Purpose:
The purpose of this job aid is to provide you with the steps to create, modify and approve additional compensation payments (add comps) 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 Action Result
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**Access PAC Labor Accounting**
1. Navigate to myColumbia portal @ [https://my.columbia.edu](https://my.columbia.edu)
2. Log in with your UNI and Password
3. Click on the “HR Manager Resources” tab
4. Under the PAC Access section:
   - Click the ‘Go to PAC’ link
5. Click on the “Manager Self Service” link and then the “Labor Accounting” link

You accessed the Labor Accounting portion of PAC.
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<tr>
<th>STEP . . .</th>
<th>ACTION . . .</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Create an add comp for an employee within your own administrative department(s)</td>
<td>1. Click on the “Department EE” link. 2. Click “Find Pending” to see if there is a pending add comp awaiting approval for this employee. 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). 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.</td>
<td>You determined if there are any pending Add Comps for the employee.</td>
</tr>
<tr>
<td></td>
<td>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. <strong>Note:</strong> 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.</td>
<td>You selected the employee record.</td>
</tr>
</tbody>
</table>

![Diagram](image.png)

**Additional Pay (Create New)**

1. Enter a value into one or more of the search criteria fields
2. Click Search

A list of records will appear for active employees in the home department(s) when Department EE>Create New is selected.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>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.</td>
<td>You verified this is the correct employee record.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Employee Information" /></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>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.</td>
<td>You reviewed existing Add Comps to ensure that an overpayment or incorrect overlay payment will not occur.</td>
</tr>
<tr>
<td>9.</td>
<td>To view all active and historical add comp payments, click “View All” on the “Additional Compensation” blue bar or click the arrow to cycle through the transactions one at a time.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>To view all effective dates for each add comp, click “View All” or the arrows on the “Start Date” blue bar.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>To view all combo codes and allocations for a particular add comp, click “View All” or the arrows on the “Allocations” blue bar.</td>
<td></td>
</tr>
</tbody>
</table>

**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.

![Additional Compensation](image)
### Enter the new additional compensation payment information

<table>
<thead>
<tr>
<th></th>
<th>ACTION . . .</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the bottom of the screen enter the add comp information into the following fields:</td>
<td>You entered the Add Comp comment and earnings code for the payment.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Comments</strong>: 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.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Earnings Code</strong>: 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.</td>
<td></td>
</tr>
</tbody>
</table>

![New Additional Compensation](image1)

4. **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.

   **Note**: The PAC system will retroactively calculate past payments due and include them in the paycheck following approval of the transaction.

5. **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.

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

7. **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.

   **Example**

   ![New Additional Compensation](image2)

   **Note**: 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.
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</tr>
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</table>
| 8.        | **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 | You entered the combination code information and distribution for the Add Comp. |
| Notes:    | • On the myColumbia portal is a chart where you can view Combo Code to ChartString numbers. Combo code numbers once assigned will not change  
   • Reference the Course Catalog in the HR Website for job aids on: “Searching for Combo Codes”, “Creating Combo Codes” and “ChartFields, ChartStrings and Combination Codes” | |
| 9.        | **Assign the allocation as a % or an amount.**  
   a. **% Distribution**: Enter the percentage amount of the payment to be charged to the combo code entered.  
   OR  
   b. **Combo Code Amount**: Enter the total dollar amount of the Add Comp to be charged to the combo code entered. | |
| Notes     | • When you enter a value into either of these fields, the other field is “grayed out”  
   • The system converts entered combo code amounts into percentages and stores that percentage | |
| 10.       | **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. | You entered additional combo code distributions and additional add comp payments, if needed. |
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<tr>
<td>11.</td>
<td>Create another add comp payment in the same transaction: To do this, click on the “+” button to the right of the <em>Earnings Code</em> field and this will open a new blank earnings code section.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Click “View All”: to see both entries at the same time.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Complete the Add Comp payment information in the fields.</td>
<td></td>
</tr>
</tbody>
</table>

![Image of Additional Compensation dinner](image)

**Notes:**
- You cannot enter more than two earn code payments in the same transaction.
- You cannot enter the same earn code twice in the same transaction even if the period start and end dates differ.
- 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.

| 14.       | Click “Save and Submit” to send the transaction into the workflow and to the 1st level approver in the home department. | You submitted the transaction into the workflow or saved it to submit it at a later time. |
| 15.       | 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. |  |
| 16.       | Click “Quit Without Saving” to return to the Search page without saving any entered information.  |

**Note:** If charging foreign combination 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)

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.

You determined if there are any pending Add Comps for the employee.

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.

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.

You selected the employee record.

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).

You verified the correct employee record.

Enter the new additional compensation payment information

On the bottom of the screen enter the add comp information into the following fields:

8. **Follow the same steps as above in creating an add comp for an employee 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.

You entered the Add Comp payment information and submitted it into the workflow.
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</thead>
<tbody>
<tr>
<td>View Additional</td>
<td>1. Click on the “View Additional Pay History” link.</td>
<td>You viewed prior approved Add Comps for the employee.</td>
</tr>
<tr>
<td>Pay PAC History</td>
<td>2. The “View Transaction Approval History” window appears where you can view</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the chain of approvals and comments for all prior approved Add Comp transactions in PAC for this employee.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• This link appears and you can only view transaction history for employees in your home department(s)</td>
<td></td>
</tr>
</tbody>
</table>

![Image of Employee Information and Transaction Approval History](image-url)
### Review and Approve Add Comps – Approver Steps

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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on the “Worklist” link on the top menu bar or via the menu navigation</td>
<td>You accessed the Worklist.</td>
</tr>
</tbody>
</table>

**Notes:**
- The Manager Self Service role or Accounting Approver is required to be able to access the Worklist.
- 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.
- To apply for either an MSS role or DAF authority, please complete the PAC Security Application.

**Menu Bar**
- Home
- Worklist
- Add to Favorites
- Sign out

**Top Menu Navigation**

**Left Side Menu Navigation**
2. Click on the link for the Employee’s Name.

3. Review the transaction.

4. Take action on the transaction by clicking on the button on the bottom of the screen:
   a. Approve – approve and send to the next level for approval. If this is the final level approval, the transaction is submitted into PAC
   b. Deny – deny the transaction
   c. Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled
   d. Save – saves updated information if made by the 1st level admin department approver. A 2nd or 3rd level approver can only add a comment to the transaction
   e. Quit Without Saving – return to the Worklist without saving entered data

   Note: You can also click on the Work List Name dropdown to display only selected worklists (if you can access more than one).

5. Click the “Details” link to view a summary of the charges in the transaction.

6. Click the “Workflow Status” link to view the location of a transaction in the workflow.

   Note: If an add comp transaction received final approval and needs to be stopped immediately, contact the HR Service Center.
<table>
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On the top section of the page is a Filter where you can search for a specific transaction. This search is optional and allows you to find one transaction or a group of transactions that you may be specifically looking for.

**Note:** If your list contains more than 300 transactions for your review, you will be asked to filter your items before the full page is displayed. The filtered items will appear far more quickly than having the entire page of items load first.

2. Click on the magnifying glass next to any field and a results list displays transactions with that information. For example:
   - Click on the magnifying glass next to “Name” and the results list displays employees who have pending add comp transactions ready for review. Or
   - Click on the magnifying glass next to “Earnings Code” and the results list displays earnings codes that are in the transactions

**Note:** For the “Start Date” search, enter or select a date from the calendar icon. This is the “Start Date” that was entered when the transaction was initiated. If no transactions appear, there are no pending transactions with that Start Date.

3. From the Search Results list, select from the items that appear to display those transactions.
   **Notes:** Your selection choices and thus next views are dependent upon the type of search you selected.
   - For example, if you searched by “Name” and then selected the employee name from the results list, only transactions for that employee appear.
   - If you searched by “Earnings Code” and then selected one of the codes, e.g. “BNS”, all BNS transactions will appear.
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</thead>
<tbody>
<tr>
<td>On the middle section of the page are the Pending Add Comp transactions that are ready for review.</td>
<td>4. Review each transaction and click on the radio button next to the desired action for the transaction.</td>
<td>You reviewed multiple transactions at once.</td>
</tr>
<tr>
<td>The following actions are available on the Mass Review Page:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Deny – Deny the transaction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- Transactions appear one after the other on the page.
- Click the arrows on the “Pending Transactions” bar to view additional pages of transactions.
- Review the employee information (name, position, employee record) to ensure the add comp is paid on the correct record.
- Review the transaction information (Earnings Code, Total Earn Code Payment, Combo Code, Distribution %/Combo Code Amount), to ensure the add comp is allocated correctly.
- The transaction comments appear and you can add a comment if needed.
- The Originator field displays the UNI and role of the last person who submitted/approved the transaction.
- The Transaction Type indicates the level of approval needed at this point in the workflow.
- If charging foreign combination codes for employees within your home dept. the transaction will route to the foreign departments for approval after home dept. approval.
- Errors or Warnings display to alert you to any conflicts. Review these prior to submission and correct as needed.
- To clear a radio button selected for a particular transaction, click the reset symbol.
<table>
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</tr>
</thead>
</table>
| Submit the selected actions | On the bottom section of the page is a Process button where you submit the selected actions made on the page.  
1. Click the “Process“ button.  
2. The transactions where you selected an action are submitted into workflow.  
a. If you are the final approver, the transactions are entered into PAC  | You processed multiple transactions at once. |

**Notes:**  
- The PAC system will retroactively calculate past payments due and include them in the paycheck following approval of the transaction  
- 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  

| View the confirmation screen | A confirmation screen appears once the transactions are processed. This screen displays a summary of what was processed.  
**Notes:**  
- You do not have to wait for the summary or take any other action  
- To navigate away from this page, you can click on the “OK” button or any other menu link  | The transactions were submitted. |

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![Submit Confirmation](image-url)
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.
   - 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:
   - The Manager Self Service or Accounting Approver role is required to be able to access the Worklist
   - 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
   - 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 at [https://columbia.service-now.com/](https://columbia.service-now.com/) or 212.851.2888.

Mass Review Page
16. Use the Filter in the top section of the page to view your transactions or search for a specific transaction.

17. Transactions appear one after the other on the page.
18. Click the arrows on the “Pending Transactions” bar to view additional pages of transactions.

19. Review the employee information (Name, Position, Employee Record) to ensure the add comp is paid on the correct record.

20. Review the transaction information (Earnings Code, Total Earn Code Payment, Combo Code, Distribution %/Combo Code Amount), to ensure the add comp is allocated correctly.

21. The transaction comments appear and you can add a comment if needed.

22. The Originator field displays the UNI and role of the last person who submitted/approved the transaction.

23. The Transaction Type indicates the level of approval needed at this point in the workflow.

24. Errors or Warnings display to alert you to any conflicts. Review these prior to submission and correct as needed.

25. Click on the radio button next to the desired action for the transaction. The following actions are available on the Mass Review Page:
   a. Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC
   b. Recycle – sends the transaction back for correction. Be sure to add a comment as to why it is being recycled
   c. Deny – Deny the transaction