This job aid describes how to create one-time and recurring additional pay using the Additional Pay tab in PayPath. One-time additional pay is distributed in a single pay period, and recurring additional pay is distributed over multiple, consecutive pay periods. Additional pay is processed on the next on-cycle pay compute.

**Important Note:** Additional Pay must be entered and approved by the day before the Employee Data Change deadline. An overnight batch process must run before the information is saved in UCPath. So, you have not met the deadline if the Additional Pay is entered and approved on the Employee Data Change deadline. Additional pay may be entered in advance of the intended pay period.

**Pre-Process**

Avoid making a duplicate entry. If there is an approved additional pay transaction pending payroll processing, the Pending Additional Pay link in the upper right-hand corner of the Additional Pay Data tab will be available to view details the day after the additional pay transaction was approved. Click the link to review the pending additional pay transaction and avoid duplicate entries.

**Overview**

Best Practice: Additional Pay should be entered with an Effective Date that is the first day of the first pay period in which you’d like the additional pay distributed or the employee’s start date if they begin work mid-pay period, and an End Date that is the last day in which the pay will be distributed. The Pay Period Amount should be a full (not prorated) amount. UCPath automatically prorates/updates Additional Pay based on two factors:

1. Mid-pay cycle Hire and Termination/Leave Without Pay dates
2. A change in pay frequency

This process is called E014. You will see E014 changes automatically reflected in your Additional Pay entries:

You also have the option to uncheck the Prorate Additional Pay checkbox. Then, UCPC will pay the Additional Pay exactly as entered, without proration.
HOW TO SUBMIT ONE-TIME AND RECURRING ADDITIONAL PAY

Considerations
- You will not be able to enter Additional Pay until after the employee’s hire has been processed and a paygroup has been assigned.
- Review the Job Data inquiry page to verify a paygroup has been assigned. If you see Paygroup = DEF, it likely has not yet been assigned and should be the following day.
- Additionally, you cannot enter an Additional Pay transaction in PayPath until the employee’s start date. If you have a hire that is fully processed but whose start date is in the future, you must wait until the start date to enter the Additional Pay in PayPath.

System Steps

1. Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > Pay Path Actions
2. Enter search criteria on the Find Existing Value tab
3. Click the Search button and select the employee record you want to create additional pay for
4. Click on the Additional Pay tab
5. Enter the Earnings Code; you can click on the lookup icon next to the field to select from a list of values
6. Enter the Effective Date for the additional pay
   - Note: The Effective Date should be the first day of the first pay period in which you’d like the additional pay distributed or the employee’s start date if they begin work mid-pay period. If you are entering retroactive Additional Pay, follow the steps in the Initiate Retroactive Additional Pay PayPath Transaction (Staff/Acad) on the UCPath Help Site for Transactional Users.
7. Enter the End Date and/or Goal Amount; these fields indicate when the additional pay will stop
   - The End Date should be the last day in last pay period in which the pay will be distributed (Do not enter matching Effective Date and End Dates)
   - For one-time additional pay, the best practice is to enter both an End Date and a Goal Amount
   - For recurring additional pay, enter an End Date; entering a Goal Amount is optional
8. Enter the Pay Period Amt; this is the amount that should be distributed each pay period
   - Note: Do not enter a prorated amount if the Prorate Additional Pay checkbox is checked. UCPath will prorate the Additional Pay based on the employee’s start date or termination/leave date. If you enter a prorated amount and the Prorate Additional Pay checkbox is checked, it will get prorated twice.
9. Select the appropriate Reason from the drop-down menu
10. We recommend you do not change the Prorate Additional Pay checkbox; Additional Pay will prorate based on the employees start date or termination/leave without pay date.
**Note:** You do have the option to uncheck the Prorate Additional Pay checkbox, if you want to ensure a certain amount will pay no matter what.

11. Review the Applies to Pay Periods checkboxes and update for biweekly employees, if needed
   - The First box is checked for monthly employees
   - The First and Second boxes are checked for biweekly employees
   - If you want the additional pay to be disbursed on the third pay period of the month, which happens twice a year, select the Third checkbox

12. Use the Add a New Row (+) button in the Earnings Code section to add a new row(s) to enter another additional pay entry, if needed

13. Click on the Job Data tab; use the Job Data Comments field to describe the transaction

14. Click the Additional Pay tab; enter Initiator Comments for your approver and click the Save and Submit button

**Next Steps**
- No new PayPath transactions on this employee record can be submitted until the current transaction has been approved or denied.
- Additional Pay must be entered and approved by the day before the Employee Data Change deadline. An overnight batch process must run before the information is saved in UCPath. So, you have not met the deadline if the Additional Pay is entered and approved on the Employee Data Change deadline. Additional pay may be entered in advance of the intended pay period.

**Entering Multiple Additional Pays with the Same Earn Code**

**Best Practice:** If an employee earns two or more additional pays with the same Earn Code and overlapping Effective Dates submit Additional Pay entries by unique amounts per pay period. For example:

Scenario: Employee is owed a $100 STP from 7/1 – 9/30 and then another $50 STP from 8/1 – 8/31. Submit three Additional Pay entries:
- 7/1 – 7/31 = $100
- 8/1 – 8/31 = $150
- 9/1 – 9/30 = $100

Describe the two stipends in the Job Data Comments field for Audit trail.

**Updating Additional Pay**

There are several updates you can make to existing Additional Pays that are visible in the Current Additional Pay section of PayPath. You can change values such as End Date, Goal Amount, Pay Period Amount, and Prorate Additional Pay checkbox. Follow the instructions in the Initiate Update to Additional Pay PayPath Transaction (Staff/Acad) on the Help Site for Transactional Users. If you need to update Earn Code or Applies to Pay Periods, you must submit the “Recurring Additional Pay Change Request” form via case to UCPC.
**Ending & Cancelling Additional Pay**

**Best Practice:** If an employee transfers, retires, or terminates, you should ensure that the **End Date** on their Additional Pay reflects the last day of the pay period in which the pay should be distributed. This may require you to update the existing additional pay. The amount distributed will prorate based on the employee’s termination/transfer date.

If you need to cancel an Additional Pay that has already been locally approved, you must submit the “Recurring Additional Pay Change Request” form via case to UCPC and request the cancellation. UCPC will uncheck the **OK to Pay** checkbox on the Additional Pay. This means you will still see it on the employee’s record, but it will not pay.

**Examples**

**Scenario 1:**
A $100 Stipend for a monthly employee for the months of July and August. The employee will terminate effective 8/16 (Last Day Worked = 8/15). The employee should receive $100 in July and $50 in August. Enter a single Additional Pay:
- **Effective Date** = 7/01/2020
- **End Date** = 8/15/2020
- **Pay Period Amount** = $100

**Scenario 2**
A $100 Stipend for a monthly employee for the months of July and August. The employee start work on 7/15. The employee should receive $50 in July and $100 in August. Enter a single Additional Pay:
- **Effective Date** = 7/15/2020
- **End Date** = 8/31/2020
- **Pay Period Amount** = $100

**Scenario 3**
A monthly employee currently has two additional pay entries: one from 7/01 – 7/31 at $100 and another from 8/01 – 8/15 for $50. For July, the employee will receive $100. The additional pay for August will prorate the $50 since there is a termination date of 8/15. If the employee should receive $50, uncheck the **Prorate** box to ensure the full $50 is paid.

**Scenario 4**
If a monthly employees who terminated/retired effective 6/30 (Last Day Worked = 6/29) and their Stipend was set up with $100 from 6/1 – 6/29, they will receive $95.45 on their final paycheck.

**Scenario 5**
If a monthly employees who terminated/retired effective 6/30 (Last Day Worked = 6/29) and their Stipend was set up with $95.45 from 6/1-6/29, they will receive $91.11 on their final paycheck.

*Due to continuing UCPath enhancements and changes, this information is subject to change. For the most updated materials, visit the [UCPath Help Site for Transactional Users](#).*