Use this task to view an employee's recurring additional pay request.

Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Additional Pay**

Step	Action
1.	Use the **Find an Existing Value** tab to search for a recurring additional pay transaction. If you do not know the **Transaction ID**, you can search by **Empl ID**. You may also include the **Approval Status** in your search criteria. Click in the **Empl ID** field.
2.	Using the employee's ID number, enter the desired information into the **Empl ID** field. For this example, enter **10004437**.
3.	Click the **Search** button. Search
4.	The **Self Service Additional Pay** page is comprised of three sections: 1. Header information at the top of the page. 2. **New Additional Pay** section on the left side of the page 3. **Current Additional Pay** section on the right side of the page.
5.	The left side of the page displays the **New Additional Pay** section. Initiators use this section to create new recurring additional pay transactions. This section displays the latest entry, which also appears in the **Current Additional Pay** section on the right side of the page. If no payments exist for the employee, both sides of the page display no data.
6.	Focus your review on the **Current Additional Pay** section on the right side of the page.
7.	Click the scroll bar to view the right side of the page.
8.	The first piece of information is the **Earnings Code**, which displays **RGN** in this example. Notice this is **1 of 1** earnings codes for the employee. If the employee has more than one earnings code you can scroll through the earnings codes using the buttons in this section.
9.	The **Effective Date** section displays the effective date associated with the currently displayed earnings code. If the additional pay has changed over time, you will see multiple rows in this section.

Step	Action
10.	The **Payment Details** section displays details for the currently displayed earnings code and effective date. If the additional pay has changed over time, you will see multiple rows in this section. This section displays an **End Date** if applied, **Reason** for the payments and **Pay Period Amt** (amount). Additional pay transactions may also display a **Goal Amount** and **Goal Balance**. UCPath tracks the total amount paid in the balance and stops the payment when the goal is reached. Finally, the **OK to Pay** check box is selected by default when created by the Initiator.
11.	The **Applies to Pay Periods** section indicates in which pay periods the additional pay should be processed. By default, payments for monthly employees automatically select the **First** pay period check box. Payments for biweekly employees automatically select the **First** and **Second** period check boxes. The **Third** period check box can be manually selected to indicate biweekly employees should receive this payment in months with three paychecks.
12.	The **Job Information** section displays data from the employee's **Job Data** record, including **Compensation Rate**.
13.	Click the scroll bar to view the bottom of the page.
14.	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.
15.	When you are done with your review, click the **Return to Search** button. Return to Search
16.	In the **Search Results** section you can review the **Approval Status** for the transaction.
17.	You have viewed an employee's recurring additional pay request. **End of Procedure.**