

PeopleSoft


KUMC

**Additional Pay
Procedural Reference**

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Throughout this manual, the  symbol indicates additional information on the left side of the page.

OVERVIEW

Additional Pay Policy

Eligibility

Regents unclassified exempt employees may be eligible for additional pay upon approval of Human Capital Management. Regents unclassified employees who are non-exempt must be compensated for all hours worked and accordingly are not eligible for additional pay. Employees who hold classified positions are not eligible for additional pay.

Practice

The University recognizes that its leaders may request staff to undertake special projects or assignments that are in addition to and substantially different from normally assigned duties. Performance of such duties may warrant additional compensation. These projects or assignments are temporary and have relatively short duration, do not involve a permanent change in duties and do not fall within the scope of responsibilities assigned to the subject title. Additional pay will not normally exceed 10% of the regular salary for the individual performing the additional work.

Guidance

Department Heads who are considering requests for additional pay should contact the Associate Vice Chancellor for Human Capital Management or his designee to discuss the matter before communicating with individuals who may be involved in the special assignment/project. As guidance in preparing to discuss the matter, the Associate Vice Chancellor or designee will seek to understand the reason we are engaging in the project, its duration, why the employee was selected, and rationale to support the desired lump sum payment.

Processing Requests

Requests for additional compensation will be accepted only through the Additional Pay module in PeopleSoft. The request must be fully completed and submitted for review and disposition by Human Capital Management. All requests for additional compensation must be approved on a case-by-case basis. The faculty or staff person's department must submit detailed documentation describing the additional work assignments. The Associate Vice Chancellor of Administration reviews and approves all requests for additional compensation of faculty and administrative staff.

OVERVIEW

Additional Pay Terms

Gross amount: The dollars paid to an employee before deductions.

Net amount: The dollars remaining from the gross amount paid to an employee after certain deductions have been taken. Deductions vary per employee and may include federal, state and local taxes, the employee's portion of OASDI (Social Security) and Medicare deductions, retirement plan contributions, etc. Also referred to as the employee's "take-home" amount.

Fringe amount: The dollars an employer pays for non-salary employee compensation. Commonly, this includes the employer's portion of OASDI and Medicare deductions, unemployment insurance premiums, retirement plan contributions, disability insurance premiums, etc.

Gross & Fringe amount: The total cost to an employer for an Additional Pay request. Includes both the fringe amount the employer pays in non-salary compensation and the gross dollars paid to the employee.

Payment Method

Effective 9/24/10 all payments will be made through direct deposit or paycard.

OVERVIEW

Calculating Additional Pay Amounts

Calculating the amount of an additional pay request requires consideration of several factors. The net amount paid to the employee will equal the gross amount minus any required deductions. The cost of an additional pay request to the University will equal the gross amount paid to the employee plus any fringe benefits. The examples below demonstrate the gross amount that must be paid to an employee, as well as the total cost to the employer, to result in a net additional pay of \$100.00.

In each example, the Employee column lists the gross pay required, minus the necessary deductions, to result in a net pay of \$100.00 to the employee. The Employer Cost column adds the employee's gross pay and any fringe expenses to determine the total cost to the employer of that \$100.00. Note that because of variance in retirement contributions, different gross amounts will result in a net of \$100.00 paid to the employee.

For employees in the KPERS retirement plan:

	Employee	Employer Cost
Gross pay to employee:	\$171.38	\$171.38
Social Security:	-\$13.11	+\$13.11
KPERS retirement:	-\$6.86	+\$9.03
Federal tax:	-\$42.85	-0
State tax:	-\$8.57	-0
Disability/Group Term Life:	-0	+\$1.37
Unemployment insurance:	-0	+\$0.17
Workman's compensation:	-0	+\$1.34
State leave:	-0	+\$0.86
Net to employee:	\$100.00	
Total cost to employer: (gross + fringe)		\$197.26

For employees in the Regent's retirement plan:

	Employee	Employer Cost
Gross pay to employee:	\$175.90	\$175.90
Social Security:	-\$13.46	+\$13.46
Regent's retirement:	-\$9.67	+\$14.95
Federal tax:	-\$43.98	-0
State tax:	-\$8.80	-0
Disability/Group Term Life:	-0	+\$1.41
Unemployment insurance:	-0	+\$0.18
Workman's compensation:	-0	+\$1.37
State leave:	-0	+\$0.88
Net to employee:	\$100.00	
Total cost to employer: (gross + fringe)		\$208.14

The federal tax rate is 25% for all additional pay amounts. The state tax rate for additional pay amounts is 5% for Kansas and 6% for Missouri. (The examples above were calculated using the Kansas rate.) These numbers may also vary due to Missouri local taxes.

Please see the Documents & Forms section of the Payroll website for similar examples of additional pay calculations for employees in specific retirement plans and/or tax situations.

OVERVIEW

Entering the Additional Pay Amount

The Additional Pay module uses the **Gross** field on the Additional Pay1 panel to calculate all values of the additional pay request. There are three methods of populating the **Gross** field – by entering it directly, by using the **Net** field, or by using the **Gross & Fringe Cannot Exceed** field. Use any of the three following methods to determine the amount of the Additional Pay request.

Method 1: If you know the gross dollar amount that you want to pay the employee, enter that amount into the **Gross** field. The consequent Gross & Fringe and Net amounts will be displayed for your information.

Consider the pictured example, in which \$800.00 was entered into the Gross field. PeopleSoft calculates and displays the Gross & Fringe amount of \$941.49 and the Net amount of \$468.00 that the employee will receive.

Gross		Net
<input type="text" value="\$800.00"/>	Or	<input type="text"/>
Gross + Fringe = \$941.49 Net = \$468.00		
Gross & Fringe Cannot Exceed:		<input type="text"/>

Method 2: If you know the net dollar amount that you want the employee to “take home” in additional pay after taxes and deductions, enter that amount into the **Net** field. The **Gross** field will automatically be populated with the correct amount, and the Gross & Fringe amount (the total cost to the employer) will be displayed for your information.

Consider the pictured example, in which \$500.00 was entered into the **Net** field. PeopleSoft calculated and populated the **Gross** field with the consequent amount of \$854.70, and displayed the total Gross & Fringe cost to the employer of \$1005.86.

Gross		Net
<input type="text" value="\$854.70"/>	Or	<input type="text" value="\$500.00"/>
Gross + Fringe = \$1005.86		
Gross & Fringe Cannot Exceed:		<input type="text"/>

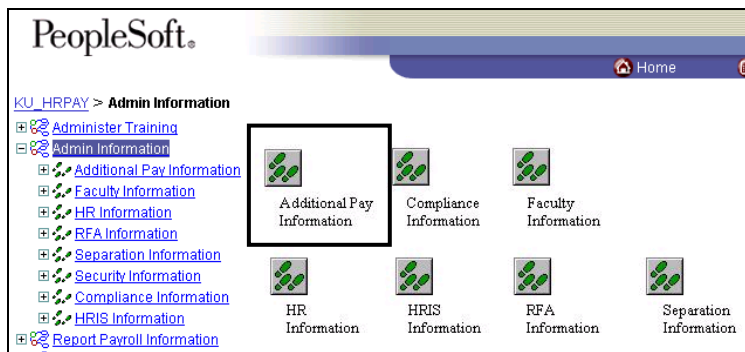
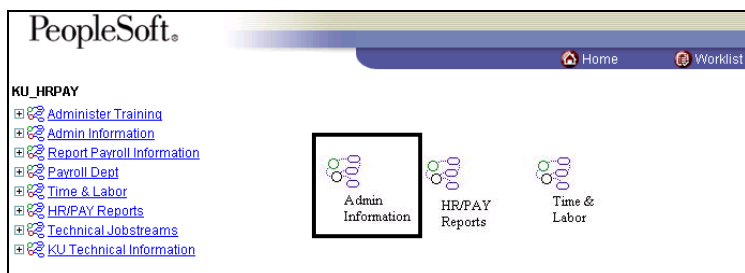
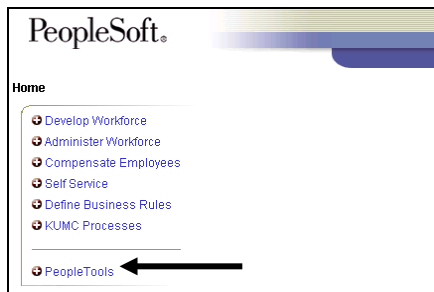
Method 3: If you know the maximum cost the employer will absorb for this additional pay request, enter that amount into the **Gross & Fringe Cannot Exceed** field. The consequent Max Gross and Max Net values will be displayed. You must then enter one of those values (or smaller values) into the **Gross** or **Net** fields to keep from exceeding the maximum cost you indicated.

Consider the pictured example, in which \$1000.00 was entered into the **Gross & Fringe Cannot Exceed** field. PeopleSoft calculates and displays the Max Gross amount of \$849.72 and the Max Net amount of \$497.09 that the employee may be paid to keep from exceeding the maximum cost of \$1000.00 to the employer. You must then enter one of those amounts into the **Gross** or **Net** fields to complete the Additional Pay request.

Gross		Net
<input type="text"/>	Or	<input type="text"/>
Max Gross = \$849.72 Max Net = \$497.09		
Gross & Fringe Cannot Exceed:		<input type="text" value="1000.00"/>

NAVIGATION

Displaying the Additional Pay Icons



1. Click **People Tools** menu.

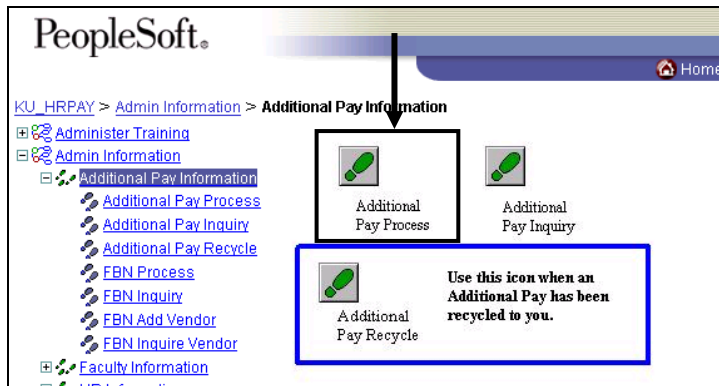
2. Click **Navigator** menu.

3. Click **Admin Information** icon.

4. Click **Additional Pay Information** icon.

CREATE ADDITIONAL PAY REQUEST

Enter Data – Add a New Value



Additional Pay Information > Additional Pay Process

Additional Pay

Add a New Value




EmpIID:

Empl Rcd Nbr:

Earnings Code:

Effective Date:

[Find an Existing Value](#)


-  **Step 2** May also click (Lookup) to search for the employee's EmpIID by the employee's last name.
-  **Step 3** The **Empl Rcd Nbr** is zero if the employee holds only one position with KUMC. Employees with more than one position will also have record numbers greater than zero.
-  **Step 5** A warning message will appear if you select an employee that has terminated employment with the Medical Center and/or has an employment status of Inactive.

1. Click **Additional Pay Process** icon.

2. Enter **EmpIID**. 

3. Enter **Empl Rcd Nbr**. 

4. *Do not change* the **Earnings Code** field from the default value of **OVL**.

5. Click . 

CREATE ADDITIONAL PAY REQUEST

Enter Data – Additional Pay1

Step 1 Click (Lookup) to select a valid value from the list. Do not type in this field.

Step 2 A BAF is **required** for the following SpeedTypes:

APP	State Appropriations
CCF	Cancer Center Funds
DME	Direct Medical Education
FEE	General Fees
HME	Graduate Medical Education
ROV	Research Overhead
SHA	Service to Hospital Authority

Step 3 **Gross** is a required field. For detailed information on determining the amount of the Additional Pay request, please see the Overview.

Step 4 For definitions of the Gross, Net, Fringe, and Gross & Fringe amounts, as well as information on the **Gross & Fringe Cannot Exceed** field, please see the Overview.

1. Complete the following fields:

Reason

Service Begin Date

Service End Date

2. Is the SpeedType for the additional pay a controlled fund?

If **no**, go to step 3.

If **yes**, complete the **BAF Journal ID field** and go to step 3.

3. Enter value into **Gross** field or **Net** field.

4. Optionally, enter a value in the **Gross & Fringe Cannot Exceed** field to display maximum gross and net amounts based on a maximum cost to the employer.

5. Click on the **Additional Pay2** tab.

CREATE ADDITIONAL PAY REQUEST

Enter Data - Additional Pay2

Step 1 This SpeedType will be charged the Gross amount indicated previously on the **Additional Pay1** panel.

Step 5 The sum of the **Percent** values for all lines must not exceed 100.

1. Enter the **SpeedType** and press .
2. Indicate the payment source of the Fringe amount.

To....	Action....
Charge the Fringe amount to the same SpeedType paying the Gross amount	Go to Step 7 (the Fringe SpeedType field automatically populates)
Charge the Fringe amount to the employee's position funding	Check the Default to Current Position box and go to Step 7
Charge the Fringe amount to another single SpeedType	Enter the SpeedType in the Fringe SpeedType field and go to Step 7
Charge the Fringe amount to multiple SpeedTypes	Go to Step 3

3. Complete the following fields with information for one of the SpeedTypes paying for the Fringe amount:
Fringe SpeedType
Percent
4. Click to add a line.
5. Complete the following fields for the new line:
Fringe SpeedType
Percent
6. Do you need to add another SpeedType?
 If **no**, go to Step 7.
 If **yes**, go to Step 4.
7. Click on the **Payment Method** tab.

CREATE ADDITIONAL PAY REQUEST

Enter Data – Payment Method

Additional Pay1	Additional Pay2	Payment Method	Request Details	Approvals
Eagle,Diana Lynn		ID: M0000010029	Empl Rcd#: 0	
Earnings Code: OVL Overload Payment		Entry Date: 09/14/2010		
Payment Method				
<p>Note: Effective 9/24/10 all payments will be direct deposit or paycard. Presentation checks will not be available from that point on.</p> <p><input checked="" type="radio"/> Include with Regular Pay</p> <p>To receive the additional pay amount with the regular pay for a given pay period, the additional pay request (including all necessary administrative approvals) must be completed by 4:00 PM on the Monday after the pay period ends. The deadline is different for accelerated pay periods (consult your department timekeeper). If the submission fails to reach the Payroll Department by the pay period deadline, the additional pay amount will be included with the regular pay for the following pay period.</p> <p><input type="radio"/> Paper Check for Presentation to Employee</p> <p>The Payroll Department can issue a paper check for the purpose of presenting it to the employee at an awards ceremony, convocation, etc. Please complete your additional pay request for a paper check (including all necessary administrative approvals) a minimum of two weeks before the check is needed. The Payroll Department will contact you for details.</p>				

1. Note all payments are made through direct deposit or paycard.
2. Click on the **Request Details** tab.

Enter Data - Request Details

KU_HRPAY link

[KU_HRPAY](#) > [Admin Information](#) > [Additional Pay Information](#) > [Additional Pay Process](#)

- [Administer Training](#)
- [Admin Information](#)
- [Additional Pay Information](#)
- [Additional Pay Process](#)
- [Additional Pay Inquiry](#)
- [Additional Pay Recycle](#)
- [FBN Process](#)
- [FBN Inquiry](#)
- [FBN Add Vendor](#)
- [FBN Inquire Vendor](#)
- [Faculty Information](#)
- [HR Information](#)
- [RFA Information](#)
- [Separation Information](#)
- [Security Information](#)
- [Compliance Information](#)
- [Report Payroll Information](#)
- [Payroll Dept](#)
- [Time & Labor](#)
- [HR/PAY Reports](#)
- [Technical Jobstreams](#)

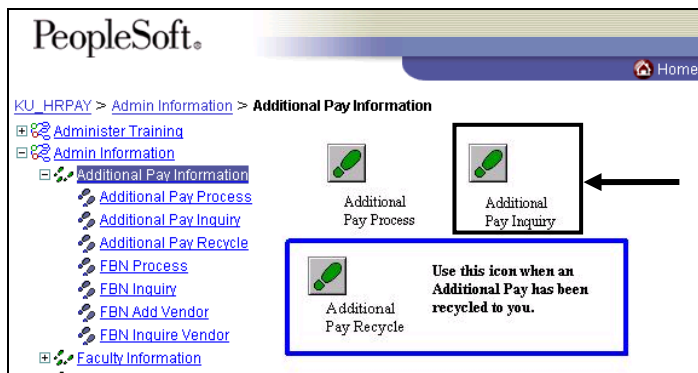
Additional Pay1	Additional Pay2	Payment Method	Request Details	Approvals
Eagle,Diana Lynn		ID: M0000010029	Empl Rcd#: 0	
Earnings Code: OVL Overload Payment		Entry Date: 08/01/2006		
<input type="checkbox"/> Submit for Approval				
Authorized By: <input style="width: 100%;" type="text"/>				
*Reason for Request: <input style="width: 100%;" type="text"/>				
Reason Employee Selected: <input style="width: 100%;" type="text"/>				
How Amount Determined: <input style="width: 100%;" type="text"/>				
*Description of Work: <input style="width: 100%;" type="text"/>				

1. Is the employee a Faculty member?
If **no**, all five fields are required.
If **yes**, only the **Reason for Request** and **Description of Work** fields are required.
2. In **Description of Work** include the city and state where the work was performed.
3. Click **Submit for Approval** checkbox.
4. Click .
5. Click **KU_HRPAY** link to return to Navigation icons.

REVIEW APPROVAL STATUS

Additional Pay requests must be reviewed by a series of approvers before the amount is paid to the employee. Every 5 days, an email reminder will be sent to the requester about each request still awaiting approval. Use the following steps to check the approval status and determine which approver is working on the additional pay request.

Navigation and Selection Criteria



1. Click **Additional Pay Inquiry** icon.

Additional Pay Information > Additional Pay Inquiry

Additional Pay

Find an Existing Value

EmpID: 🔍

Empl Rcd Nbr: 🔍

Earnings Code: 🔍

Effective Date: 📅

Include History Correct History

Search **Clear** [Basic Search](#)

2. Complete the **EmpID** field. 🖋️

3. Click **Search** .

🖋️ **Step 2** May also click 🔍 (Lookup) to search for the employee's EmpID by the employee's last name.

Search Results

View All First 1-7 of 7 Last

EmplID	Empl Rcd Nbr	Earnings Code	Effective Date
J0000064121 0		OVL	06/30/2003
J0000064121 0		OVL	06/04/2003
J0000064121 0		OVL	04/21/2003

4. Select desired additional pay request from list of Search Results. 🖋️

🖋️ **Step 4** If only one Additional Pay request exists for this employee, that request will display automatically upon clicking **Search** .

REVIEW APPROVAL STATUS

Review Status

Additional Pay Information > Additional Pay Process

Additional Pay1 | Additional Pay2 | Payment Method | Request Details | **Approvals**

Eagle, Diana Lynn ID: M0000010029 Empl Rcd#: 0
 Earnings Code: OVL Overload Payment **Approval Status:**
 Entry Date: 08/01/2006

Chairperson / Department Head: Approve Deny Recycle

Dean / Division Director: Approve Deny Recycle

Human Resources / Administration: Approve Deny Recycle

Grant Accounting: Approve Deny Recycle

Budget: Approve Deny Recycle

Buttons: Save, Add, Update/Display, Include

1. Click **Approvals** tab.
2. Note **Approval Status**.

Approval Status...	Indicates...	Action...
Pending	Request awaiting approval at level without radio button selected	Contact Approver
Denied	Will receive email with explanation for denial	Create new request
Approved	Process is complete	None

KU_HRPAY link

PEOPLE Soft

KU_HRPAY > Admin Information > Additional Pay Information > Additional Pay Process

Administer Training | Additional Pay1 | Additional Pay2 | Payment Method | Re

Admin Information

Additional Pay Information

Additional Pay Process

Additional Pay Inquiry

Eagle, Diana Lynn

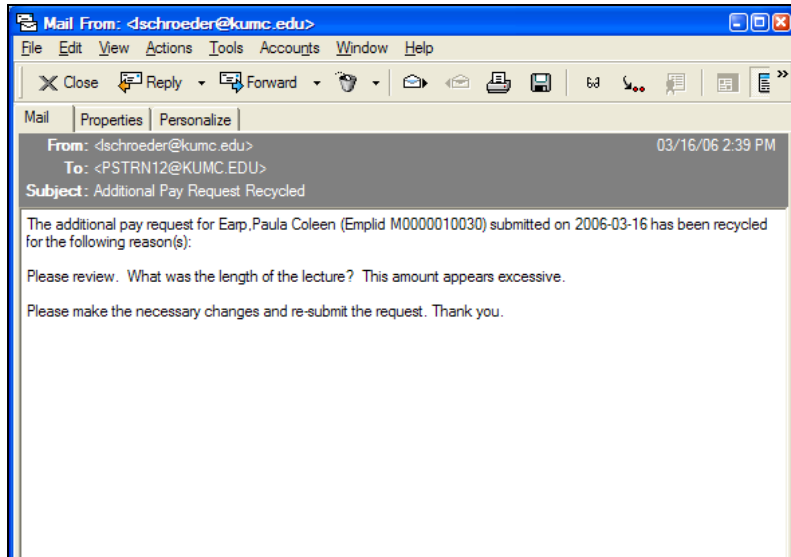
*Earnings Code: OVL Overload Payment

3. Click **KU_HRPAY** link to return to Navigation icons.

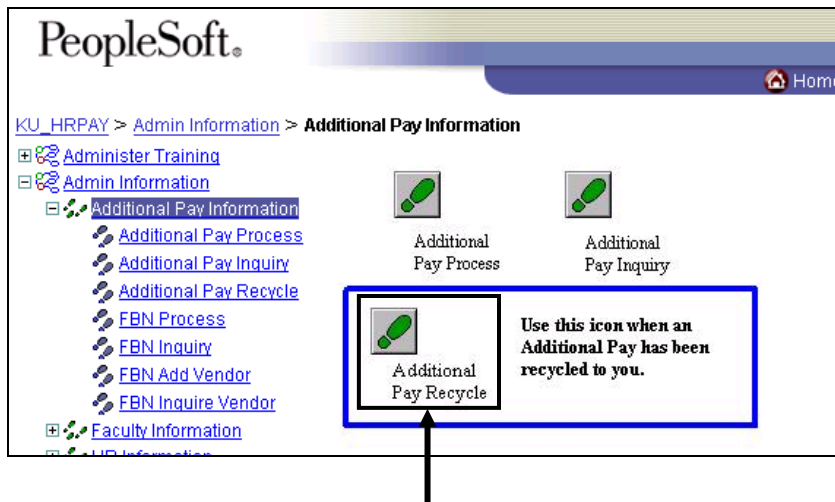
RECYCLED ADDITIONAL PAY REQUEST

An approver may recycle an Additional Pay request back to the requester for clarification or adjustment. The requester should make any necessary changes to the request and resubmit it for approval.

Email Notification



1. Review email regarding recycled Additional Pay request.



2. Login to PeopleSoft HR8.

3. Follow navigation on p. 7 to Additional Pay icons.

4. Click **Additional Pay Recycle** icon.

RECYCLED ADDITIONAL PAY REQUEST

Selection Criteria

Additional Pay Information > Additional Pay Recycle

Additional Pay

Find an Existing Value

EmpID: 🔍

Empl Rcd Nbr: 🔍

Earnings Code: 🔍

Effective Date: 📅

Include History Correct History

[Search](#) [Clear](#) [Basic Search](#)

Step 1 May also click (Lookup) to search for the employee's EmplID by the employee's last name.

Additional Pay Information > Additional Pay Recycle

Additional Pay

Find an Existing Value

EmpID: 🔍

Empl Rcd Nbr: 🔍

Earnings Code: 🔍

Effective Date: 📅

Include History Correct History

[Search](#) [Clear](#) [Basic Search](#)

[Add a New Value](#)

Search Results

View All First 1-3 of 3 Last

EmplID	Empl Rcd Nbr	Earnings Code	Effective Date
J0000068594	0	OVL	12/09/2003
J0000068594	0	OVL	05/13/2003
J0000068594	0	OVL	12/11/2002

Step 3 If only one Additional Pay request exists for this employee, that request will display automatically upon clicking [Search](#) .

1. Complete the **EmplID** field.

2. Click [Search](#) .

3. Select desired additional pay request from list of Search Results.

RECYCLED ADDITIONAL PAY REQUEST

Edit Recycled Request

Additional Pay1 Additional Pay2 Payment Method Request Details Approvals ←

Eagle,Diana Lynn ID: M0000010029 Empl Rcd#: 0
Earnings Code: OVL Overload Payment Approval Status: Pending
Entry Date: 08/01/2006 Comments

Chairperson / Department Head:	Name	Date
Recycled <input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Recycle	Udderbuter,Courtney Leigh	08/01/2006

Dean / Division Director:
 Approve Deny Recycle

Human Resources / Administration:
 Approve Deny Recycle

Grant Accounting:
 Approve Deny Recycle Not Applicable 08/01/2006

Budget:
 Approve Deny Recycle

Save Add Update/Display Include

Step 3 Click **Cancel** to exit the Comments area.

Additional Pay Information > Additional Pay Recycle [Prev](#) [Next](#)

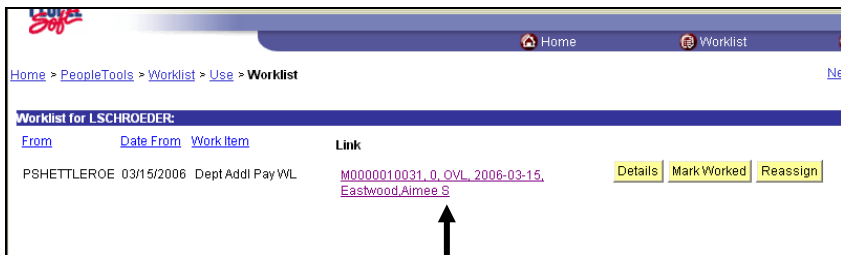
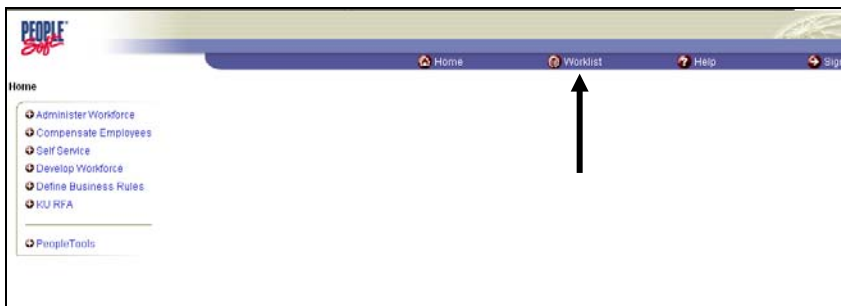
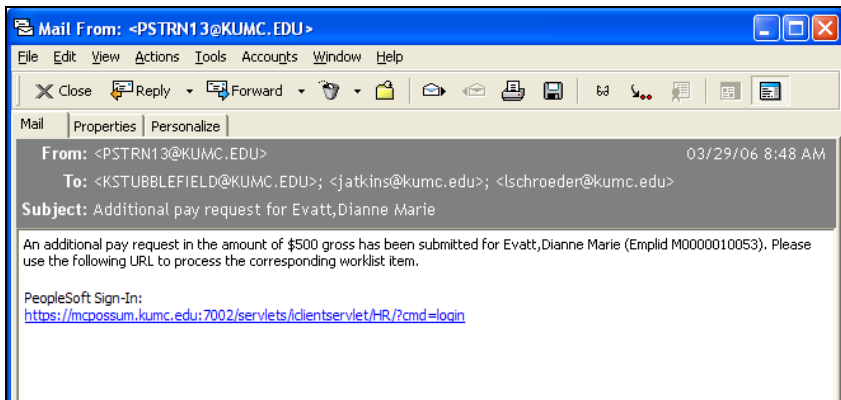
This is a recycled additional pay request. Re-submit for approval? (29000,19)

This request was previously submitted for approval and was recycled. The request must be re-submitted after the necessary corrections have been made. If the request has been corrected, choose 'Yes' to re-submit for approval. If not, choose 'No' to prevent re-submitting the request at this time.

1. Click **Approvals** tab.
2. Note **Recycled** indicator.
3. Click **Comments** to review approver's reason for recycling the request.
4. Make necessary changes to Additional Pay request.
5. Click **Save**.
6. Click **Yes** to resubmit Additional Pay for approval.
7. Click **KU_HRPAY** link to return to navigation icons.

APPROVE ADDITIONAL PAY REQUEST

Email Notification



1. Review email regarding Additional Pay request for approval.
2. Login to PeopleSoft HR8.
3. Click **Worklist** in header bar.
4. Click link in worklist for Additional Pay request.

APPROVE ADDITIONAL PAY REQUEST

Approve Request

Home link

Home > Administer Workforce > Administer Workforce (GBL) > Use > Additional Pay

Additional Pay1 Additional Pay2 Payment Method Request Details Approvals

Eagle, Diana Lynn ID: M0000010029 Empl Rcd#: 0
Earnings Code: OVL Overload Payment Approval Status: Pending
Entry Date: 08/01/2006 Comments

Chairperson / Department Head: Approve Deny Recycle Name Date

Dean / Division Director: Approve Deny Recycle

Human Resources / Administration: Approve Deny Recycle

Grant Accounting: Approve Deny Recycle Not Applicable 08/01/2006

Budget: Approve Deny Recycle

Save Add Update/Display Include

Step 1 The **Additional Pay1** panel displays important information about the Gross, Net and Gross & Fringe amounts for the additional pay, as in the example below.

Gross	Or	Net
\$854.70		\$500.00
Gross + Fringe = \$1005.86		

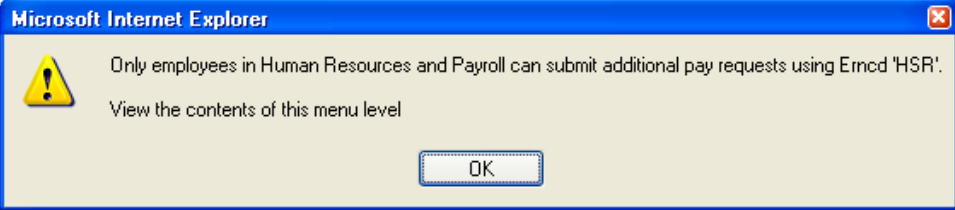
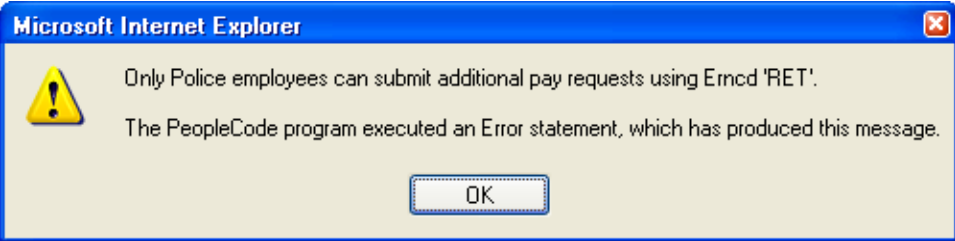
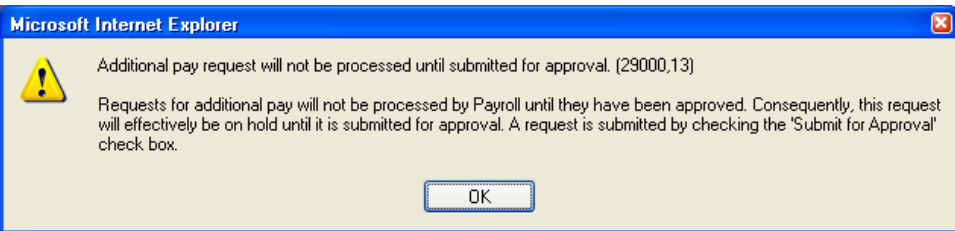
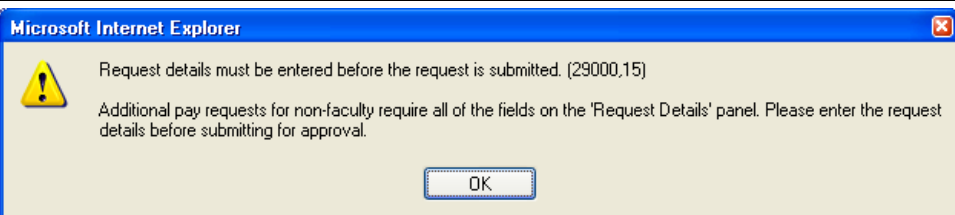
Step 4 Comments are required if you choose to Deny or Recycle the Additional Pay request.

Step 5 Upon saving, a notification email will automatically be sent to the next level approver.

1. Review additional pay details on all panels.
2. Click **Approvals** tab.
3. Click radio button for **Approve, Deny, or Recycle**.
4. Click **Comments** to add comments.
5. Click **Save**.
6. Click **Home** link to return to main menu.

APPENDIX

Possible Warning, Error, or Informational Messages

Display	Description	Action
	<p>The earnings code on the first panel was changed from the default of OVL.</p>	<p>This is an Error. Change the earnings code to OVL at the Additional Pay - Add New Value panel.</p>
	<p>The earnings code on the first panel was changed from the default of OVL.</p>	<p>This is an Error. Change the earnings code to OVL at the Additional Pay - Add New Value panel.</p>
	<p>The Submit for Approval check box on the Request Details panel was not checked upon saving.</p>	<p>This is a Warning, not an Error.</p>
	<p>All five fields on the Request Details panel must be filled in for a Non-Faculty Additional Pay Request.</p>	<p>This is a Warning, not an Error. Fill in the missing information before Submitting for Approval.</p>

APPENDIX

Assistance

Using PeopleSoft

Direct questions regarding how to utilize the PeopleSoft panels, how to navigate, and other technical or procedural problems with the system to PeopleSoft Support at ext. **8-1121**.

The office is usually staffed from 8:30 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.

Additional Pay Policy Questions

Policy questions should be directed to the Payroll Office at ext. **8-5100**.