

Add Recurring Pay or Overload

- 1) Select TTUHSC Primary Job Overload or Recurring Special Pay Exempt, HPJAE. [Only exempts can be setup; Non-salaried employees with M1 employee class cannot be setup.]
- 2) Enter the R number and change the "Query Date" to the effective date the job will begin and click on "GO"
- 3) Enter the position number next to the "New Job" column using same position number as the Primary Job
- 4) Tab to the Suffix and enter the code based on the recurring pay or overload
 - a. Additional Comp (ADC) = L1
 - b. Special Aug (SPA) = P1
 - c. Telecommunication Services Allowance (CPA) = P6
- 5) Click on "Next Approval Type" until the tab disappears and then click "Go"
- 6) If this is a restart ePAF for the same employee rather than an initial setup, change the defaulted date in the "Job Begin Date" field to the date listed in the "Current Value" column
- 7) Enter "Personnel Date" (should be the same as the query date unless retroactive payment has been approved)
- 8) Enter the annual amount of the recurring pay or overload in the "Annual Salary" field (amount paid per month x 12). If special pay amount is \$250 per month, even though may be paying only for 6 months, still enter annual amount i.e \$30,750, which is 250 X 12 in the annual salary field. **The system will automatically account for the correct amount to encumber based on the effective dates being used.**
- 9) Select the Job Change Reason
 - a. If this is Additional Comp, select the **Overload** (OVRLD)
 - b. If this is Special Aug or Telecommunication Services Allowances, select the **Recurring Pay** (RESPA).
- 10) Complete the Default Earnings
 - a. Effective Date
 - b. Appropriate Earnings Code
 - c. 1 Unit Per Pay
 - d. Special Rate = Amount per Pay Period
 - e. **End Date = Leave Blank**

Create or Change Default Earnings

Current							
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	
09/01/2009	ADC, Additional Compensation	1		250	1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

- 11) Change Primary Job FOAP which defaults based on the primary job as needed, especially the account code. Check with your account expert as needed. An example SPA account is 6L3010. An example of Staff Exempt ADC account is 612011. An example for telecommunication services allowance is 6L9014 SW Other Taxable Benefits. On "restart" ePAFs verify the FOAP is still correct
- 12) Set mandatory routing levels in routing queue
- 13) Provide and save a detailed comment per guidelines under HSC OP 70.16 to explain why the payments occur for approvers and auditors. Save and submit the ePAF.
- 14) Determine when job should end either at the end of the fiscal year (08/31/2010) or earlier
- 15) Proceed to submit "TTUHSC Job Change – End Job" ePAF to end the overload or recurring pay with the proper end dates.

ALL OVERLOADS with a P1 and L1 Suffix WILL AUTOMATICALLY END AUGUST 31ST

Add Supplement or FTE Secondary Position

1. Select TTUHSC Add Supplement or 0 FTE Secondary Position **Exempt**, HSPE
2. Use special position number (cannot use primary position number) as previously requested from Wage and Salary and Budget through Position Request form
3. Enter 00 as the Suffix
4. Create the new job
5. Enter Personnel Date
6. Enter Annual Salary for the Supplement
7. Complete the Default Earnings
 - a. Effective Date
 - b. Earnings= SSR or SSE
 - c. 1 Unit Per Day
 - d. Special Rate= Amount per Pay Period
 - e. **End Date= leave blank since supplements cross fiscal periods**

Create or Change Default Earnings

New						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
21-JAN-2015	SSR, Salary Supplement Regular	1.00		4166.67	1	

8. Add additional routing levels as needed
9. Save
10. Submit