



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 except for CIP. 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

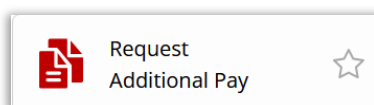
Earning Codes are displayed on the form and determined by the employee’s eligibility. Employee eligibility is determined by the employee group, salaried vs hourly, and CIP job code.

- 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.

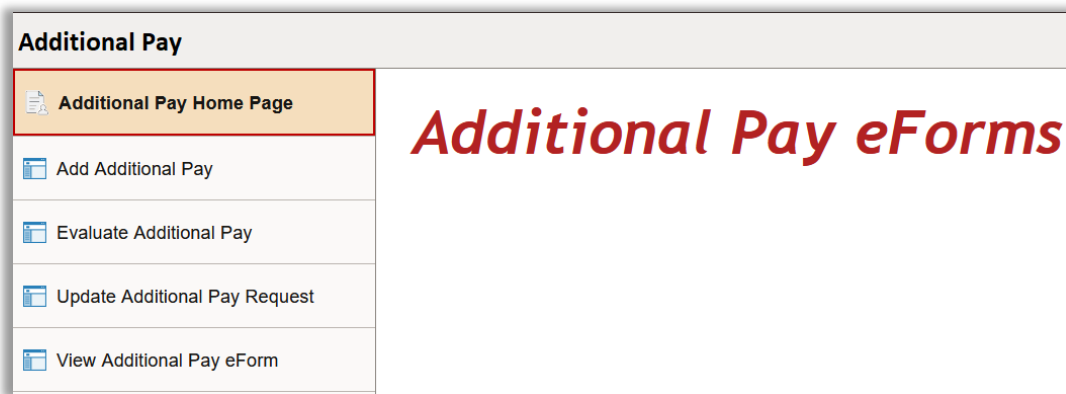


Note: Click the star to add it to your favorites in CIS

Additional Pay Homepage Options

From the home page, these menu options will appear.

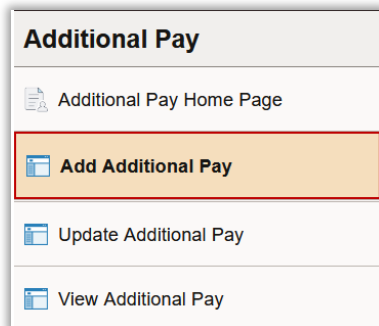
- **Add Additional Pay** – Use this form to initiate additional pay for employees whose workload has significantly deviated from the job's normal expectations.
- **Evaluate Additional Pay** - Use this to evaluate and act on an Additional Pay eForm that has routed to you.
- **Update Additional Pay** - 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	<input type="text"/>
Empl Record	is Equal To	<input type="text"/>
First Name	Begins With	<input type="text"/>
Middle Name	Begins With	<input type="text"/>
Last Name	Begins With	<input type="text"/>
Department	Begins With	<input type="text"/> <input type="button" value="Q"/>
Employee Group	is Equal To	<input type="text"/>
Job Code	Begins With	<input type="text"/> <input type="button" value="Q"/>

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.

The screenshot shows a form titled "Earnings Code Details". It features a dropdown menu labeled "*Earnings Code" with a downward arrow. Below the dropdown, there is a section for "Comments" with a right-pointing chevron. At the bottom left, there are "Search" and "Submit" buttons. The dropdown menu is open, showing the following options: ADD, AEN, ECS, and CIP.

Payment Detail

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

Note: Payout depends on all approvals being complete 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.

The screenshot shows a form titled "Payment Detail". At the top, it includes the note: "Note: Payout depends on all approvals being complete prior to the pay period end date." Below this, there are three main fields: "Frequency" with a dropdown menu set to "One-Time", "*Total Amount" with a text input field containing "0.00", and "Special Check?" with a radio button and the text "No".

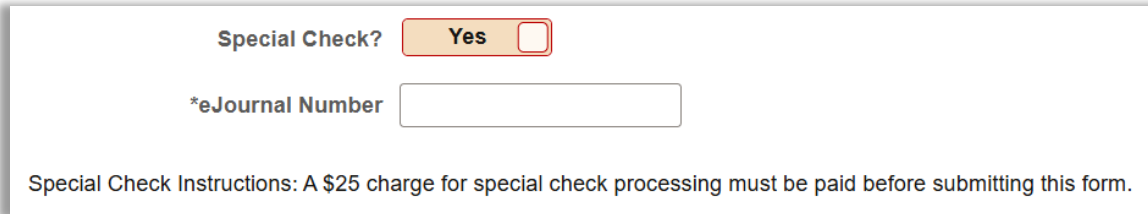
Enter the payment in the Total Amount field.

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 \$25 charge for special check processing must be paid *before* submitting this form.

Answer Yes to the Special Check question when the payment is greater than \$100.00 and needs to be made outside of the current pay period or if the employee has an active payment.

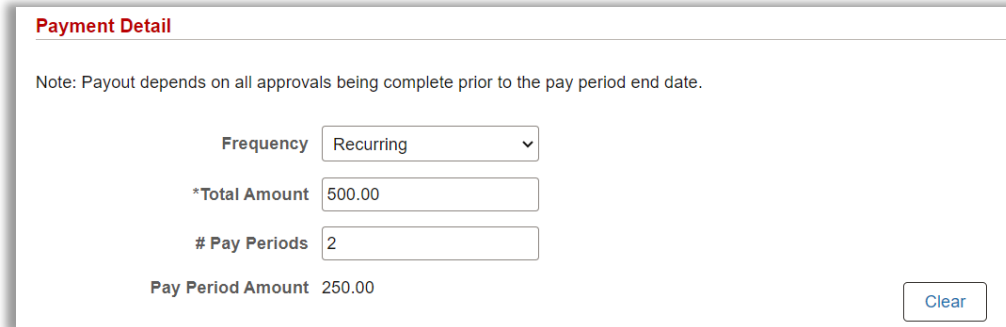


The screenshot shows a form section for a special check. It includes a label "Special Check?" followed by a radio button labeled "Yes" which is currently selected. Below this is a text input field labeled "*eJournal Number". At the bottom of the section, there is a note: "Special Check Instructions: A \$25 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.



The screenshot shows a form section titled "Payment Detail". It includes a note: "Note: Payout depends on all approvals being complete prior to the pay period end date." Below the note are three input fields: "Frequency" with a dropdown menu set to "Recurring", "*Total Amount" with a text input field containing "500.00", and "# Pay Periods" with a text input field containing "2". Below these fields, the "Pay Period Amount" is displayed as "250.00". A "Clear" button is located at the bottom right of the section.

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 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.

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 21-digit chartfield of where the additional payment will pay from and tab out to have the system search and validate the chartfield.

Note: This eForm form allows Business Unit 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 except for CIP. All payments from Fund 5000 will need to be submitted on paper forms.

Some earning codes only allow certain accounts. Enter a chartfield with an account that falls within the acceptable ranges below for the earning code selected on the form.

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

To search for a chartfield by individual values such as Org ID, Activity/Project, Account etc. click on the magnifying glass to display a Lookup window.

A screenshot of a form field labeled '*Chartfield ↑↓'. The field contains the number '1' and a magnifying glass icon in a small square box on the right side, which is highlighted with a red border.

In the Search Criteria section, enter a value into the Business Unit, Org ID, Activity/Project or Account fields. When ready click the Search button to display the search results.

The screenshot shows a 'Lookup' window with a 'Search for: Chartfield' header. A red box highlights the 'Search Criteria' section, which includes input fields for 'Combination Code (begins with)', 'Business Unit (begins with)', 'Org ID (begins with)', 'Activity/Project (begins with)', and 'Account (begins with)'. Below these are 'Search' and 'Clear' buttons. The 'Search Results' section shows a table with 5 rows of data. A note states 'Only the first 300 results can be displayed.' and '300 rows'.

Combination Code ↑↓	Business Unit ↑↓	Org ID ↑↓	Activity/Project ↑↓	Account ↑↓	Fund Code ↑↓
010000100001607500501	01	00001	00001607	50050	2000
010000100001607500801	01	00001	00001607	50080	2000
010000100001607508001	01	00001	00001607	50800	2000
010000100001607508051	01	00001	00001607	50805	2000
010000100001607522001	01	00001	00001607	52200	2000

In the Search Results, click on the desired row to select that chartfield and return to the additional pay form.

Note: If you need to search again, click on the arrow in Search Criteria to expand the section.

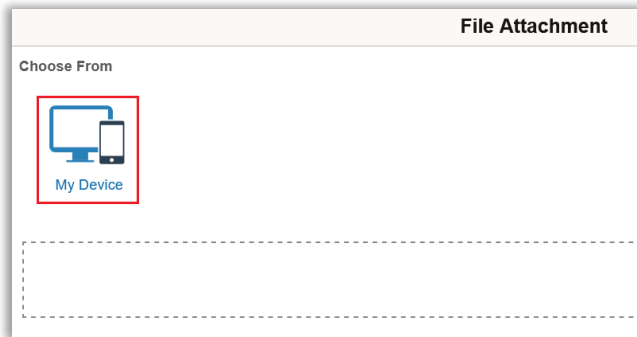
After entering, or selecting the desired chartfield, the system checks against the department budget tables and indicates Combo Found when the information matches an existing chartfield.

*Chartfield ↑↓	Bus Unit ↑↓	Org ID ↑↓	Activity/Project ↑↓	Account ↑↓	A/U	Combo Found?
1 010041000001602522001 <input type="text"/>	01	00410	00001602	52200	1	Code Found

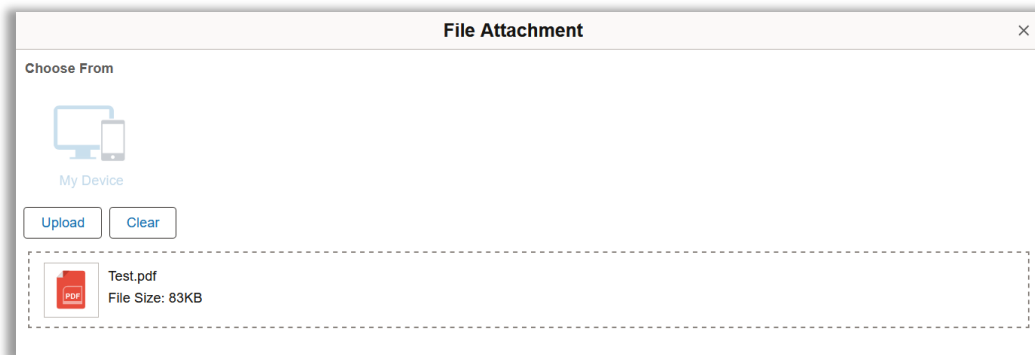
File Attachments

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

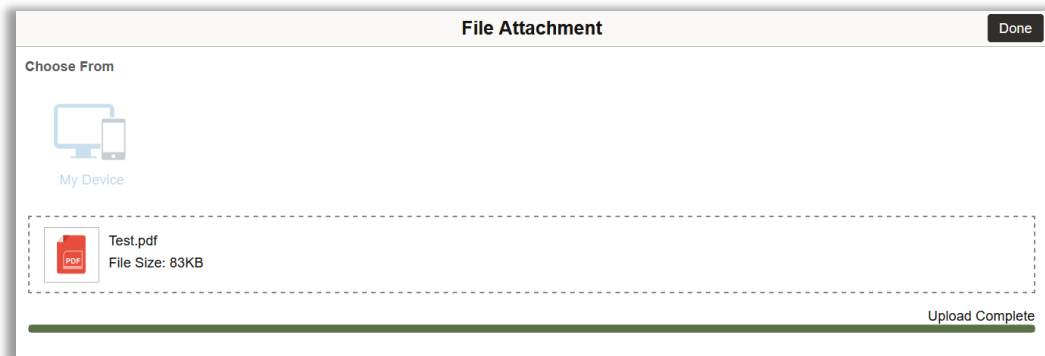
To attach a file, click the Upload button. When the File Attachment pop-up window appears click the *My Device* icon on the page to search for and select the desired file.



Click the Upload button and wait.

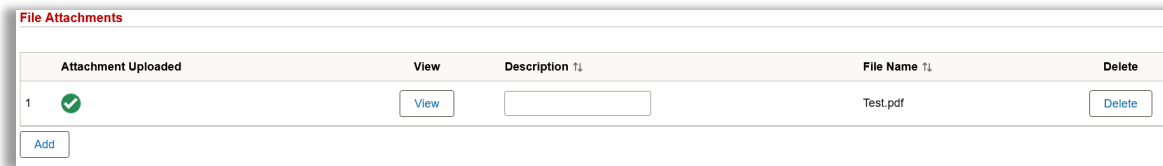


Only click the black Done button in the upper right-hand corner when the green loading bar indicated *Upload Complete*.



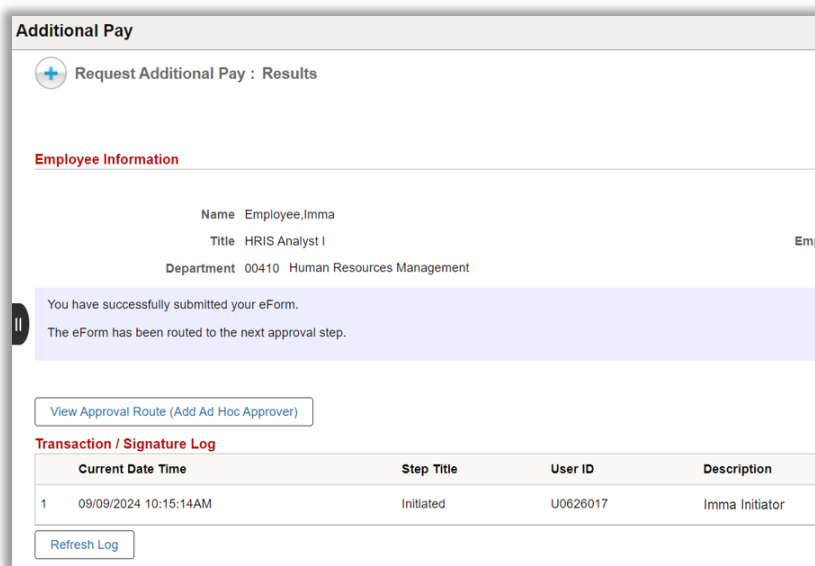
After clicking Done you will be returned the additional pay eForm.

A green check mark in the Attached Uploaded section indicates the file has been successfully uploaded. Enter a description of the attached file. If additional file(s) need to be uploaded, click the Add button directly below this section and repeat the steps to attach a file.



When ready, click the Submit button.

After clicking Submit, the following page and message will appear.



The system will automatically send an email notification and worklist item to the next approver(s) in the approval path.

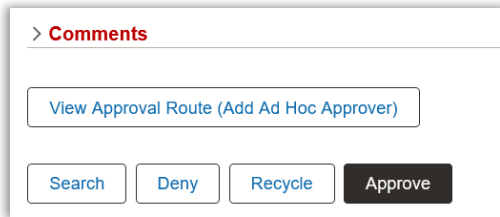
ADD AD HOC APPROVER

The initiator and approvers may add an Ad Hoc Approver anytime the *View Approval Route (Add Ad Hoc Approver)* button appears. Ad Hoc approvers will solely approve eForms and will be unable to add Ad Hoc approvers.

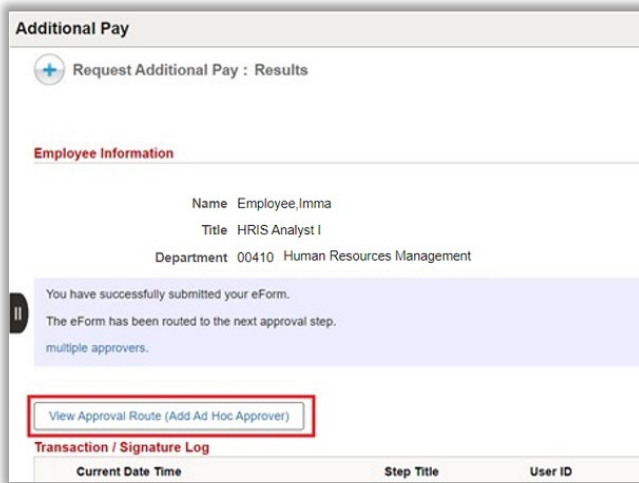
Follow the steps below to add an Ad Hoc Approver.

The *View Approval Route (Add Ad Hoc Approver)* button will appear during Evaluation and on the Results page after the initiator clicks Submit/Resubmit or after an approver clicks approve.

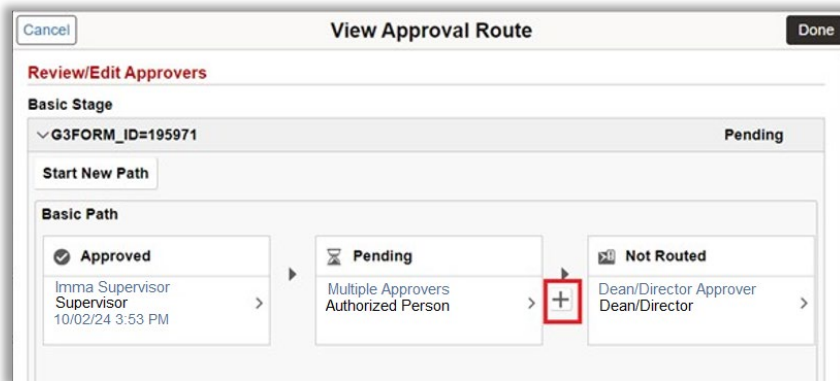
While an approver is evaluating a form the *View Approval Route (Add Ad Hoc Approver)* button will appear and it is located directly above the Approve, Recycle, Deny buttons.



After the approve button is clicked, *remain* on the *Results page* to add an Ad Hoc approver to the routing.



Regardless of where the *View Approval Route (Add Ad Hoc Approver)* button is clicked a View Approval Route window will be displayed. Click on the plus sign **+** in the path to insert the approver in that location.



A ‘Insert additional approver’ pop-up window will appear. Enter the Ad Hoc approver’s **uNID** directly into the User ID field ensuring to use an **uppercase U** then select the Approver radio button. When done click the Insert button.

Alternatively, to search for someone by their uNID or name click on the magnifying glass.

A Lookup window will appear on the page.

It is recommended to search by uNID. Enter the uNID with an **uppercase U** into the User ID field then click the search button when done.

User ID ↕	Description ↕
U0482663	Imma Supervisor

When search results appear, click on the row to select the person and return to the additional pay form.

To search by name, enter the first and last name in the Description field.

User ID ↕	Description ↕
U0038428	Imma Approver

Note: When searching by name please be aware that the **Description/name search is case sensitive**. If the desired person is not appearing in the search results try searching by all upper case, all lower case or mixed case.

Below are examples of searching by all upper case and lower case.

A screenshot of a 'Lookup' search window. At the top left is a 'Cancel' button and at the top right is the title 'Lookup'. Below the title, it says 'Search for: Dean/Director to Approve'. Underneath is a section titled 'Search Criteria' with a dropdown arrow. There are two input fields: 'Value (begins with)' which is empty, and 'Description (begins with)' which contains 'IMMA'. At the bottom are 'Search' and 'Clear' buttons.

A screenshot of a 'Lookup' search window, similar to the one above. It has the same 'Cancel' button and 'Lookup' title. The search criteria section is expanded. The 'Description (begins with)' field now contains 'imma' in lowercase. The 'Search' and 'Clear' buttons are at the bottom.

When search results appear, click on the desired row to select the person and return to the additional pay form.

A screenshot of the 'Search Results' section. It features a table with two columns: 'User ID' and 'Description'. The first row is highlighted with a red border. The table contains the following data:

User ID	Description
U0482663	Imma Supervisor

The inserted Ad Hoc approver will now appear in the approval path. Click the Done button located in the upper right corner to close the window.

A screenshot of a 'View Approval Route' window. At the top left is a 'Cancel' button and at the top right is a 'Done' button. The title is 'View Approval Route'. Below the title is a section 'Review/Edit Approvers'. Underneath is a 'Basic Stage' section with a dropdown showing 'G3FORM_ID=195971' and the status 'Pending'. There is a 'Start New Path' button. Below that is a 'Basic Path' section showing a flow of steps: 'Approved' (with 'Imma Supervisor' and '10/02/24 3:53 PM'), 'Pending' (with 'Multiple Approvers' and 'Authorized Person'), and 'Not Routed' (with 'Imma Approver' and 'Inserted Approver'). The 'Not Routed' step is highlighted with a red border.

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

Worklist Item: Evaluate ADDLPAY request for Employee,Imma



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: 232280

Status: Pending

Request: ADDLPAY for Employee,Imma (Empl ID 00109539)

Requested by: Imma Initiator

Last Action by: Imma Initiator on 2024-12-05-12.23.36.000000

Comment History:

Click here to [View Additional Pay](#), then click the Next button in the eForm to view approvals.

Click here to [Evaluate Additional Pay](#)

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



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: 232280

Status: Executed

Request: ADDLPAY for Employee,Imma (Empl ID 00109539)

Requested by: Imma Initiator

Comment History:

Click here to [View Additional Pay](#), then click the Next button in the eForm to view approvals.

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



hrprod@noreply.utah.edu

To

You have a pending worklist item to reconsider. It was recycled by Imma Supervisor, 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: 232280

Status: Recycled

Request: ADDLPAY for Employee,Imma (Empl ID 00109539)

Requested by: Imma Initiator

Comment History:

Click here to [View Additional Pay](#), then click the Next button in the eForm to view approvals.

Click here to [Update Additional Pay](#)

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



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: 232280

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:

Click here to [View Additional Pay](#), then click the Next button in the eForm to view approvals.

ADDITIONAL PAY ROUTING

The following is general information for Campus and/or UHA routing once the form is submitted.

- 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.
- Additional Pay eForms will always route to the approvers in the Default Routing and when applicable route to one or more approvers in the Conditional Routing. Each approver in the routing is determined by specific information. See below for details.
- The initiator *and* default or conditional approvers may add an Ad Hoc Approver in the routing path. Ad Hoc approvers will solely approve eForms and will be unable to add Ad Hoc approvers, refer to the [Add Ad Hoc Approver](#) section for more details.

Default Routing approvers

- Supervisor is the employee's direct supervisor.
- Authorized Person is the approver(s) for the activity/project in the chartfield. The Authorized Person when they are evaluating will select the appropriate Dean/Director.
- Dean/Director is selected by the Authorized Person. See Authorized Person above.

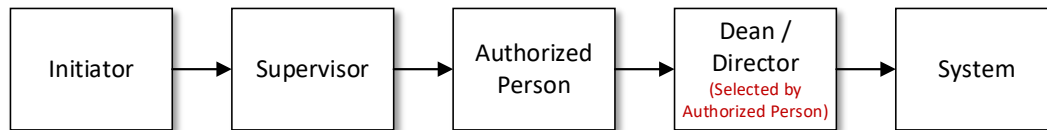
Conditional Routing approvers

- GME Offices approves GME Residents in job code 0253. GME Office will approve instead of the Supervisor in default routing.
- Program Director/Coordinator is and Ad Hoc Approver inserted by the GME Office.
- AVP-FAC Campus approves Campus Faculty employees as well as UHA Faculty employees with SVPAA paying Org IDs in the chartfield.
- UHA Executive approves UHA paying Org IDs in the chartfield. Specific UHA Executive is determined by the Org ID in the chartfield. Will only approve if they have not previously approved as the Dean/Director.
- Reviewer approves Campus/UHA Staff employees with Total Amount > \$2500 and SVPAA *paying* Org IDs in the chartfield.
- VP/Executive approves Total Amount > \$2500. Specific VP is determined by the employee's department ID on the eForm.
- Paying VP approves Total Amount > \$2500 with SVPAA paying Org IDs in the chartfield. Will only approve if they have not previously approved as the VP/Executive.
- Payroll approves special checks

Default Routing

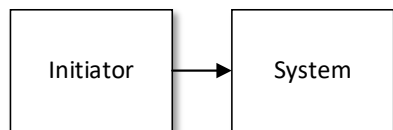
Earn Code = **ADD, AEN, ECS**

Initiator > Supervisor > Authorized Person > Dean/Director (**Selected by Authorized Person**) > System



Earn Code = **CIP and in a CIP Job Code**

Initiator > System



Conditional Routing

Earn Code = ADD, ECS and **Job Code = 0253**

Initiator > **GME Office** > Authorized Person > **Program Director/Coordinator** (Ad Hoc Approver) > Dean/Director > System

Earn Code = ADD and **Campus Faculty**

Initiator > Supervisor > Authorized Person > Dean/Director > **AVP-FAC Campus** > System

Earn Code = ADD, AEN, ECS and **UHA Faculty with SVPAA paying Org IDs**

Initiator > Supervisor > Authorized Person > Dean/Director > **AVP-FAC Campus** > System

Earn Code = ADD, AEN, ECS and **UHA paying Org IDs**

Initiator > Supervisor > Authorized Person > Dean/Director > **UHA Executive** > System

Earn Code = ADD, AEN, ECS and **Campus/UHA Staff and Total Amount > \$2500 with SVPAA paying Org IDs**

Initiator > Supervisor > Authorized Person > Dean/Director > **Reviewer** > VP/Executive > Paying VP > System

Earn Code = ADD, AEN, ECS and **Total Amount > \$2500**

Initiator > Supervisor > Authorized Person > Dean/Director > **VP/ Executive** > System

Earn Code = ADD, AEN, ECS and **Total Amount > \$2500 with SVPAA paying Org IDs**

Initiator > Supervisor > Authorized Person > Dean/Director > VP/ Executive > **Paying VP** > System

Earn Code = ADD, AEN, ECS and **Special Check = Yes**

Initiator > Supervisor > Authorized Person > Dean/Director > **Payroll** > System

Earn Code = CIP and in a CIP Job Code and **Special Check = Yes**

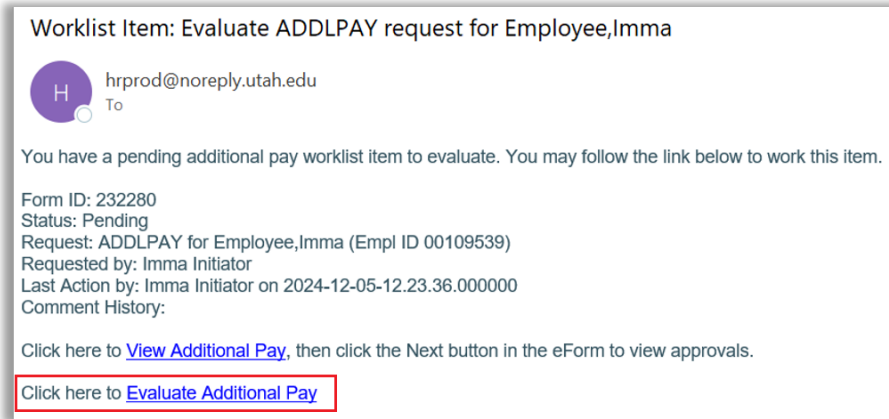
Initiator > **Payroll** > System

EVALUATE ADDITIONAL PAY

To evaluate an Additional Pay eForm that has routed to you select one of the options listed below to open the desired eForm: Email notification, My Worklist or Evaluate Additional Pay.

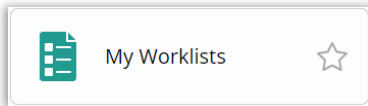
Email notification

Click on the 'Evaluate Additional Pay' link in the email notification that you received to open that eForm.

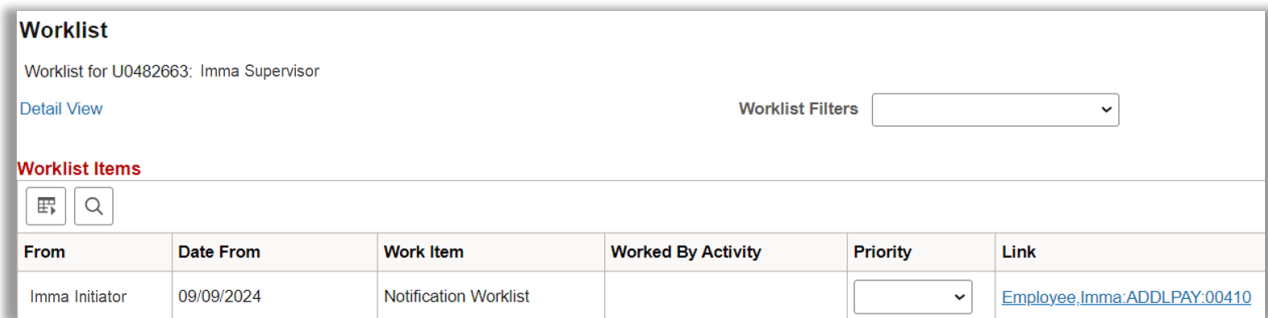


My Worklist

Click on the *My Worklists* tile in the portal



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

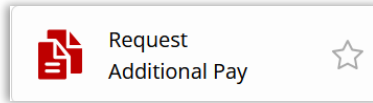


Note: Any forms that have been *recycled* back to the initiator will also appear in the initiator's worklist.

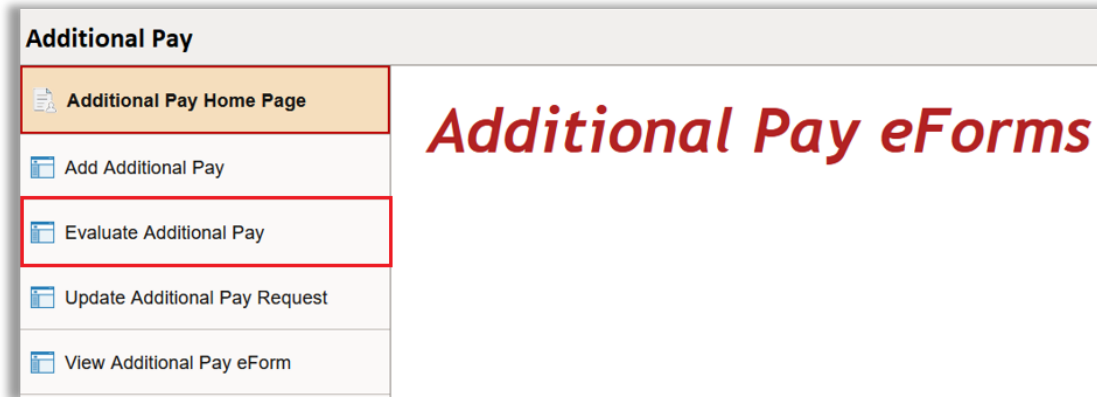
While in your worklist, you may click the column header to sort by that column data. When ready, click on the blue hyperlink for the desired form to open the form.

Evaluate Additional Pay

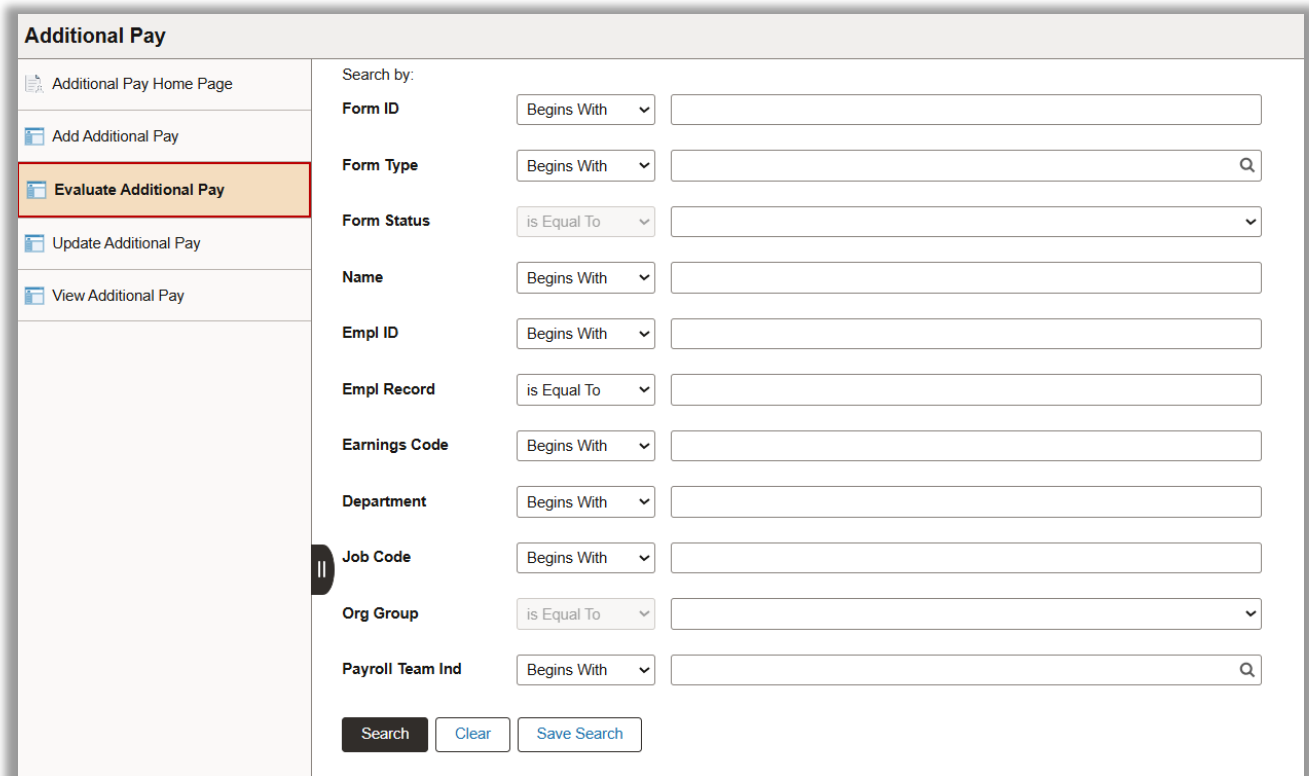
Click on the tile *Request Additional Pay* in the portal.



Then click on Evaluate Additional Pay in the left-hand menu.



Search for the desired form you wish to take action on by filling in the Form ID or other fields and then click the Search button.



If more than one form appears in the search results, select the desired form.

Once the desired eForm is open 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

Chartfields

Chartfield T1	Bus Unit T1	Org ID T1	Activity/Project T1	Account T1	A/U T1	Combo Found? T1
1 010041000005838522001	01	00410	00005836	52200		Code Found

When Payment Earned

Start Date T1	End Date T1	Description of Work T1
1 09/01/2024	09/08/2024	Additional work

File Attachments

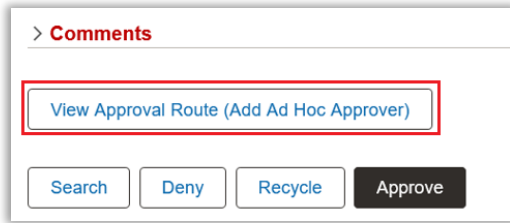
Status	Upload	Description T1	File Name T1	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

Comments

Note: If you are the Authorized Person, 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 the form routes to after you have approved this form. The initiator can view the same when the form is opened in View Additional Pay.

The **View Approval Route (Add Ad Hoc Approver)** button will appear directly above the Approve, Recycle, Deny buttons. Before taking action on this form, click this button to view the routing path as well as to add an Ad Hoc Approver, refer to the [Add Ad Hoc Approver](#) section for more details.



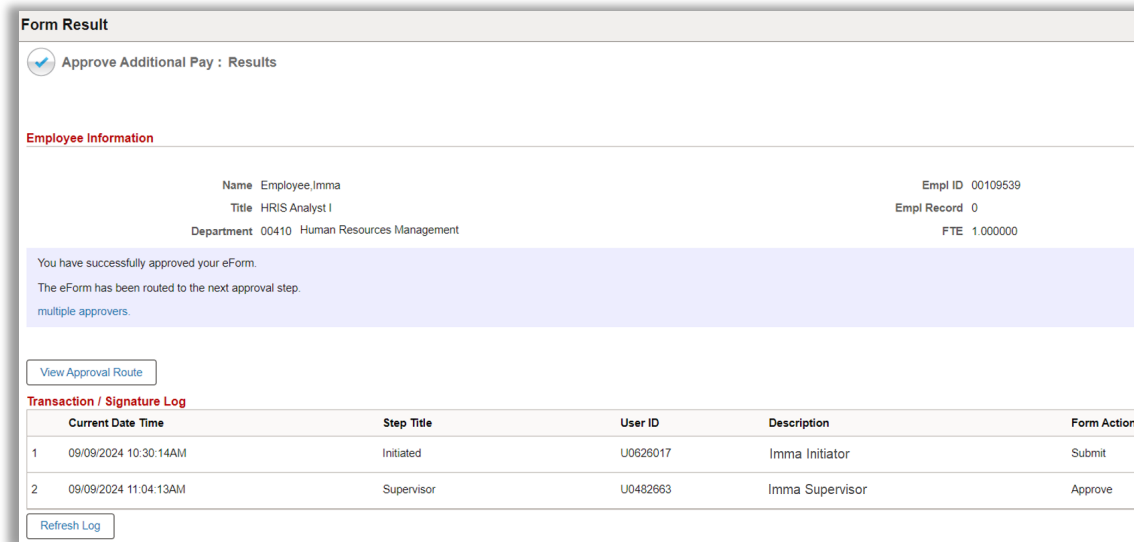
Note: Ad Hoc approvers will solely approve eForms and will be unable to add other Ad Hoc approvers.

After reviewing all data and adding Ad Hoc Approvers if applicable, click either the Approve, Recycle or Deny button. The following action will take 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.



When the form routes to one person, that name is shown directly on this results page. However, if the form routes to more than one person a [multiple approvers](#) hyperlink will display. To view the approver names, click the hyperlink.

Employee Information

Name Employee, Imma
 Title HRIS Analyst I
 Department 00410 Human Resources Management

You have successfully approved your eForm.
 The eForm has been routed to the next approval step.

multiple approvers.

[View Approval Route](#)

To see the routing and approvers, click the *View Approval Route* button. Not every step is applicable and the form will only route to needed approvers determined by the data entered.

View Approval Route

Review/Edit Approvers

Basic Stage
 G3FORM_ID=195779 Pending

Start New Path

Basic Path

Pending → Not Routed → Not Routed

Imma Supervisor Supervisor → Multiple Approvers Authorized Person → Dean/Director Approver Dean/Director

EVALUATE AS DEAN/DIRECTOR APPROVER

Only the Authorized Person will select the Dean/Director Approver **when evaluating a form**. The form must *first* route to the Authorized Person in order for the Dean/Director Approver section to appear for the authorized person on the form.

Instructions below are for the Authorized Person

When this section displays, enter the **emplid** of the desired Dean/Director.

Dean/Director Approver

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

*Dean/Director to Approve Imma Supervisor - Dir, Mgmt

The eligible job categories to be able to approve as the Dean/Director are: Administration, Deans, Faculty or Exempt.

To search for a Dean/Director click on the magnifying glass.

Dean/Director Approver

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

*Dean/Director to Approve

A Lookup window will appear on the page.

When searching, it is **recommended to search by emplid**. Enter the emplid into the Value field and click the search button when done.

Cancel **Lookup**

Search for: Dean/Director to Approve [Show Operators](#)

▼ **Search Criteria**

Value (begins with)

Description (begins with)

▼ **Search Results**

Value ↑↓	Description ↑↓
00482663	Imma Supervisor - Dir, Mgmt

1 row

When search results appear, click on the desired row to select that person and return to the additional pay form.

Alternatively, you may search by the Dean/Director's name by entering their first and last name in the Description field.

Cancel **Lookup**

Search for: Dean/Director to Approve

▼ **Search Criteria**

Value (begins with)

Description (begins with)

▼ **Search Results**

Value ↑↓	Description ↑↓
00038428	Imma Approver - Analyst IV
00109539	Imma Employee - Analyst I
00626017	Imma Initiator - Analyst IV
00482663	Imma Supervisor - Dir, Mgmt

Note: When searching by name please be aware that the **Description (name)** search is **case sensitive**. If the desired person is not appearing in the search results please try searching by upper case, lower case and/or mixed case.

Below are examples of searching by upper case and lower case.

Searching by UPPER case.

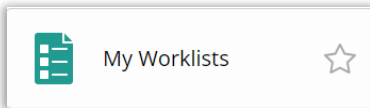
The screenshot shows a 'Lookup' window with a 'Cancel' button in the top left. The search criteria are: 'Search for: Dean/Director to Approve', 'Value (begins with):' (empty), and 'Description (begins with): IMMA'. There are 'Search' and 'Clear' buttons at the bottom.

Searching by lower case.

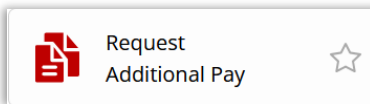
The screenshot shows a 'Lookup' window with a 'Cancel' button in the top left. The search criteria are: 'Search for: Dean/Director to Approve', 'Value (begins with):' (empty), and 'Description (begins with): imma'. There are 'Search' and 'Clear' buttons at the bottom.

UPDATE ADDITIONAL PAY

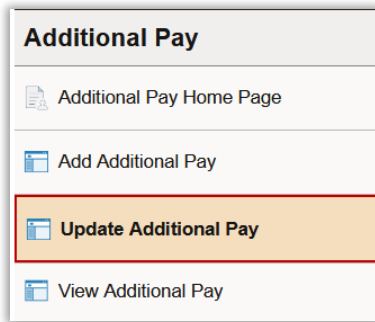
If a form has been **recycled** it will display in the initiator’s worklist. To make changes to recycled forms, click on the *My Worklists* tile in the portal to update and/or change existing forms that have been recycled to you. Click on the hyper link to open the desire form to make changes and resubmit.



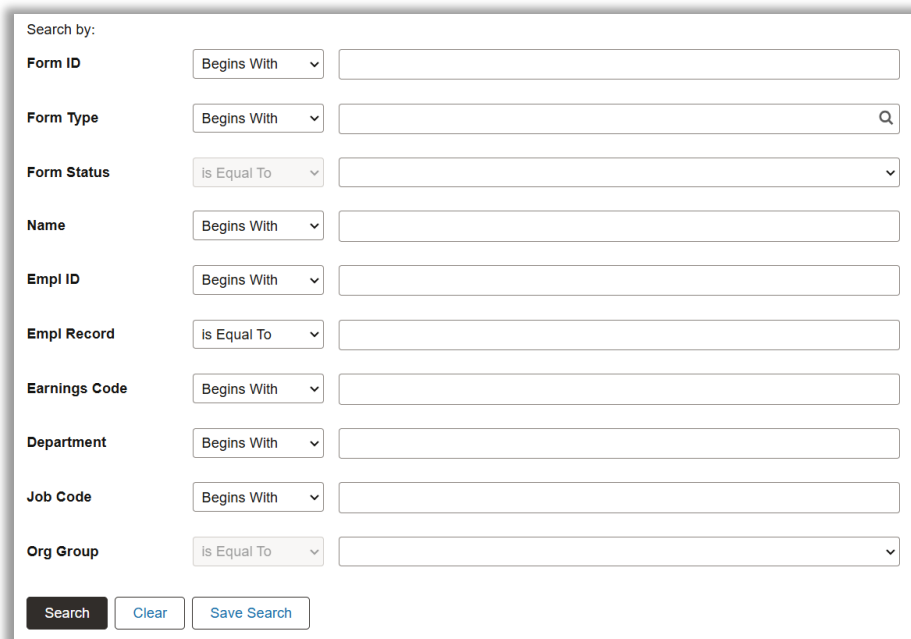
When an update or change is needed for an eForm that has *not* been recycled and is still routing, click on the *Request Additional Pay* tile in CIS.



Next, click on the Update 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 return the desired eForm(s) submitted by you.

A screenshot of a search page. It features a "Search by:" section with several filters: "Form ID", "Form Type", "Form Status", "Name", "Empl ID", "Empl Record", "Earnings Code", "Department", "Job Code", and "Org Group". Each filter has a dropdown menu and a text input field. At the bottom, there are three buttons: "Search", "Clear", and "Save Search".

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 in the routing the form is fully approved, the information on the Additional Pay eForm will be saved to the system.

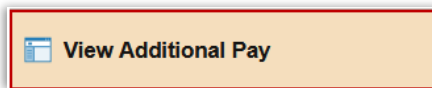
eForms will be paused during payroll processing however you may continue to submit and approve Additional Pay eForms. Once payroll is complete the eForms pause will be lifted and all approved forms will save to PeopleSoft.

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.


The search form is titled "Search by:" and contains several rows of search criteria. Each row consists of a label, a dropdown menu, and a text input field. The criteria are: Form ID (dropdown: Begins With), Form Type (dropdown: Begins With), Form Status (dropdown: Is Equal To), Name (dropdown: Begins With), Empl ID (dropdown: Begins With), Empl Record (dropdown: Is Equal To), Earnings Code (dropdown: Begins With), Payee Group (dropdown: Is Equal To), Department (dropdown: Begins With), Job Code (dropdown: Begins With), and Org Group (dropdown: Is Equal To). At the bottom of the form, there are three buttons: "Search" (black), "Clear" (light blue), and "Save Search" (light blue).

Forms will be displayed for initiators of the form, employee’s supervisor and approvers of the form. If more than one form appears in the search results, select the desired form.

The first page will display all applicable sections and the details of the request along with the comment history.

Employee Information and Earnings Code Details sections

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 Details section

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

Chartfields

Chartfield	Bus Unit	Org ID	Activity/Project	Account	A/U	Combo Found?
1 010041000005836522001	01	00410	00005836	52200		Code Found

When Payment Earned, Dean/Director Approver, File Attachments and Comments sections.

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 Jane Doe - Dir, Mgmt

File Attachments

Status	Upload	Description	File Name
1	<input type="button" value="Upload"/>		

Comments

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
09/09/2024 10:30:14AM	Initiated	U0626017	STACIE RIGBY	Submit	
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 on the left side of the page to expand and display the left-hand menu.

Additional Pay

- Additional Pay Home Page
- Add Additional Pay
- Evaluate Additional Pay
- Update Additional Pay
- View Additional Pay

Additional Pay

View Additional Pay Request : History

Employee Information

Name Employee,Imma
 Title HRIS Analyst I
 Department 00410 Human Res

[View Approval Route](#)

Transaction / Signature Log

Current Date Time