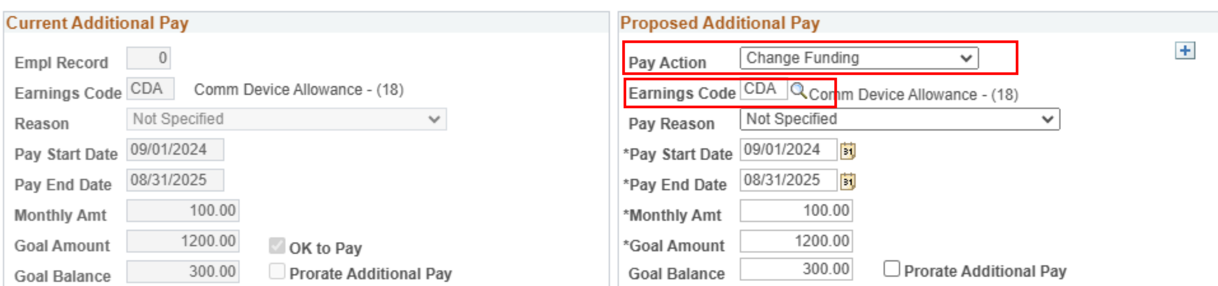
Under Current/Prosed Additional Pay section, you will provide the details of the compensation. If the employee has any current Additional Pay set up, it will populate under the Current Additional Pay section on the left.

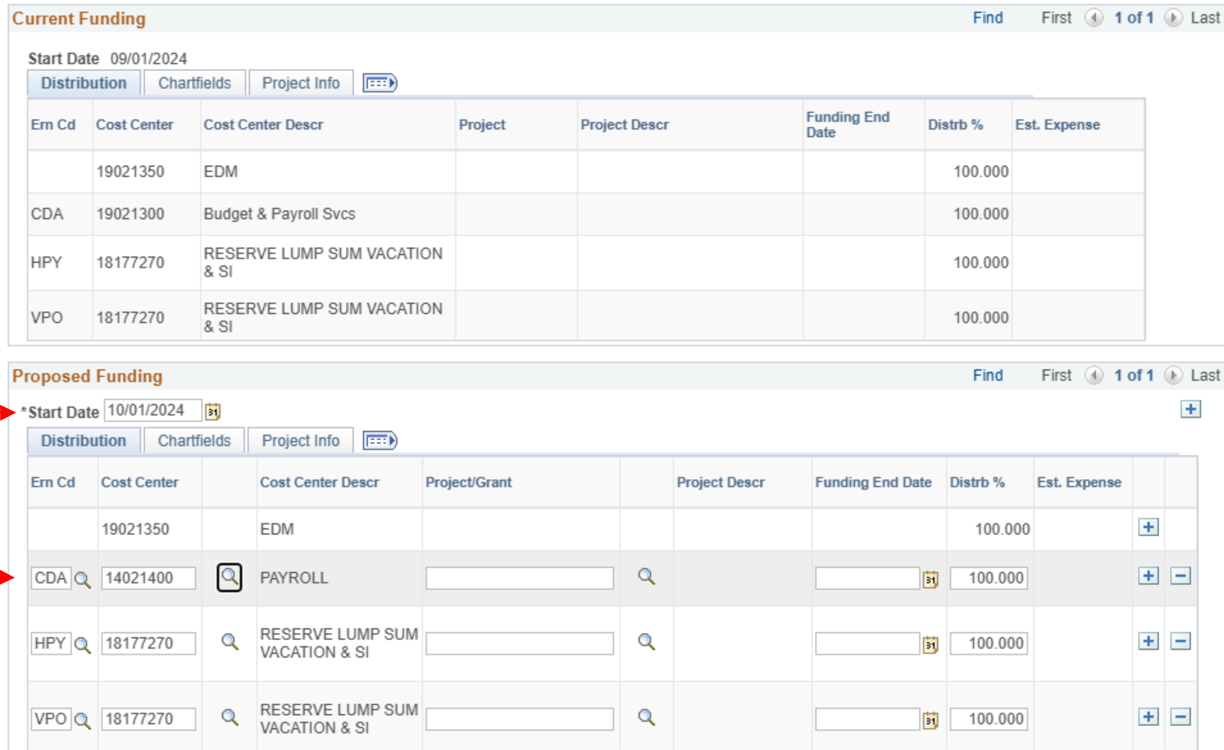


For current/active Additional Pay, you will be able to process the following transactions under the Proposed Addition Pay section:

- Change Funding
- End Payment

When selecting the Change Funding Pay Action, you will need to scroll down to the Proposed Funding to indicate the Effective (Start) Date of the new funding source as well as provide the new funding source. Please note this option will ONLY allow you to update the funding that corresponds with the Earnings Code associated with the Additional Pay.





Current Funding — Find | First | 1 of 1 | Last

Start Date 09/01/2024

Distribution | Chartfields | Project Info

Ern Cd	Cost Center	Cost Center Descr	Project	Project Descr	Funding End Date	Distrb %	Est. Expense
	19021350	EDM				100.000	
CDA	19021300	Budget & Payroll Svcs				100.000	
HPY	18177270	RESERVE LUMP SUM VACATION & SI				100.000	
VPO	18177270	RESERVE LUMP SUM VACATION & SI				100.000	

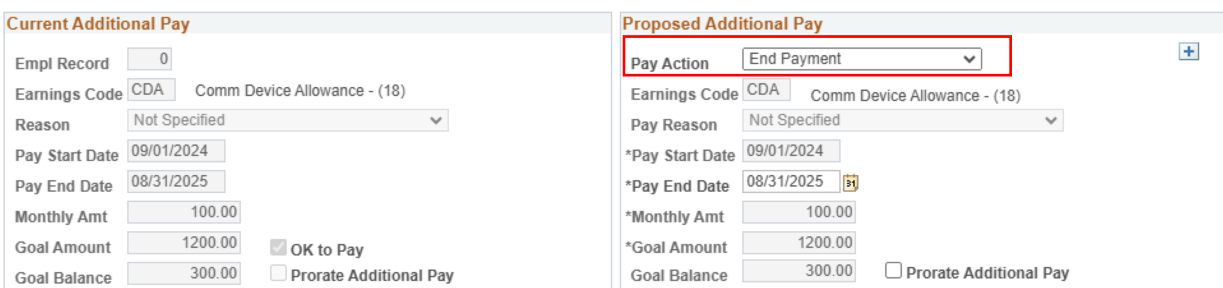
Proposed Funding — Find | First | 1 of 1 | Last

*Start Date 10/01/2024

Distribution | Chartfields | Project Info

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	19021350	EDM				100.000	
CDA	14021400	PAYROLL				100.000	
HPY	18177270	RESERVE LUMP SUM VACATION & SI				100.000	
VPO	18177270	RESERVE LUMP SUM VACATION & SI				100.000	

When selecting the End Payment Pay Action, you can modify the Pay End Date under the Proposed Additional Pay section. Please note this option will ONLY allow you to end payment. Moving forward, departments will be responsible for submitting an eForm to end an Additional Pay for employees who leave their department.



Current Additional Pay

Empl Record	0
Earnings Code	CDA Comm Device Allowance - (18)
Reason	Not Specified
Pay Start Date	09/01/2024
Pay End Date	08/31/2025
Monthly Amt	100.00
Goal Amount	1200.00
Goal Balance	300.00

OK to Pay
Prorate Additional Pay

Proposed Additional Pay

Pay Action	End Payment
Earnings Code	CDA Comm Device Allowance - (18)
Pay Reason	Not Specified
*Pay Start Date	09/01/2024
*Pay End Date	08/31/2025
*Monthly Amt	100.00
*Goal Amount	1200.00
Goal Balance	300.00

Prorate Additional Pay

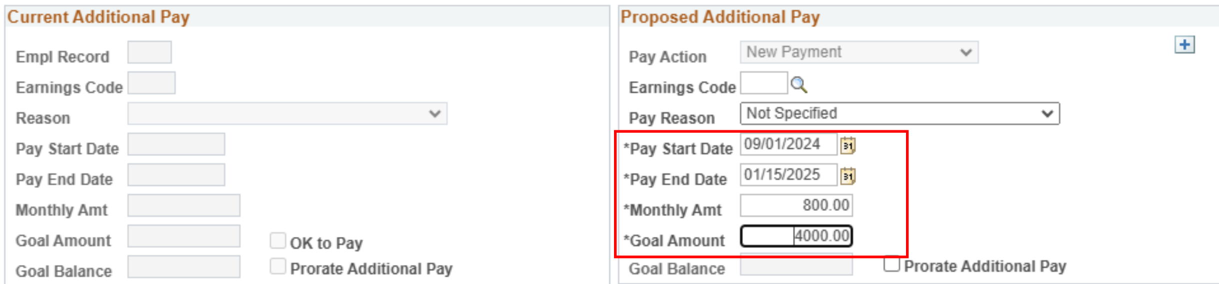
To process a new Additional Pay, you will need to select the New Payment option from the Pay Action dropdown under the Proposed Additional Pay section. The Earnings Code for selection will vary depending on the employee and duties being performed:

- TMP/TM9:
  - Full-time Staff/Faculty performing additional activities on a temporary basis
  - Full-time Staff who will be teaching
  - Full-time Faculty participating in course development
- AWD/AW9
  - Employees receiving compensation as part of an award or recognition
- CDA/CD9
  - Communication Device Allowance
- OLT
  - Full-time Faculty teaching additional courses on top of a full course load
- EDW
  - Faculty endowments
- SUP/SU9
  - Salary supplements
- CHA/CS9
  - Department Chair supplements
- BON/BO9
  - Athletics bonuses

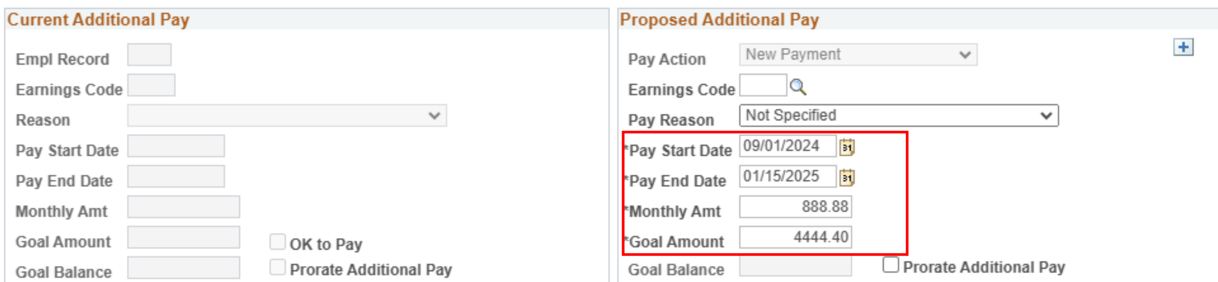
The Earnings Codes ending in 9 (TM9, AW9, CD9) are reserved for employees who are categorized as non-resident aliens for tax purposes. If an employee falls under this category, the eForm will display an error on the Earnings Codes to be updated to the correct Earnings Code.

For all Additional Pay, you can select Job Other Pay for the Pay Reason. Pay Start and End dates should correlate with the dates the work was performed. Instructional Part of Term dates may differ slightly from the actual dates worked. You will then enter the Monthly Amt. The Goal Amount will then be calculated based on the dates and monthly amount provided and pay dates. For Additional Pay that cover half months such as 9/1 – 1/15, the monthly amount should be total payment divided by the whole number of months, please see the following example:

$4,000/5 = $800 monthly



$4,000/4.5 = $888.88 – Will cause overpayment



We strongly suggest indicating the total payment amount in the Justification section as secondary validation point.

Funding

After the Additional Pay details have been completed, you will need to provide the funding information. The eForm will display both Current and Proposed Funding; however, you will only be able to make updates to the Proposed Funding section. In this section, a line will automatically be added to the DBT that corresponds with the Earnings Code selected under the Proposed Additional Pay section. This is where you will add the funding source. If you need to include multiple funding sources, you can add an additional line for the DBT by clicking the + sign, adding the same Earnings Code, and adding the funding source. As a reminder, the distribution percentage should always equal 100% whether you are using one or multiple funding sources.

Current Funding Find First 1 of 1 Last

Start Date 09/01/2024

Distribution | Chartfields | Project Info

Ern Cd	Cost Center	Cost Center Descr	Project	Project Descr	Funding End Date	Distrb %	Est. Expense
	19021350	EDM				100.000	
CDA	19021300	Budget & Payroll Svcs				100.000	
HPY	18177270	RESERVE LUMP SUM VACATION & SI				100.000	
VPO	18177270	RESERVE LUMP SUM VACATION & SI				100.000	

Proposed Funding Find First 1 of 1 Last

*Start Date 01/01/2025

Distribution | Chartfields | Project Info

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	19021350	EDM				100.000	
CDA	14021400	PAYROLL				100.000	
HPY	18177270	RESERVE LUMP SUM VACATION & SI				100.000	
VPO	18177270	RESERVE LUMP SUM VACATION & SI				100.000	
SUP							

Attachments

Comments

Contact Information

Proposed Funding Find First 1 of 1 Last

*Start Date 01/01/2025

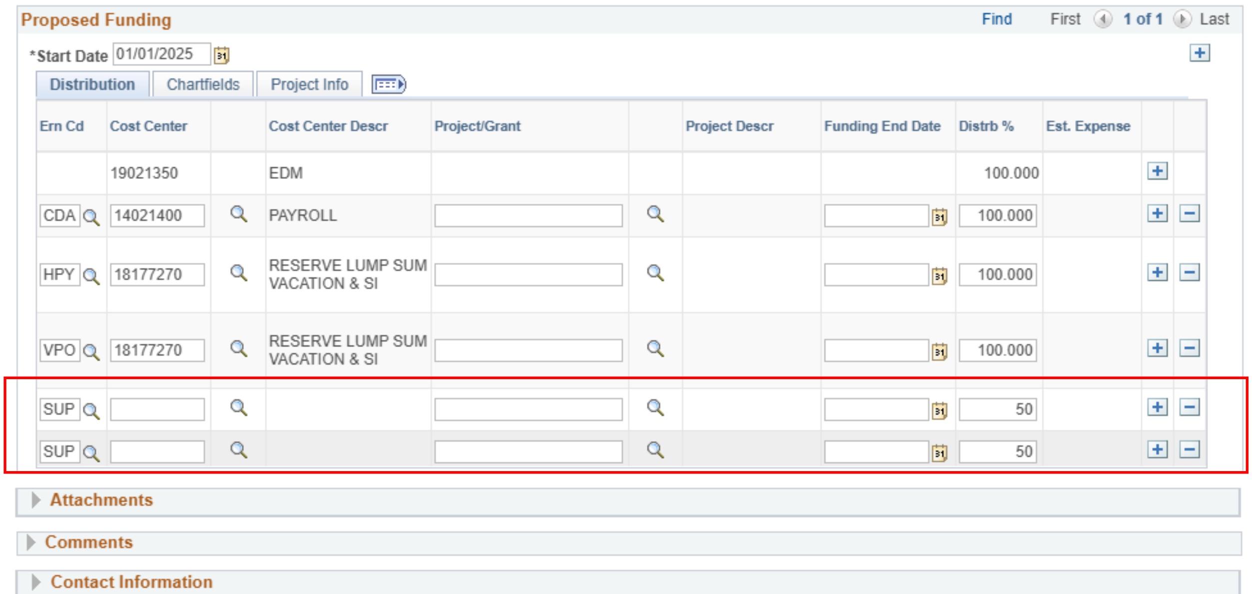
Distribution | Chartfields | Project Info

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	19021350	EDM				100.000	
CDA	14021400	PAYROLL				100.000	
HPY	18177270	RESERVE LUMP SUM VACATION & SI				100.000	
VPO	18177270	RESERVE LUMP SUM VACATION & SI				100.000	
SUP							

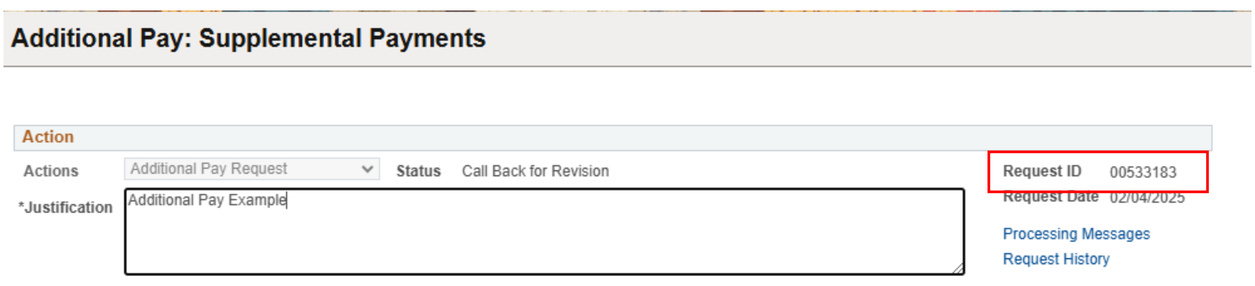
Attachments

Comments

Contact Information



After completing the eForm, you can click on the Save button which will generate the Request ID



At this time, you will also be able to add any attachments such as an offer letter.