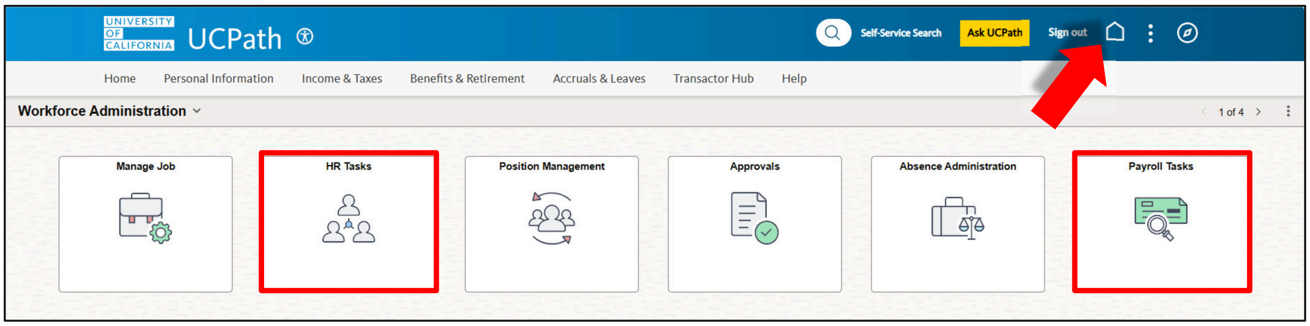
This job aid explains how to submit and view recurring additional pay requests such as a monthly stipend or temporary additional pay, in the UCPath system.

- **Note:** Any request for recurring additional pay in which the effective date does not start at the *beginning* of the payroll period or the end date is not at the end of the payroll period will result in a prorated amount. See **Proration and Retroactive Pay** section for specific information.

Navigation

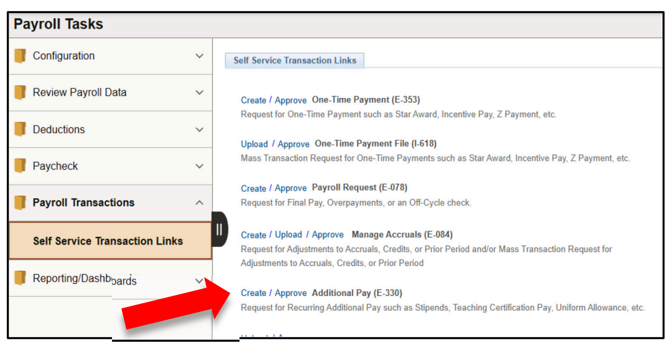


To **submit** a Recurring Additional Pay Request**:** Workforce Administration > Payroll Tasks > Payroll Transactions **>** Self Service Transaction Links. Approvers can view submitted requests via the **Approve** link.

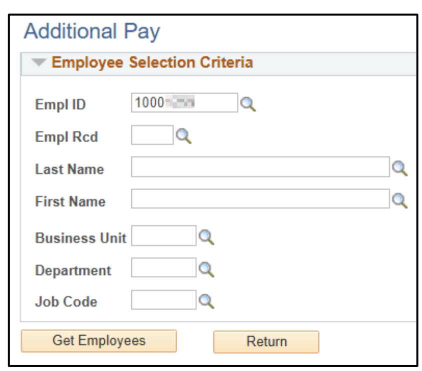
To **view** a previously submitted Recurring Additional Pay Request: Workforce Administration > HR Tasks > PayPath/Additional Pay > Self Service Additional Pay

Submit a Recurring Additional Pay Request

1. **Access the Additional Pay Page:** From the navigation path, click the **Create** link for **Additional Pay (E-330)**.



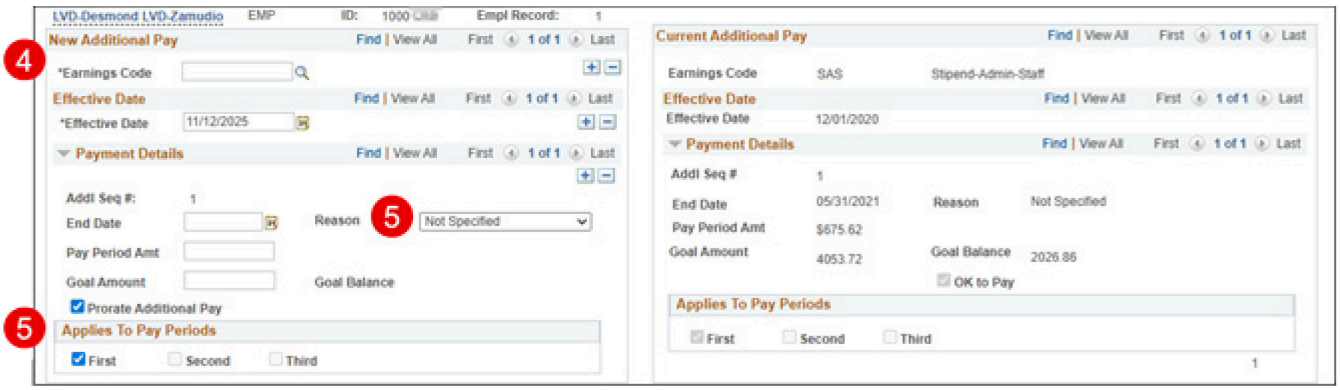
2. **Locate the Employee:** Enter the employee's ID in the **Empl ID** field (recommended for fastest search). Select **Get Employees.**



3. **Select the Employee's Name** to display the page on which you enter pay request details.

4. **Enter Recurring Pay Details** (* indicates a required field)**:**

   - ***Earnings Code**: Identifies the type of additional pay (e.g., bonus, stipend).
   - ***Effective Date**: The date the Additional Pay begins.
   - **End Date**: The date the Additional Pay ends – (This is Optional)
   - **Pay Period Amt**: Amount paid each pay period.
   - **Goal Amount**: Total amount to be paid over time.



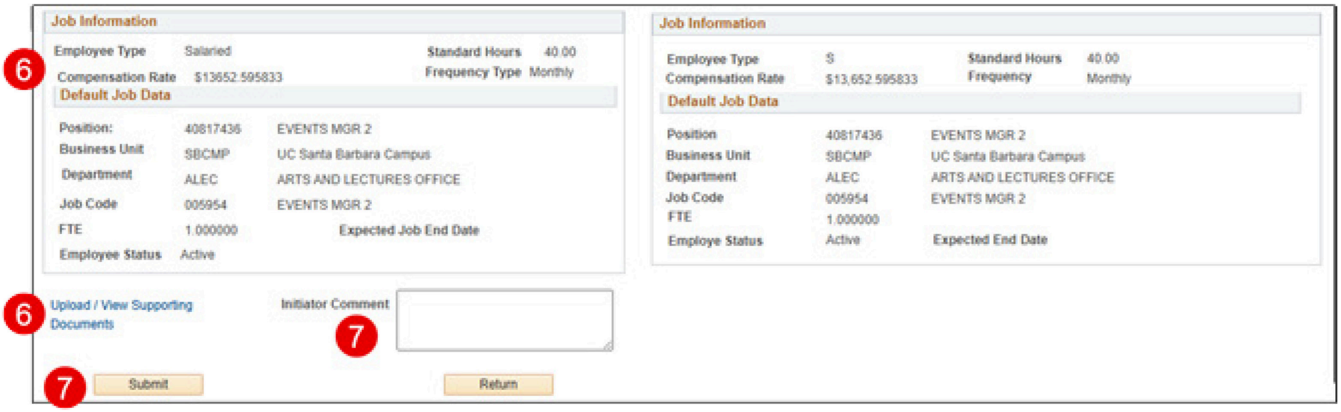
5. **Provide Additional Details:**
   - Click **the** drop-down menu to the right of the **Reason** field.
   - **Select** the **Prorate Additional Pay** check box
   - **Review** Applies to Pay Periods.

- **Note:** The Prorate Additional Pay check box defaults to selected. If you clear it, the system pays the entire additional pay amount in the pay period.

6. **Review Job Information and Attach Documentation:**

   - Review **Job Information**.
   - Attach supporting documents if needed.

7. **Add Comments and Submit:**
   - In the **Initiator Comments** field, enter any notes to document this transaction. This information is reviewed by the approver.
   - Click the **Submit Button** to initiate the approval routing process.

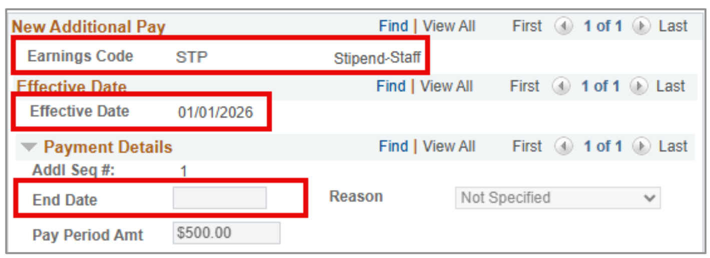


- **Note:** To **override** an existing **Additional Pay** request, add a new Additional Pay transaction and ensure the **Earnings Code** and **Effective Date** *match* the original record.

Example

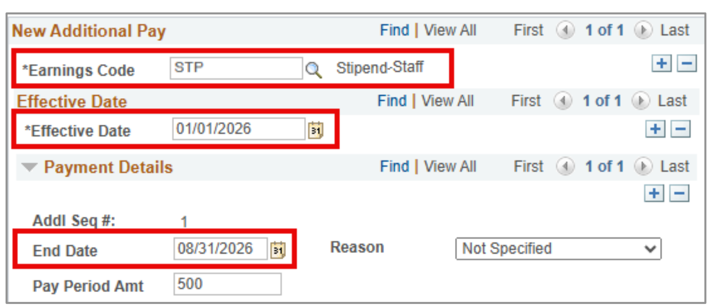
An employee is receiving a monthly $500 stipend entered as Additional Pay with:

- **Earnings Code:** STP
- **Effective Date:** January 1
- **End Date:** blank (ongoing)



Later, suppose you need the stipend to stop as of August 31. To override the existing record, you **Create** a new **Additional Pay** transaction using:

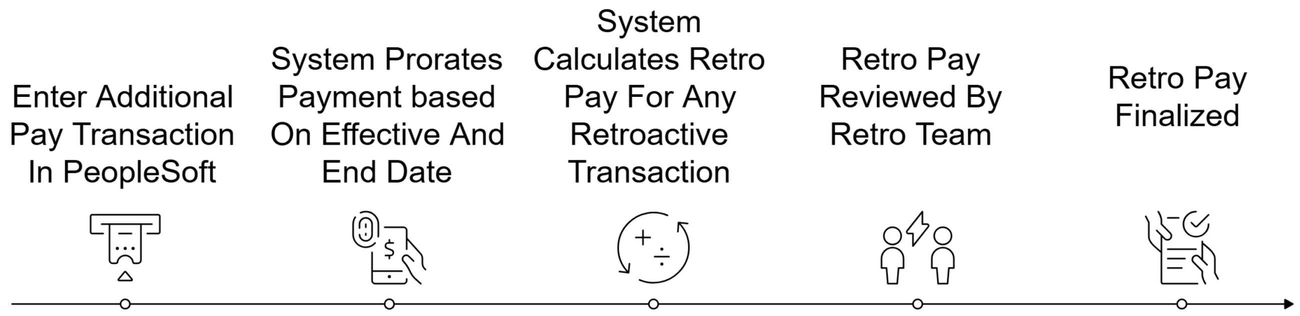
- The same Earnings Code (STP)
- The same Effective Date (January 1)
- An End Date of August 31



Because the key fields match, the system recognizes this as an update to the original entry and ends the stipend starting in September.

Proration

A *Retroactive Transaction* is a pay change made after the original pay period has been processed. When you enter **Additional Pay** transactions in the system, the system automatically **prorates** payments based on the **Effective Date** and **End Date**. This ensures employees are paid accurately for **partial pay periods**, such as when they start or end mid-pay period.



- **Note: Do not make manual adjustments or create one-time Additional Pay transactions for partial month periods.** The system automatically manages all proration and retro pay calculations.

Retroactive Pay

The system calculates the correct retro pay and displays it in specific reports:

- **Retro Calculation Results Report**: Shows finalized retro amounts for internal review.
- **Payroll Report:** Shows retro pay before payroll is finalized.
- **Employee Paycheck:** Shows the final retro pay after payment is issued. See example below in the **Other Earnings** section.

Scenario

Assume today is **July 10** of the current year. You've been requested to issue a **$500 stipend** to a **monthly paid employee**, beginning on the Effective Dates and Ending Dates shown below.

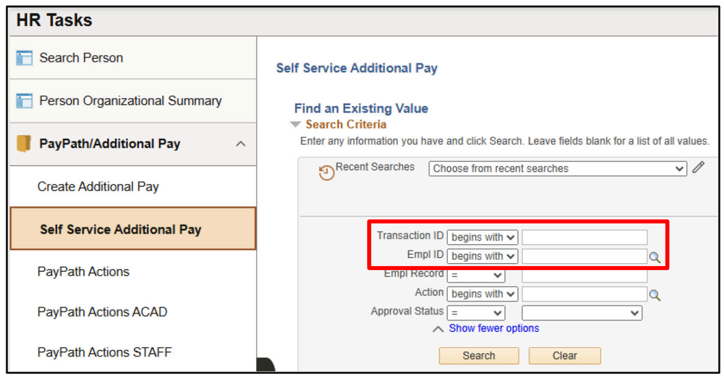
Effective Date	End Date	E-014 Process	Retroactive Calculation	On Cycle Process	Amount Paid for July Paycheck
July 1	July 31	Not applicable, full month paid	Not applicable	On Cycle pays full amount for July	**$500**
July 15	July 31	System prorates half month stipend	Not applicable	On Cycle pays prorated amount for July	**$250**
June 1	July 31	Not applicable	Retro pays full June amount	On Cycle pays July	**$1000** Retro - $500 June On Cycle - $500 July

June 15	July 31	Not applicable	Retro pays partial June amount	On Cycle pays July	**$750** Retro - $250 June On Cycle - $500 July
June 1	July 15	System calculates half month for July	Retro pays full June amount	On Cycle pays prorated amount for July	**$750** Retro - $500 June On Cycle - $250 July

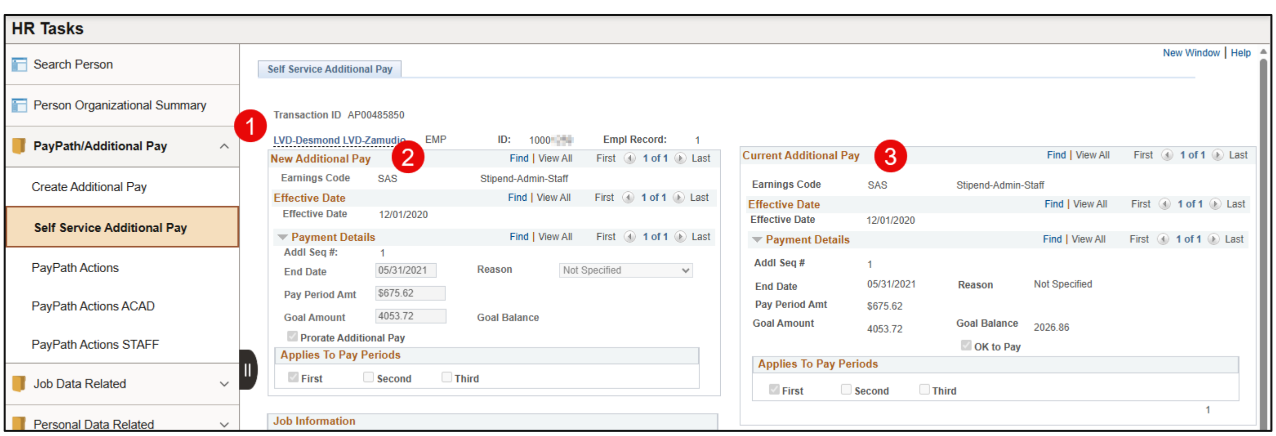
- **Note:** A best practice is to enter additional pay with a start date or end date that aligns with the beginning or end of the pay period. This helps avoid unintended proration or retroactive adjustments.

View Recurring Additional Pay

Use this task to review details of an employee's existing recurring additional pay requests — including payment amounts, effective dates, and approval status.



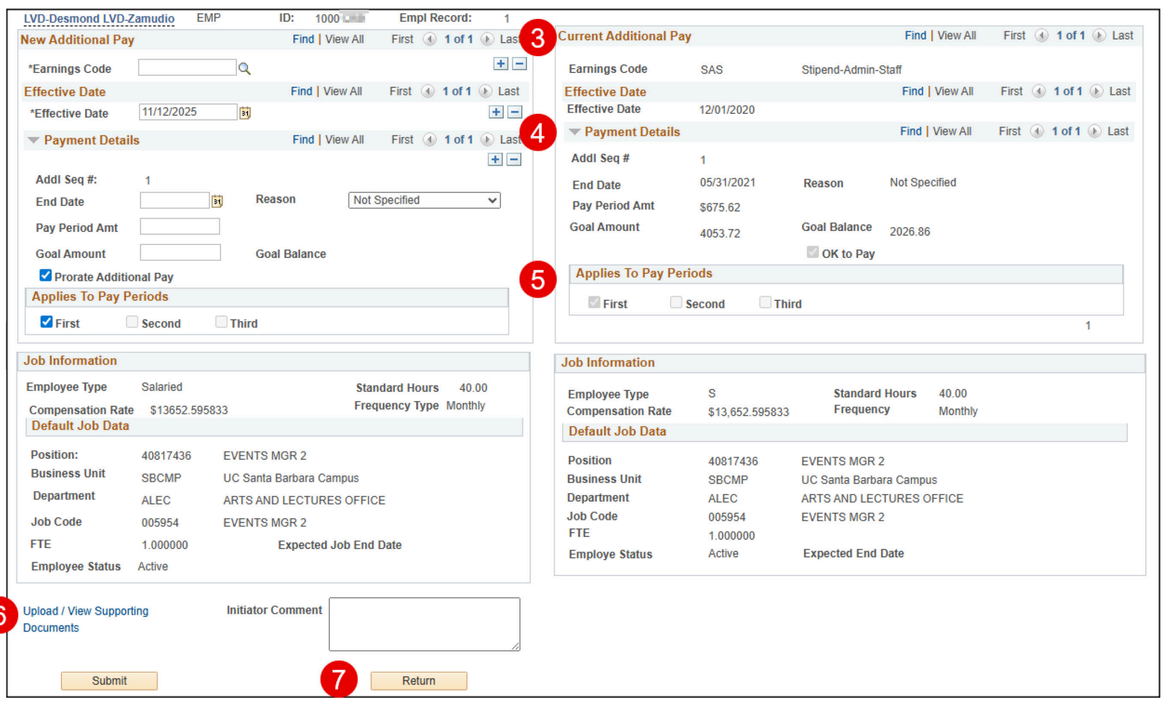
1. **Search for an Existing Request:**
   - Use Find an **Existing Value** section to search by **Transaction ID** or **Empl ID**.
   - Click the **Search Button**.
2. **Review the Self Service Additional Pay Page:**
   1. **Header (top):** information at the top of the page.
   2. **New Additional Pay section (left):** Used by initiators to create new recurring additional pay transactions and shows the latest entry.
   3. **Current Additional Pay section (right):** Displays the same latest entry; if no payments exist, both sections show no data.



3. **Focus on the Current Additional Pay Section:**
    - **Earnings Code:** If the employee has multiple earnings codes, use the navigation buttons in this section to scroll through them.
    - The **Effective Date:** Displays the effective date for the currently selected earnings code. If the additional pay has changed over time, multiple rows will appear in this section.

4. **Review Payment Details:**
    - **End Date** if applied
    - **Reason** for the payments
    - **Pay Period Amt** (Amount)
    - **Goal Amount** and **Goal Balance** may display for some transactions
    - The **OK to Pay** check box is selected, by default when created by the Initiator.

5. **Review Pay Period and Job Information:**
    - The **Applies to Pay Periods** section indicates in which pay periods the additional pay should be processed.
    - The **Job Information** section displays data from the employee's **Job Data** record, including **Compensation Rate**.



6. **Review Comments and Supporting Documents:**
    - At the bottom of the page, you can review the **Initiator Comment**, **Requester ID** and the **date/time** when the request was submitted.
    - The **Upload / View Supporting Documents** link is not enabled for inquiry-only users

7. **Return to Search:**
    - Select **Return** to go back to the list and review Approval Status.

Contingency Plan

If you need to update an existing recurring additional pay and the Self Service transaction link or PayPath is not available, complete the **Recurring Pay Change Request** in the Transactor Hub under Payroll Forms on the UCPath Home Page.

When a recurring update cannot be processed right away, locations may still issue a one-time Flat Dollar payment through the E-353 or I-618 tools so the employee receives timely pay while the recurring entry is pending.