Purpose:
The purpose of this job aid is to provide you with the steps to create, modify and approve additional compensation payments (add comp) for active salaried officers.

You can create add comps for employees within your home department and outside of your home department (foreign department) and also charge your own combo code(s) or a foreign combo code(s).

Add comps that receive final approval by the final approval date on the payroll calendar will take effect as of that pay period. If final approval occurs after the final approval date on the payroll calendar, the add comp will take effect as of the following pay period.

Step 1 - Access the Additional Compensation Page.

Log in to myColumbia using your UNI and password. Click on the HR Manager Resources tab and then Go to PAC. From the navigation menu, select Manager Self Service > Labor Accounting > Additional Pay > Department EE or EE Outside Dept.

Step 2 – Search for any Pending Add Comp Transactions before creating a new one. You will be able to see pending (initiated and/or submitted but not yet approved) add comps for employees within your own administrative department(s).

1. Click on the “Department EE” link
2. Click “Find Pending”
3. Enter search criteria information into any of the fields such as name, UNI, or employee ID (EMPLID) and click Search
4. Select the correct employee record from the Search Results list that appears.
5. If there is a pending add comp, review the information to determine if it is duplicate or additional to what you need to enter to avoid creating overpayments
Step 3 – Create an add comp for an employee within your own administrative department(s).

1. Click “Create New” to create a new add comp for an employee
2. Enter search criteria information into any of the fields such as name, UNI, or employee ID (EMPLID) and click Search
3. Select the employee record from the returned results. Verify the employee’s information that appears on the top of the screen to ensure that this is the correct record on which to create the add comp.
   
   **Note:** Add comps are paid on the employee’s record and employees can have multiple records. Be sure to select the correct record on which the add comp is to be paid.

4. On the middle section of the screen, review any existing add comps in place for the employee. This section is only visible to the administrative (home) department of the employee.

5. To view all active and historical add comp payments, click “View All” on the “Additional Compensation” bar or click the arrow to cycle through the transactions one at a time.

6. To view all effective dates for each add comp, click “View All” or the arrows on the “Start Date” bar.

7. To view all combo codes and allocations for a particular add comp, click “View All” or the arrows on the “Allocations” bar.

   **Note:** There can only be one payment per earn code per pay period for an employee. When reviewing active add comps be sure to verify that you are not overpaying or incorrectly overlaying an existing add comp earn code.
Step 4 – Enter the New Additional Compensation payment information.

- **Comments**: Comments are required for every add comp transaction. Include the nature and reason for the add comp including specific details required by your department or school. For oversight and auditing reasons, it is required that you make every effort to make this information as specific as possible.

- **Earnings Code**: Click on the magnifying glass and select the earnings code for the payment. The earnings codes available to choose from are specific to the employee. For example, you cannot select a clinical earn code for an admin employee at Morningside.

- **Actual Period Start Date**: Enter the start date for the payment. This date must reflect the actual date when the add comp was earned and must be equal to the start of a pay period, i.e. the 1st or 16th of the month.

  - PAC will retroactively calculate past payments due and include them in the paycheck following approval of the transaction.

  - **Important!** Add comp payment Actual Start Date cannot be more than 75 days in the past. If you are paying an Add Comp more than 2 ½ months retroactive, please submit a paper Labor Accounting Form to the HR Service Center.

- **Actual Period End Date**: Enter the last day of the pay period when the payment was earned. This date must be equal to the end of a pay period, i.e. the 15th or end of the month.

- **Total Earn Code Pymt**: Enter the total amount of the add comp payment.

- **Pay Period Amount**: This dollar amount is calculated by the PAC system and displays the amount of add comp the employee will receive each pay period. It is calculated by taking the Total Earn Code Payment and dividing it by the number of pay periods within the Period Start and End dates entered.
Step 5 – Enter the Allocations for the Add Comp payment.

- **Combination Code**: Enter the combination code(s) to which you want to charge part or all of the add comp. Combo codes are restricted based on the earnings code selected. The system will not let you charge a combo code that is invalid for that earnings code.
  
a. The combo code description and the combo code department number and name display

- **% Distribution**: Enter the percentage amount of the payment to be charged to the combo code entered.
  
  **OR** - - - - When you enter a value into either of these fields, the other field is “grayed out”

- **Combo Code Amount**: Enter the total dollar amount of the Add Comp to be charged to the combo code entered. The system converts entered combo code amounts into percentages and stores that percentage.

Distribute to more than one Combination Code: To distribute the total payment to more than one combo code, simply click on the “+” button (in the Allocations section) to add another entry section.

**Note**: Enter either the % Distribution or a Combo Code Amount in each allocation line. You can enter a mix of these among all of the allocation lines.
Create another add comp payment in the same transaction:

- To do this, click on the “+” button to the right of the *Earnings Code* field and this will open a new blank earnings code section and enter the Add Comp payment information in the fields.
  
  - Click “View All” to see both entries at the same time.

Notes:

- You can submit multiple transactions for the same employee but cannot enter more than two earn code payments in the same transaction.
- Therefore, if you need to submit payments for more than two earn codes for the same employee you can create multiple transactions, each with only two earn codes on each.
- You cannot enter the same earn code twice in the same transaction even if the ‘period start and end dates’ differ.

Step 6 - Submit the template into the workflow for approval.

1. Click “Save and Submit” to send the transaction into the workflow and to the 1st level approver in the home department.
2. Click “Save for Later” and the transaction will remain in initiator status where you, or another initiator, can access it and update it with new information.
3. Click “Quit Without Saving” to return to the Search page without saving any entered information.

Note: If charging foreign combo codes for employees within your home dept., the transaction will route to the foreign departments for approval after home dept. approval.
Create an add comp for an employee outside (foreign to) your own administrative department(s)

**Step 1 – Access employee record.**

1. Click on the “EE Outside Dept” link.
2. Click “Find Pending” to check if there is a pending add comp that you created, awaiting approval for this employee. You will only be able to see pending (initiated and/or submitted but not yet approved) add comps that you initiated for the employee. You will not be able to see any other pending add comps.
3. If there is a pending add comp, review the information to determine if it is duplicate or additional to what you need to enter to avoid creating overpayments.
4. Click “Create New” to create a new add comp for an employee.
5. Search for the employee record by entering any of the search criteria available and click “search”.
6. Select the employee record from the returned results. Add comps are paid on the employee’s record and employees can have multiple records. Be sure to select the correct record on which the add comp is to be paid.
7. On the top section of the screen, verify the employee’s information that appears to ensure that this is the correct record on which to pay the add comp.

**Note:** You will not be able to see existing or historical add comps for employees outside of your home department(s). The section that displays this information does not appear when submitting an add comp for an employee outside your home department(s).

**Step 2 - Enter the new additional compensation payment information**

Follow the same steps above when creating add comps for employees within your own administrative department(s).

**Note:** If you are creating an add comp for an employee outside of your own administrative department, you can only charge one of your own department accounts and you will not be able to view active add comps or override an existing add comp already established for the employee.
To View Additional Pay PAC History

1. Click on the “View Additional Pay History” link.

2. The “View Transaction Approval History” window appears where you can view the chain of approvals and comments for all prior approved Add Comp transactions in PAC for this employee.

Note:

- This link appears and you can only view transaction history for employees in your home department(s).

![Employee Information](image)
Approver Steps

Step 1 - Review and Approve Add Comp Payments.

1. Navigate to the Worklist.

2. Click on the link for the Employee’s Name. Use the Additional Pay left menu item to see only those transactions and use the filters on top to narrow down approval level views if you hold more than one.

3. Review the transaction.

4. Click the “Details” link to view a summary of the ChartStrings associated with the combo codes in the transaction.

Step 2 – Act on the transaction by selecting the appropriate button on the bottom of the screen.

- Approve – approve and send to the next level for approval. If this is the final level approval, the transaction is submitted into PAC.
- Deny – deny the transaction.
- Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled.
- Save – saves updated information if made by the 1st level admin department approver. Subsequent level approvers can only add a comment to the transaction.
- Quit Without Saving – return to the Worklist without saving entered data.

Note: the “Workflow Status” link displays view the location and status of the transaction in the workflow. You can also access this view directly from the navigation menu to view the location of any pending salary distribution.

Note: If an add comp transaction received final approval and needs to be stopped immediately, contact the HR Service Center.

For steps on how to process multiple transactions at once, access the Mass Review Additional Pay Transactions Job Aid.
Key Points:
1. Add comps are one-time or ongoing payments made in addition to regular earnings and are created for many reasons including extra pay for additional duties performed, special one-time payments and ongoing clinical payments of varying types.

2. Add comps are paid on the employee’s record and employees can have multiple records. Be sure to select the correct record on which the add comp is to be paid.

3. There can only be one payment per earn code per pay period for an employee. When reviewing active add comps be sure to verify that you are not overpaying or incorrectly overlaying an existing add comp earn code.

4. The PAC system will retroactively calculate past payments due and include them in the paycheck following approval of the transaction.
   a. Add comps that receive final approval by the final approval date on the payroll calendar will take effect as of that pay period. If final approval occurs after the final approval date on the payroll calendar, the add comp will take effect as of the following pay period.

5. Combo Codes represent the ChartStrings to charge for the add comp(s) and a search feature is available to locate a combo code).

6. The system converts entered Combo Code Amounts into percentages and stores that percentage.

7. You cannot enter more than two earn code payments in the same transaction.

8. You cannot enter the same earn code twice in the same transaction even if the period start and end dates differ.

9. You can submit multiple transactions for the same employee. Therefore, if you need to submit payments for more than two earn codes for the same employee you can create multiple transactions, each with only two earn codes on each.

10. If charging foreign combo codes for employees within your home dept., the transaction will route to the foreign departments for approval after home dept. approval.

11. You will not be able to see existing or historical add comps for employees outside of your home department(s). The section that displays this information does not appear when submitting an add comp for an employee outside your home department(s).

12. If you are creating an add comp for an employee outside of your own administrative department, you can only charge one of your own department accounts and you will not be able to view active add comps or override an existing add comp already established for the employee.
13. The “View Additional Pay” link appears and you can only view transaction history for employees in your home department(s).

14. Worklist access information:
   
   a. The Manager Self Service or Accounting Approver role is required to be able to access the Worklist
   b. DAF authority is required for transactions to appear in the worklist for you to be able to take action on those transactions and have permission to approve
   c. To apply for either an MSS role or DAF authority, please complete the PAC Security Application

15. If an add comp transaction received final approval and needs to be stopped immediately, contact the HR Service Center or call them at 212.851.2888.