

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.

Additional Pay	
🛃 Additional Pay Home Page	Additional Day a Earms
🔚 Add Additional Pay	Additional Pay el ornis
Evaluate Additional Pay	
🔚 Update Additional Pay Request	
Tiew Additional Pay eForm	

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.

Additional Pay
Additional Pay Home Page
📔 Add Additional Pay
📔 Update Additional Pay
Tiew Additional Pay

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	~	٩	
Employee Group	is Equal To	~	v	•
Job Code	Begins With	~	٩	
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 Pa	y : 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.

~
ADD
AEN
ECS
CIP

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.

Payment Detail	
Note: Payout depends on all approva	als being complete prior to the pay period end date.
Frequency	One-Time 🗸
*Total Amount	0.00
Special Check?	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 \$12 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 \$70.00 and needs to be made outside of the current pay period or if the employee has an active payment.

	Special Check?	Yes
	*eJournal Number	
l	Special Check Instructions: A \$12 cha	arge 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 approva	Is 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.

*Start Date 🗘	*End Date 🗇	*Description of Work \diamond	
m	i		

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

Chartfields						
*Chartfiel	1 ↑↓	Bus Unit ↑↓	Org ID ↑↓	Activity/Project 1	Account ↑↓	Combo Found? ↑↓
1	Q					

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.

- o 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.

	*Chartfield ↑↓	
1		Q

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.

\leftarrow \mid \bigcirc \lor	Cancel		Look	(up		
Additional Pay	Search for: Chartfield			_		
Title	✓ Search Criteria					Show Operators
Department	Cor	(begins with)				
Farnings Code Details		Business Unit (begins with)				
		Org ID (begins with)				
*Earnings Code		Activity/Project (begins with)				
Payment Detail		Account (begins with)				
Noto: Devout depende en ell'enprove		Search	Clear			
Note: Payout depends on all approva	✓ Search Results					
Frequency					Only the first 300 res	sults can be displayed.
*Total Amount						300 ro
Special Check?	Combination Code ↑↓	Business Unit ↑↓	Org ID ↑↓	Activity/Project 1	Account ↑↓	Fund Code ↑↓
	010000100001607500501	01	00001	00001607	50050	2000
Chartfields	010000100001607500801	01	00001	00001607	50080	2000
	010000100001607508001	01	00001	00001607	50800	2000
*Chartfield 1	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 Q	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.

	File Attachment
Choose From	
My Device	

Click the Upload button and wait.

	File Attachment	×
Choose From		
My Device		
Upload	Clear	
Te	est.pdf ile Size: 83KB	

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

	File Attachment	Done
Choose From		
My Device		
Test.pdf File Size: 83KB		
		Upload Complet

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.

File Attachments				
Attachment Uploaded	View	Description †↓	File Name ↑↓	Delete
1 📀	View		Test.pdf	Delete
Add				

When ready, click the Submit button.

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

Additional Pay			
Request Additional Pay : Results			
Employee Information			
Name Employee,Imma	а		
Title HRIS Analyst I			Empl
Department 00410 Human	Resources Management		
You have successfully submitted your eForm.			
The eForm has been routed to the next approval ste	ep.		
View Approval Route (Add Ad Hoc Approver)			
Transaction / Signature Log			
Current Date Time	Step Title	User ID	Description
1 09/09/2024 10:15:14AM	Initiated	U0626017	Imma Initiator
Refresh Log			

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.

> Comments	
View Approval Route (Add Ad Hoc App	prover)
Search Deny Recycle	Approve

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

Additional Pay		
Request Additional Pay : Results		
Employee Information		
Name Employee,In	ima	
Title HRIS Analys	tl	
Department 00410 Hum	an Resources Management	
You have successfully submitted your eForm.		
The eForm has been routed to the next approval	step.	
multiple approvers.		
View Approval Route (Add Ad Hoc Approver)		
Transaction / Signature Log		
Current Date Time	Step Title	User ID

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.

View Approval Route					
		Pending			
	Pending	Not Routed			
	Multiple Approvers Authorized Person	Dean/Director Approver >			
	•	View Approval Route			

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.

Insert addit	ional approver eviewer	or ×
User ID	U0482663	Q
0	Approver Reviewer	
	Insert	

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

Insert additional approver or reviewer	×
User ID	Q
Approver	
○ Reviewer	
Insert	

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.

Cancel	Lookup
Search for: User ID	
✓ Search Criteria	
	User ID (begins with) U0482663
	Description (begins with)
	Search Clear
✓ Search Results	
	Description 1
User ID ↑↓	Description 15

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.

Cancel	Lookup
Search for: User ID	
✓ Search Criteria	
User ID (begins with)	
Description (begins with)	Imma
	Search
✓ Search Results	
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.

Cancel		Lookup
Search for: Dean/Director to Approve		
✓ Search Criteria		
	Value (begins with)	
	Description (begins with)	IMMA
		Search Clear
Cancel		Lookup
Cancel Search for: Dean/Director to Approve		Lookup
Cancel Search for: Dean/Director to Approve Search Criteria		Lookup
Cancel Search for: Dean/Director to Approve Search Criteria	Value (begins with)	Lookup
Cancel Search for: Dean/Director to Approve Search Criteria	Value (begins with) Description (begins with)	Lookup

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

✓ Search Results				
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.

ancel	View Approval Route					
eview/Edit Approvers						
asic Stage						
G3FORM_ID=195971					Pending	
Start New Path						
Basic Path						
Approved		Pending		Mot Routed	Ξ	
Imma Supervisor Supervisor 10/02/24 3:53 PM	•	Multiple Approvers Authorized Person	+	Imma Approver Inserted Approver	>	
				•		

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 To
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

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

 Image: http://www.comment.item

 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



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 <u>Add Ad Hoc Approver</u> section for more details.

Default Routing approvers

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

Conditional Routing approvers

- <u>GME Offices</u> approves GME Residents in job code 0253. GME Office will approve instead of the Supervisor in default routing.
- <u>Program Director/Coordinator</u> is and Ad Hoc Approver inserted by the GME Office.
- <u>AVP-FAC Campus</u> approves Campus Faculty employees as well as UHA Faculty employees with SVPAA paying Org IDs in the chartfield.
- <u>UHA Executive</u> 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.
- <u>Reviewer</u> approves Campus/UHA Staff employees with Total Amount > \$2500 and SVPAA *paying* Org IDs in the chartfield.
- <u>VP/Executive</u> approves Total Amount > \$2500. Specific VP is determined by the employee's department ID on the eForm.
- <u>Paying VP</u> 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.
- <u>Payroll</u> 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 <u>and</u> 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 <u>and</u> **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 <u>and</u> in a CIP Job Code <u>and</u> Special Check = Yes
Initiator > Payroll > System
```

EVALUATE ADDITIONAL PAY – MY WORKLIST

To evaluate and take action 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.



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

Worklist							
Worklist for U04826	Worklist for U0482663: Imma Supervisor						
Detail View			Worklist Filter	rs	~		
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.

While in your worklist, you may 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.

Once the form opens, review all data entered by the initiator.

dditional Pay						
View Additional Pay R	equest : 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 approve	als being complete prior to the pay period end date.					
Frequency	Frequency One-Time					
Total Amount	310.00					
Special Check?	No					

Char	tfields						
	Chartfield 14	Bus Unit 14	Org ID 1↓	Activity/Project 1	Account 11	A/U ↑↓	Combo Found? 1
Whe	1 Payment Earned	01	00410	00003636	52200		Code Found
	Stand Data (1	End Date (1		Description of W	fande de		
1	09/01/2024	09/08/2024		Additional work			
File /	Attachments						
	Status Uploa	d Description 1	L		File Name ↑↓		Delete
1	Upload	i					Delete
Ad	d						
> C c	mments						
Se	arch 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 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 <u>Add Ad Hoc Approver</u> section for more details.

> Commer	ts		
View Appr	oval Route (A	dd Ad Hoc A	pprover)
Search	Deny	Recycle	Approve

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

After reviewing all 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 o	eForm has been route	d to the next app	proval step.

Form Result				
Approve Additional Pay : Resul	ts			
Employee Information				
Name E Title H	Employee,Imma IRIS Analyst I		Empl ID 00109539 Empl Record 0	
Department 0	0410 Human Resources Management		FTE 1.000000	
You have successfully approved your eForm.				
The eForm has been routed to the next approv	al 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. 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 Title	Employee,Imma HRIS Analyst I
Department	00410 Human Resources Management
You have successfully approved your eForm.	
The eForm has been routed to the next appro- multiple approvers.	oval step.
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.

© ♡		Cancel		View Approval Ro	oute	Don
Additional Pay		Review/Edit Approvers				
\frown		Basic Stage				
Request Additional Pay : F	Results	\sim G3FORM_ID=195779				Pending
		Start New Path				
Employee Information		Basic Path				
		Pending		Mot Routed		Mot Routed
Name	Employee,Imma	Imma Supervisor Supervisor	> +	Multiple Approvers Authorized Person	\rightarrow +	Dean/Director Approver
Title	HRIS Analyst I					Beambileetor
Department	00410 Human Resou					

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 o	r Director by emplid to approve this additional payment request.
*Dean/Director to Approve	00482663 Q 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 Dir	ector by emplid to approve this additional payment request.
*Dean/Director to Approve	Q

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.

	P	
earch for: Dean/Director to Approv	e	
Search Criteria		Show Operat
	Value (begins with) 00482663	
	Description (begins with)	
	Search Clear	
∽ Search Results	Search Clear	
Search Results	Search Clear	1
✓ Search Results	Search Clear	1
✓ Search Results	Search Clear Description 14 Imma Supervisor - Dir, Mgmt	1

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)	
	(begins with)	na
	s	earch Clear
✓ Search Results		
Value ↑↓	Description ↑↓	
00038428	Imma Approver	- Analyst IV
00109539	Imma Employee	- Analyst I
00626017	Imma Initiator -	Analyst IV
00482663	Imma Superviso	r - 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.

Cancel	Lookup
Search for: Dean/Director to Approve	
✓ Search Criteria	
Value (begins with)	
Description (begins with)	IMMA
	Search Clear

Searching by lower case.

Cancel	Lookup
Search for: Dean/Director to Approve	
Value (begins with) Description (begins with)	Imma Search Clear

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.

Additional Pay		
Additional Pay Home Page		
Add Additional Pay		
TUpdate Additional Pay		
Tiew 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.

Search by:		
Form ID	Begins With ~	
Form Type	Begins With 🗸	٩
Form Status	is Equal To 🗸 🗸	~ ~
Name	Begins With 🗸	
Empl ID	Begins With 🗸	
Empl Record	is Equal To 🗸	
Earnings Code	Begins With 🗸	
Department	Begins With 🗸	
Job Code	Begins With ~	
Org Group	is Equal To 🗸 🗸	
Search Clear	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.

Search	Withdraw	Resubmit

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.

Search by:		
Form ID	Begins With v	
Form Type	Begins With v	٩
Form Status	is Equal To v	v
Name	Begins With	
Empl ID	Begins With	
Empl Record	is Equal To 🗸	
Earnings Code	Begins With	
Payee Group	is Equal To 🗸	•
Department	Begins With v	
Job Code	Begins With V	
Org Group	is Equal To V	•
Search	Save Search	

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			
Q View Additional Pay R	equest : 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

10

Pa	Payment Detail						
Not	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						
Ch	artfields						
	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 Directo	r to approve this additional payment request.				
*Dean/Director to Approve	*Dean/Director to Approve 00482663 Q Jane Doe - Dir, Mgmt				
File Attachments					
Status	Upload Description 🕅	L File Name ↑↓			
1	Upload				
Add					
Search Next					

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

/ Request : History					Form ID 19
Name Employee,Imma			Empl ID	00109539	
Title HRIS Analyst I			Empl Record	0	
artment 00410 Human Ro	esources Management		FTE	1.000000	
	Step Title	User ID	Description	Form Action	Time Flapser
	Initiated	U0626017	STACIE RIGBY	Submit	
	Payee Supervisor	U0482663	JOSNA KOTTURAPPA	Approve	33 minutes
	Name Employee,Imma Title HRIS Analyst I urtment 00410 Human Re	Name Employee,Imma Title HRIS Analyst I urtment 00410 Human Resources Management Step Title Initiated Payee Supervisor	Name Employee,Imma Title HRIS Analyst I urtment 00410 Human Resources Management Step Title User ID Initiated U0626017 Payee Supervisor U0482663	Name Employee,Imma Empl ID Title HRIS Analyst I Empl Record urtment 00410 Human Resources Management FTE Step Title User ID Description Initiated U0626017 STACIE RIGBY Payee Supervisor U0482663 JOSNA KOTTURAPPA	Name Employee,Imma Empl ID 0109539 Tite HRIS Analyst I Empl Record 0 urtment 00410 Human Resources Management FTE 1.00000 Imitiated User ID Description FTE Submit Initiated U0628017 STACIE RIGBY Submit Payee Supervisor U0482863 JOSNA KOTTURAPPA Approve

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.

Additional Pay				
Additional Pay Home Page	Additional Pay			
T Add Additional Pay	View Additional Pay Request : History			
Evaluate Additional Pay	Employee Information			
🔚 Update Additional Pay	Name Employee,Imma			
Tiew Additional Pay	Title HRIS Analyst I Department 00410 Human Re			
]	View Approval Route Transaction / Signature Log Current Date Time			