

PAC Additional Compensation Payments Training Module Transcript

Visit the [Compensation and Salary Accounting](#) webpage on the [HR Manager Toolkit](#) for more information and training materials.

Additional Compensation Payments

Module Transcript

Following is the transcript of the PAC Additional Compensation Payments Training Module accessed via the [Enterprise Learning Management system](#).

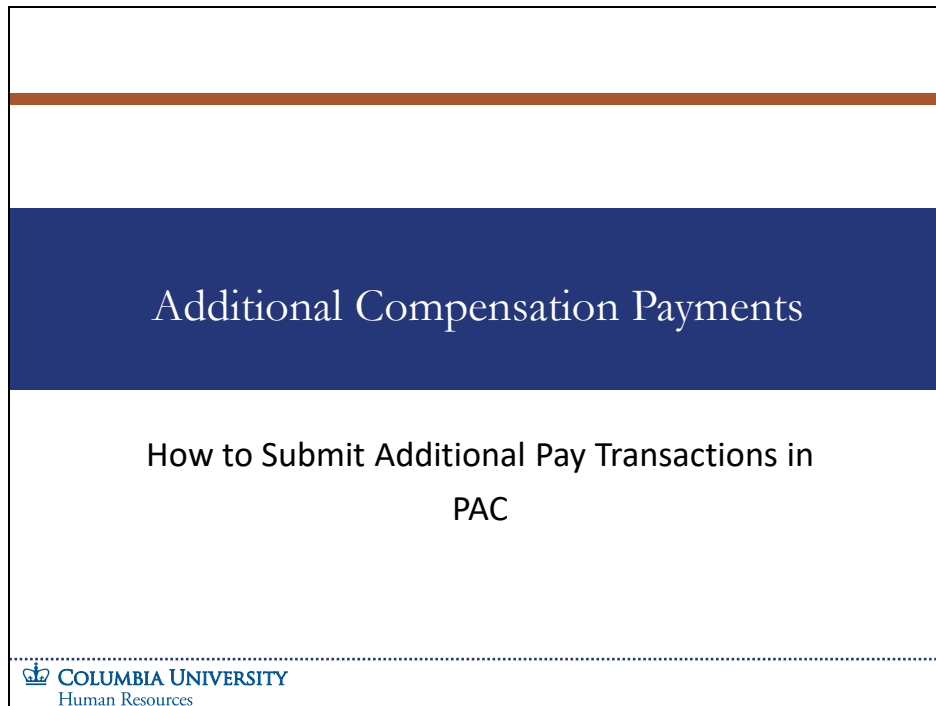
Estimated Time to Complete Module: **30 minutes**

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Introduction Slide – Additional Compensation Payments



How to Submit Additional Pay Transactions in PAC


Slide 2 - Add Comp Course and Role Overview

Add Comp Course and Role Overview

Completion of this course and its accompanying knowledge assessment is required to use the Additional Compensation functionality in PAC. A score of 90% or better is required for passing knowledge assessments.

Estimated Time to Complete Course: 45 minutes

The Additional Compensation Initiator role is required to perform Add Comp transactions in PAC. The Additional Compensation Approver role is required to approve Add Comp transactions.

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Completion of this course and its accompanying knowledge assessment is required to use the Additional Compensation functionality in PAC. A score of 90% or better is required for passing knowledge assessments.

Estimated Time to Complete Course: 45 minutes.

The Additional Compensation Initiator role is required to perform Add Comp transactions in PAC. The Additional Compensation Approver role is required to approve Add Comp transactions.

Slide 3 – About Additional Compensation Payments

About Additional Compensation Payments


What are Additional Compensation Payments?
Additional Compensation Payments are one-time or ongoing payments that are made in addition to regular earnings for active salaried officers. This includes officers of instruction, research, libraries and administration, plus student officers. Also known as add comp or additional pay.
Add comps can be entered at the time of new hire/rehire processing, or later on the PAC Additional Compensation page.
When you enter an add comp into PAC, you also specify which ChartString(s) should be charged.

Why are Additional Compensation Payments made?
Add comps are made for many reasons, including extra pay for additional duties performed, special one-time payments and ongoing clinical payments of varying types.

With what Frequency are Additional Compensation Payments paid?
An add comp can be paid all in one pay period or be spread out over multiple pay periods.
Can Additional Compensation Payments be made to employees outside of the home department(s)?
Yes. There are differences when creating add comp payments for employees outside of the home department(s). See the lesson on Creating Additional Compensation payments for more information.

How are Additional Payments made to Hourly Officers?
Payments for additional time worked are handled in the Time Collection Module in FFE. If additional compensation is to be paid, submit the paper Labor Accounting Form (PAC) - Salary Distribution and Additional Compensation to the HRPC.

What are Non-Officer Additional Payments and how are they paid?
All additional payments for Union and Non-Union Support Staff (NUSS) and Casuals, for example OT or shift differential, are handled in the Time Collection Module in FFE.



What are Additional Compensation Payments?

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Yes. There are differences when creating add comp payments for employees outside of the home department(s). See the lesson on Creating Additional Compensation payments for more information.

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Slide 4 - Access Additional Compensation Page

Access Additional Compensation Page

Navigate to the Additional Pay Page
Select the Manager Self-Service tile from the PAC Homepage, then select LA Transactions, then select Additional Pay from the left menu.

Self Service

Payroll & Compensation

Manager Self Service

LA Transactions

HR Transactions

Cost Transfer

Request Cost Transfer

Cost Transfer Inquiry


Additional Pay

Dept - Find Pending

Dept - Create New

Outside Dept - Find Pending

Outside Dept - Create New



Navigate to the Additional Pay Page

Select the Manager Self-Service tile from the PAC Homepage, then select LA Transactions, then select Additional Pay from the left menu.

Slide 5 – Find Pending Transactions

Find Pending Transactions

Before creating a new add comp, you can search to see if there is an already pending add comp for the employee and review the information to determine if it is duplicate or additional to what you need to enter to avoid creating overpayments.

A pending payment is one that has been:

- initiated (but not yet submitted)
- pending (submitted but not yet approved)
- recycled (sent back to the initiator or 1st approver in the admin department for correction)

Additional Pay

Dept - Find Pending


Dept - Create New

Outside Dept - Find Pending

Outside Dept - Create New

The *Department – Find Pending* page allows you to search and see pending add comps for employees within your own administrative department(s).

The *Outside Department – Find Pending* page allows you to search and see **ONLY** pending add comp payments that **you created**. You will not see any other pending payments.



Before creating a new add comp, you can search to see if there is an already pending add comp for the employee and review the information to determine if it is duplicate or additional to what you need to enter to avoid creating overpayments.

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The *Department – Find Pending* page allows you to search and see pending add comps for employees within your own administrative department(s).

The *Outside Department – Find Pending* page allows you to search and see **ONLY** pending add comp payments that **you created**. You will not see any other pending payments.

Slide 6 – Find Pending Transactions-Search Feature

Find Pending Transactions-Search Feature

Click on the **Dept - Find Pending** or the **Outside Dept - Find Pending** link to access the search page. Remember the difference between these two pages is in the results that display. Within the *Dept – Find Pending* page you will see any pending add comp transactions for all employees in your home department(s) and within the *Outside Dept – Find Pending* page you will only see pending transactions that you created for employees outside your home department(s).

Additional Pay
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Emp ID begin with

Emp Record begin with

Effective Date begin with

Effective Sequence begin with

WF Transaction ID begin with

Name begin with

Utlr begin with

Department begin with

Position Number begin with

Search **Clear** **Save Search** **Save Search Criteria**

Find Pending Transactions/Search Feature:


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

A list of records will appear for employees

- who have a pending add comp (in the home department(s) when Dept>Find Pending is selected)

or

- **ONLY** those you created (in outside departments when Outside Dept>Find Pending is selected)



Click on the **Dept - Find Pending** or the **Outside Dept - Find Pending** link to access the search page. Remember the difference between these two pages is in the results that display. Within the *Dept – Find Pending* page you will see any pending add comp transactions for all employees in your home department(s) and within the *Outside Dept – Find Pending* page you will only see pending transactions that you created for employees outside your home department(s).

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A list of records will appear for employees.

- who have a pending add comp (in the home department(s) when Dept>Find Pending is selected)

or

- **ONLY** those you created (in outside departments when Outside Dept>Find Pending is selected).

Slide 7 – Review Current and Historical Add Comps

Review Current and Historical Add Comps

The middle section of the page displays the employee's additional compensation history including current payments. This information is viewable only by the home department. The information is sorted by earn code order and then in reverse chronological order for each earning code.

This information is especially important to note if there are any active add comps in place which might affect the new transaction you are entering. **There can only be one add comp payment on a given earnings code during any pay period for the same employee.** The more recent transaction will always overlay the previous transaction on the same earn code if there is any period overlap at all.

To view all current and historical add comp payments:

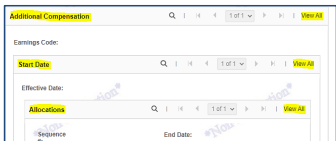
- select "View All" on the "Additional Compensation" line, or
- click the arrows on that same line to cycle through transactions


To see the effective dates of each add comp within an earn code:

- select "View All" on the "Start Date" line, or
- click the arrows on that same "Start Date" line

To see the combo codes and allocations for a particular add comp, if the add comp was charged to more than one combo code:

- select "View All" on the "Allocations" line, or
- click the arrows on that same "Allocations" line



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The middle section of the page displays the employee's additional compensation history including current payments. This information is viewable only by the home department. The information is sorted by earn code order and then in reverse chronological order for each earning code.

This information is especially important to note if there are any active add comps in place which might affect the new transaction you are entering. **There can only be one add comp payment on a given earnings code during any pay period for the same employee.** The more recent transaction will always overlay the previous transaction on the same earn code if there is any period overlap at all.

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- select "View All" on the "Additional Compensation" line, or
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To see the effective dates of each add comp within an earn code:

- select "View All" on the "Start Date" line, or
- click the arrows on that same "Start Date" line

To see the combo codes and allocations for a particular add comp, if the add comp was charged to more than one combo code:

- select "View All" on the "Allocations" line, or
- click the arrows on that same "Allocations" line

Slide 8 – Review Historical Add Comp Example

Review Historical Add Comp Example

Let's look at an example of an historical add comp. Remember, this information is viewable only by the home department.

In this sample view, the add comp payments ended. If the employee is to receive a new add comp payment for the same earn code, there is no concern for overlapping a current transaction.

The **rule** to remember is: There can only be one add comp payment on a given earnings code during any pay period for the same employee. The more recent transaction will always overlay the previous transaction on the same earn code if there is any period overlap at all.

Additional Compensation


Earnings Code: 011 Misc Add Comp, No Pension

Start Date

Effective Date: 01/01/2019

Allocations

Sequence #:	1	End Date:	01/15/2019
Pay Period Amt:	\$2,000.00	Combo Code:	1000



Let's look at an example of an historical add comp. Remember, this information is viewable only by the home department.

In this sample view, the add comp payments ended. If the employee is to receive a new add comp payment for the same earn code, there is no concern for overlapping a current transaction.

The **rule** to remember is: There can only be one add comp payment on a given earnings code during any pay period for the same employee. The more recent transaction will always overlay the previous transaction on the same earn code if there is any period overlap at all.

Slide 9 - Create New Add Comp - Search and Select Employee Record

Create New Add Comp - Search and Select Employee Record

Click on either the *Dept - Create New* or *Outside Dept - Create New* menu option and enter value(s) into one or more of the search criteria fields. A list of records will appear for active employees.

For employees within your home department(s), you will see all historical and pending add comp transactions and for employees outside your home department(s), you will not see any historical add comp data or pending add comp transactions you did not create for the employee.

Additional Pay

Dept - Find Pending

Dept - Create New

Outside Dept - Find Pending

Outside Dept - Create New

Additional Pay (Create New)

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

UNI begins with

Department begins with


Position Number begins with

Search

Clear

Basic Search

Save Search Criteria



Click on either the Dept - Create New or Outside Dept - Create New menu option and enter value(s) into one or more of the search criteria fields. A list of records will appear for active employees.

For employees within your home department(s), you will see all historical and pending add comp transactions and for employees outside your home department(s), you will not see any historical add comp data or pending add comp transactions you did not create for the employee.

Slide 10 - Search Results - Select Employee Record

Search Results - Select Employee Record

When searching for an employee record, the results list displayed is based upon the search criteria entered. For example, if you entered an employee ID (EmplID) or UNI, the results list will display records for that employee only. If you entered a first name (Name) or Department, the results list will display records for all employees with that first name in your home department(s) or all employees in your home department(s).

Note: When more than one record appears for a person, ensure you *select the correct job record* on which to create the additional compensation payment because that is the record on which the payment will be processed.

Position Number begins with

Search

Clear

Basic Search


Save Search Criteria

Search Results

View All

1-2 of 2

Empl ID	Empl Record	Name	UNI	Department	Position Number	Description
1001	0	Maribel McQueen	amb208	0200000	20006872	Technical Infrastructure Mgr
1001	1	Maribel McQueen	amb208	0200000	10003227	Lecturer

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When searching for an employee record, the results list displayed is based upon the search criteria entered. For example, if you entered an employee ID (EmplID) or UNI, the results list will display records for that employee only. If you entered a first name (Name) or Department, the results list will display records for all employees with that first name in your home department(s) or all employees in your home department(s).

Note: When more than one record appears for a person, ensure you select the correct job record on which to create the additional compensation payment because that is the record on which the payment will be processed.

Slide 11 - Verify Employee Record for the Add Comp


Verify Employee Record for the Add Comp

Once an employee record is selected, the top section of the page displays *Employee Information* which helps to validate that this is the record on which to process the additional compensation payment.

Review the employee and position data. If this is not the record on which to create the add comp, return to the search page, enter new search criteria and select the correct job record.

Employee Information

Name:	Eden, Evangelina Horace		View Additional Pay History
Empl ID:	1000		
UNI:	.		
Job Code:	315114	Mgr - Dept Admin - RSCH	
Pay Group:	MO1	Officers	
Company:	CU1		
Department:	16.	CIT Research Services	
Location Code:	06	Manhattanville Campus	
Position Number:	200.	Sr Manager-Research Admin	

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Once an employee record is selected, the top section of the page displays Employee Information which helps to validate that this is the record on which to process the additional compensation payment.

Review the employee and position data. If this is not the record on which to create the add comp, return to the search page, enter new search criteria and select the correct job record.

Slide 12 - Review Current Add Comp Example

Review Current Add Comp Example

This add comp is in progress from 10/01/2021 - 11/30/2021. If today was 10/15/2021 and a new add comp payment is created for the employee *using the same earnings code*, and for *the same time frame*, the *new entry will overlap* the current payment and the information on the newly entered add comp will take effect. This is an example of overlaying a current transaction. More on Overlaying Add Comps further on.

Remember - There can only be one add comp payment on a given earnings code during any pay period for the same employee. If the employee is to receive an additional(s) add comp payment using an earnings code where there is no current payment attached, there is not concern for transaction overlap.

New Additional Compensation

Earnings Code: 011 Misc Add Comp, No Pension

Actual Period Start Date: 10/01/2021 Total Earn Code Pymt: \$1,000.00

Actual Period End Date: 11/30/2021 Pay Period Amount: \$250.00

Allocations

Combination Code: 1000367538 53300-UR004672-00000-00000000-01

Combination Code Department: 1618105 CIT Data Center & Operations

% Distribution: 100.00000 Combination Code Amount: \$1,000.00

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This add comp is in progress from 10/01/2021 - 11/30/2021. If today was 10/15/2021 and a new add comp payment is created for the employee using the same earnings code, and for the same time frame, the new entry will overlap the current payment and the information on the newly entered add comp will take effect. This is an example of overlaying a current transaction. More on Overlaying Add Comps further on.

Remember - There can only be one add comp payment on a given earnings code during any pay period for the same employee. If the employee is to receive an additional(s) add comp payment using an earnings code where there is no current payment attached, there is not concern for transaction overlap.

Slide 13 - Enter an Add Comp Comment

Enter an Add Comp Comment

A comment is required for every add comp transaction. Within the **New Additional Compensation** section is the Comments section.

Enter a description of the Add Comp in the **Comments** box. Indicate the nature and reason for the add comp and include specific details required by your own department or school. For oversight and auditing reasons, it is required that you make every effort to make this information as specific as possible.


New Additional Compensation

1 of 1

View All

Initiated Date:
11/17/2021
Seq# 0

Comments:
Training example - \$500 additional pay for work performed on the lab set up for the Beaker project from 11/16/21 - 11/19/21. Add additional details as needed, e.g. if this is a grant.

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Enter a description of the Add Comp in the **Comments** box. Indicate the nature and reason for the add comp and include specific details required by your own department or school. For oversight and auditing reasons, it is required that you make every effort to make this information as specific as possible.

Slide 14 - Select an Earnings Code

Select an Earnings Code


The earnings codes describe the type of add comp the employee is to receive. The code you enter/select is what sets this payment apart from others this employee may receive. You can enter the earnings code directly into the field, if you know it, or search for the code by clicking on the magnifying glass icon next to the earnings code field.

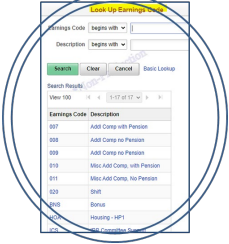
Rule: Only one add comp payment can be paid per earnings code per employee per paycheck. An employee can receive multiple add comps using different earnings codes, but only one payment per earnings code can be made to the employee per paycheck.


Key Points about Selecting Earnings Codes (EC):

- Earnings codes are restricted to those appropriate for the employee to whom you are paying the add comp. When you search for an EC, a list of available earnings codes to choose from, *specific to the employee*, appear. For example, you cannot use a clinical earnings code for an admin employee at the Morningside campus.
- Once an earnings code is entered/selected, PAC runs edits to ensure the earnings code passes validation. I.e., it is valid to use for the add comp payment for the employee, and it then populates on the template and the description is displayed.
- If the earnings code is not valid for the employee or dollar amount or timeframe, select an appropriate code.

New Additional Compensation

Earnings Code: 





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The earnings codes describe the type of add comp the employee is to receive. The code you enter/select is what sets this payment apart from others this employee may receive. You can enter the earnings code directly into the field, if you know it, or search for the code by clicking on the magnifying glass icon next to the earnings code field.

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- Once an earnings code is entered/selected, PAC runs edits to ensure the earnings code passes validation. I.e., it is valid to use for the add comp payment for the employee, and it then populates on the template and the description is displayed.
- If the earnings code is not valid for the employee or dollar amount or timeframe, select an appropriate code.

Slide 15 - Actual Period Start and End Dates

Actual Period Start and End Dates

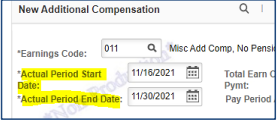
Actual Period Start and End Dates
The Actual Period Start and End Dates are required fields that indicate when the add comp payment begins and ends and also calculate the payment amounts. Much of the time, add comp payments generated from these dates will be calculated for current or future pay periods. It is important to record the actual period worked start and end dates as they also reflect the actual period worked for this payment.

Actual Period Start Date

- The start date must be the beginning date of a pay period, the 1st or 16th of the month, e.g. 11/1/20XX or 11/16/20XX.
- The start date cannot be greater than 75 days from the date of entry (retroactively).
- The start date must reflect the actual dates when the add comp was earned to accurately record for ECRT purposes. For example, if today is 12/22/20XX and the payment is for work performed on 11/16/20XX, the start date entered is 11/16/20XX.
- PAC retroactively calculates past payments due and includes them in the paycheck following approval of the transaction


Actual Period End Date

- The end date must be the end date of a pay period, the 15th or end of the month, e.g., 11/15/20XX, 11/30/20XX.
- The end date reflects the last payment for the add comp.
- The end date must reflect the actual dates when the add comp was earned to accurately record for ECRT purposes. For example, if today is 12/22/20XX and the payment is for work performed on 11/16/20XX, the end date entered is 11/30/20XX.



The screenshot shows a web form titled "New Additional Compensation". It includes a search bar and a table with the following data:

*Earnings Code:	011	Misc Add Comp, No Pens
*Actual Period Start Date:	11/16/2021	Total Earn C
*Actual Period End Date:	11/30/2021	Paym:
		Pay Period

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Actual Period Start and End Dates

The Actual Period Start and End Dates are required fields that indicate when the add comp payment begins and ends and also calculates the payment amounts. Much of the time, add comp payments generated from these dates will be calculated for current or future pay periods. It is important to record the actual period worked start and end dates as they also reflect the actual period worked for this payment.

Actual Period Start Date

- The start date must be the beginning date of a pay period, the 1st or 16th of the month, e.g., 11/1/20XX or 11/16/20XX.
- The start date cannot be greater than 75 days from the date of entry (retroactively).
- The start date must reflect the actual dates when the add comp was earned to accurately record for ECRT purposes. For example, if today is 12/22/20XX and the payment is for work performed on 11/16/20XX, the start date entered is 11/16/20XX.
- PAC retroactively calculates past payments due and includes them in the paycheck following approval of the transaction

Actual Period End Date

- The end date must be the end date of a pay period, the 15th or end of the month, e.g., 11/15/20XX, 11/30/20XX.
- The end date reflects the last payment for the add comp.
- The end date must reflect the actual dates when the add comp was earned to accurately record for ECRT purposes. For example, if today is 12/22/20XX and the payment is for work performed on 11/16/20XX, the end date entered is 11/30/20XX.

Slide 16 - Total Earn Code Payment and Pay Period Amount

Total Earn Code Payment and Pay Period Amount

The Total Earn Code Payment is the **total** amount the employee will receive per earnings code.

Enter the total add comp amount for the earnings code in the **Total Earn Code Pymt** field. The Pay Period Amount is then calculated by PAC by taking the Total Earnings Code Payment and dividing it by the number of pay periods within the Actual Period Start and End Dates. Click or tab into another field and PAC will automatically calculate the Pay Period Amount.

For current and/or future payments, if the payment is to be paid out as a lump sum in one paycheck, enter the timeframe parameters for one pay period in the start and end date fields. The pay period amount calculated will then be the same as the Total Earn Code Payment.

If the add comp is to be paid out over a period of time, then the Pay Period Amount will be the Total Earn Code Payment divided by the total number of pay periods that fall between the Actual Period Start Date and Actual Period End Date.

If the Actual Period Start Date is prior to the current date, the past periods will be paid out on the first paycheck following final approval of the transaction.

*Earnings Code: 011 Misc Add Comp, No Pension

*Actual Period Start Date: 11/16/2021

*Actual Period End Date: 11/30/2021

Total Earn Code Pymt: \$500.00

Pay Period Amount: \$500.00


*Earnings Code: 011 Misc Add Comp, No Pension

*Actual Period Start Date: 11/01/2021

*Actual Period End Date: 11/30/2021

Total Earn Code Pymt: \$500.00

Pay Period Amount: \$250.00



The Total Earn Code Payment is the **total** amount the employee will receive per earnings code.

Enter the total add comp amount for the earnings code in the **Total Earn Code Pymt** field. The Pay Period Amount is then calculated by PAC by taking the Total Earnings Code Payment and dividing it by the number of pay periods within the Actual Period Start and End Dates. Click or tab into another field and PAC will automatically calculate the Pay Period Amount.

For current and/or future payments, if the payment is to be paid out as a lump sum in one paycheck, enter the timeframe parameters for one pay period in the start and end date fields. The pay period amount calculated will then be the same as the Total Earn Code Payment.

If the add comp is to be paid out over a period of time, then the Pay Period Amount will be the Total Earn Code Payment divided by the total number of pay periods that fall between the Actual Period Start Date and Actual Period End Date.

If the Actual Period Start Date is prior to the current date, the past periods will be paid out on the first paycheck following final approval of the transaction.

Slide 17 - Pay Period Amounts and Paychecks

Pay Period Amounts and Paychecks

Pay Period Amounts and Paychecks
Here are additional examples - - -

An add comp payment is entered and final approval received on 10/2/YYYY for the following transaction.

- Earnings code BNS for a total payment amount of \$1,000 for the timeframe 10/1/YYYY - 10/15/YYYY (one pay period) which are also the Actual Period Start and End Dates. The Pay Period Amount = \$1,000, i.e., PAC will pay the employee a total of \$1,000 under earnings code BNS and the employee will receive the total amount (\$1,000) *in one paycheck*.

An add comp payment is entered and final approval received on 10/2/YYYY for the following transaction.

- Earnings code 011 for a total payment amount of \$1,000 for the timeframe 10/1/YYYY - 11/30/YYYY (four pay periods) which are also the Actual Period Start and End Dates. The Pay Period Amount = \$250, i.e., PAC will pay the employee a total of \$1,000 under earnings code 011 and the employee will receive the total amount (\$1,000) *over four paychecks*, \$250 per paycheck.

*Earnings Code: BNS Bonus

*Actual Period Start Date: 10/01/2021

*Actual Period End Date: 10/15/2021

Total Earn Code Pymt: \$1,000.00

Pay Period Amount: \$1,000.00


*Earnings Code: 011 Misc Add Comp, No Pension

*Actual Period Start Date: 10/01/2021

*Actual Period End Date: 11/30/2021

Total Earn Code Pymt: \$1,000.00

Pay Period Amount: \$250.00



Pay Period Amounts and Paychecks

Here are additional examples - - -

An add comp payment is entered and final approval received on 10/2/YYYY for the following transaction.

- Earnings code BNS for a total payment amount of \$1,000 for the timeframe 10/1/YYYY - 10/15/YYYY (one pay period) which are also the Actual Period Start and End Dates. The Pay Period Amount = \$1,000, i.e., PAC will pay the employee a total of \$1,000 under earnings code BNS and the employee will receive the total amount (\$1,000) *in one paycheck*.

An add comp payment is entered and final approval received on 10/2/YYYY for the following transaction.

- Earnings code 011 for a total payment amount of \$1,000 for the timeframe 10/1/YYYY - 11/30/YYYY (four pay periods) which are also the Actual Period Start and End Dates. The Pay Period Amount = \$250, i.e., PAC will pay the employee a total of \$1,000 under earnings code 011 and the employee will receive the total amount (\$1,000) *over four paychecks*, \$250 per paycheck.


Slide 18 - Retroactive Add Comp Payments

Retroactive Add Comp Payments

Retroactive Add Comp Payments

Retroactive add comps can be entered for pay periods up to 75 days prior to the initiated date (the date you create the transaction).

If today's date is greater than 75 days from the Period Start Date, submit a [Salary Distribution and Additional Compensation Form \(Labor Accounting\)](#) to the HRPC.

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Retroactive add comps can be entered for pay periods up to 75 days prior to the initiated date (the date you create the transaction).

If today's date is greater than 75 days from the Period Start Date, submit a [Salary Distribution and Additional Compensation Form \(Labor Accounting\)](#) to the HRPC

Retroactive Add Comp Payments – Example 1

Retroactive add comp payments - Both the Period Start and End Dates are in the Past

Sometimes, the period start and/or end dates are in the past, reflecting work accomplished in previous pay period(s). PAC does not pro-rate add comp payments but does calculate the retroactive payments due an employee.

If both the start and end dates are in the past, PAC will pay the entire add comp in one check in the pay period that closes after final approval of the transaction.

Example:

- A \$1,000 total add comp payment is to be paid for work accomplished 8/1/YYYY - 8/31/YYYY
- Today is 9/18/YYYY and the add comp is created and received final approval on this day
- The employee will receive the total amount of the add comp (both past pay period amounts) in the next paycheck, 9/30/YYYY
- 8/1/YYYY - 8/31/YYYY - actual period start and end dates
- 9/18/YYYY - transaction created and approved
- \$500 per pay period (total = \$1,000)
- 9/30/YYYY paycheck:
 - 8/15 = \$500
 - 8/31 = \$500
 - = \$1,000 received by employee

Retroactive add comp payments - Both the Period Start and End Dates are in the Past

Sometimes, the period start and/or end dates are in the past, reflecting work accomplished in previous pay period(s). PAC does not pro-rate add comp payments but does calculate the retroactive payments due an employee.

If both the start and end dates are in the past, PAC will pay the entire add comp in one check in the pay period that closes after final approval of the transaction.

Retroactive Add Comp Payments - Example 2

Retroactive Add Comp Payments - The Period Start is in the Past and the End Date is in the Future

If only the start date is in the past (and the end date is in the future), PAC will calculate the total retro payment due and pay the retro amount owed plus the current period earnings in the next paycheck that closes after final approval of the transaction.

This example details the amount the employee receives each pay period.

Example:

- A \$3,000 add comp payment is to be paid for work accomplished 8/1/YYYY - 10/31/YYYY
- Today is 9/18/YYYY and the add comp is created and received final approval on this day
- The employee will receive the retro amount to date for the add comp (three past pay period amounts, 8/15, 8/31, 9/15) plus the current pay period amount due on 9/30) in the upcoming paycheck (9/30)
- In the following paychecks, 10/15/YYYY and 10/31/YYYY, the employee will receive the established pay period amount (\$500 per pay period)
- 8/1/YYYY - 10/31/YYYY - actual period start and end dates
- 9/18/YYYY - transaction created and approved
- \$500 per pay period (total = \$3,000)
- 9/30/12 paycheck:
 - 8/15 = \$500
 - 8/31 = \$500
 - 9/15 = \$500
 - 9/30 = \$500
 - = \$2,000 received by employee



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Retroactive Add Comp Payments - The Period Start is in the Past and the End Date is in the Future

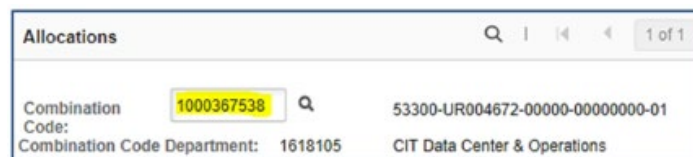
If only the start date is in the past (and the end date is in the future), PAC will calculate the total retro payment due and pay the retro amount owed plus the current period earnings in the next paycheck that closes after final approval of the transaction.

This example details the amount the employee receives each pay period.

Combination Codes

Recall that the combination code for additional compensation payments identifies the ChartFields to charge the earnings in ARC. In the Combination Code field, enter the combo code to which you want to charge part or all the add comp. Once entered, the description of that combo code appears in the "Combination Code Department" field.

Enter the combo code directly into the field, if known, or search by clicking the magnifying glass icon next to the combination code field and then entering at least two ChartFields in the search criteria. When using the search feature and after selecting the ChartField parameters, only those combo codes valid for the earnings code selected and employee type will appear. That is, PAC will not let you charge a combo code that is invalid for that earnings code.



The screenshot shows a web form titled "Allocations". It has a search bar with a magnifying glass icon and a "1 of 1" dropdown. Below the search bar, there are two input fields. The first is labeled "Combination Code:" and contains the value "1000367538". The second is labeled "Combination Code Department:" and contains the value "1618105 CIT Data Center & Operations".

For a refresher on Combination Codes, access the *PAC Basics for Transactors* course.

Recall that the combination code for additional compensation payments identifies the ChartFields to charge the earnings in ARC. In the Combination Code field, enter the combo code to which you want to charge part or all the add comp. Once entered, the description of that combo code appears in the "Combination Code Department" field.

Enter the combo code directly into the field, if known, or search by clicking the magnifying glass icon next to the combination code field and then entering at least two ChartFields in the search criteria. When using the search feature and after selecting the ChartField parameters, only those combo codes valid for the earnings code selected and employee type will appear. That is, PAC will not let you charge a combo code that is invalid for that earnings code.

For a refresher on Combination Codes, access the *PAC Basics for Transactors* course.

Combination Codes and Charging Foreign Departments

Can I charge Add Comps to Foreign Department Combo Codes?

When processing add comps for **employees within your own administrative department(s), you may charge your own combo codes or foreign department combo codes**. If charging one or more foreign department combo codes, the transaction will route to all foreign funding department approvers after home department approval.

When processing add comps for **employees outside your own administrative department(s), you can only charge your own administrative department combo codes**. The transaction will route to the employee's admin department 1st level approver. The transaction then routes back to the funding department (your department) 1st level approver for funding approval and then back to the admin department of the employee for 2nd and 3rd level approvals.

Can I charge Add Comps to Foreign Department Combo Codes?

When processing add comps for **employees within your own administrative department(s), you may charge your own combo codes or foreign department combo codes**. If charging one or more foreign department combo codes, the transaction will route to all foreign funding department approvers after home department approval.

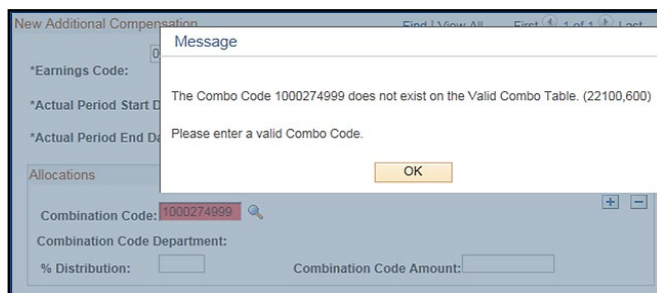
When processing add comps for **employees outside your own administrative department(s), you can only charge your own administrative department combo codes**. The transaction will route to the employee's admin department 1st level approver. The transaction then routes back to the funding department (your department) 1st level approver for funding approval and then back to the admin department of the employee for 2nd and 3rd level approvals.

Combination Code Errors

Combination Code Errors

After entering the combo code in the field and then either pressing the *Enter* key or tabbing or clicking into another field, PAC will run edits to check the validity of the combo code.

There are many reasons invalid combo code errors appear. If the entered combination code is invalid or does not exist, you will not be able to save or proceed with the transaction. The entry field will turn red, and PAC will generate a pop-up window with a message related to the error such as, "Invalid combination code value. Please check the value and re-enter or use the search page to find a valid value." Or "The Combination Code 1234567898 (e.g.) does not exist on the Valid Combo Table."



Let's look at a few of these and explore correcting the errors.

Combination Code Errors

After entering the combo code in the field and then either pressing the *Enter* key or tabbing or clicking into another field, PAC will run edits to check the validity of the combo code.

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Let's look at a few of these and explore correcting the errors.

Slide 24 - Correcting Combination Code Errors

Correcting Combination Code Errors

Here are some examples of combination code errors and reasons why they appear. Depending on the error, you may need to research the attributes with your department to resolve the error. Once you have the correct combo code, or the correct combo code is valid in PAC, you may enter the transaction.

- **Inactive Combo Code** - An inactive combo code is a "frozen" combo code that cannot be used for any transactions. Check if the combination code is inactive. For example, if a project is active from 1/1/22- 12/31/24, the combo code(s) for that project will become inactive on 1/1/25
- **Project Activity Date Errors** - This occurs when the transaction dates fall outside of the start and/or end date of the Activity associated with a combo code. If the combo code is active but the project activity end date passed, this error occurs. This is because a combo code is system-generated for each segment of Project Activity.
 - If a project is active from 1/1/22 - 12/31/24, a combo code can be created for *each* of the project activity segments, e.g., Activity 1 = 1/1/22 - 12/31/22 = combo code 1234567891, Activity 2 = 1/1/23 - 12/31/23 = combo code 1425369685 and activity 3 = 1/1/24 - 12/31/24 = combo code 1236547898
- **All ChartFields Active for the Period** - Are all the ChartFields active for the period of time for the transaction?
- **Combo Code and Earnings Code** - Is the combination code valid for the earnings code used? i.e. Is the ChartString the combo code represents valid to use for the earnings code selected?
- **Combination Code does not exist** - Is this the first time the ChartString is used? Remember, combo codes are a representation of the ChartString. If a ChartString is needed for a transaction and a combo code has not been created for that ChartString, it must first be created.

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Here are some examples of combination code errors and reasons why they appear. Depending on the error, you may need to research the attributes with your department to resolve the error. Once you have the correct combo code, or the correct combo code is valid in PAC, you may enter the transaction.

- **Inactive Combo Code** - An inactive combo code is a "frozen" combo code that cannot be used for any transactions. Check if the combination code is inactive. For example, if a project is active from 1/1/22- 12/31/24, the combo code(s) for that project will become inactive on 1/1/25
- **Project Activity Date Errors** - This occurs when the transaction dates fall outside of the start and/or end date of the Activity associated with a combo code. If the combo code is active but the project activity end date passed, this error occurs. This is because a combo code is system-generated for each segment of Project Activity.
 - If a project is active from 1/1/22 - 12/31/24, a combo code can be created for *each* of the project activity segments, e.g., Activity 1 = 1/1/22 - 12/31/22 = combo code 1234567891, Activity 2 = 1/1/23 - 12/31/23 = combo code 1425369685 and activity 3 = 1/1/24 - 12/31/24 = combo code 1236547898
- **All ChartFields Active for the Period** - Are all the ChartFields active for the period of time for the transaction?
- **Combo Code and Earnings Code** - Is the combination code valid for the earnings code used? i.e. Is the ChartString the combo code represents valid to use for the earnings code selected?
- **Combination Code does not exist** - Is this the first time the ChartString is used? Remember, combo codes are a representation of the ChartString. If a ChartString is needed for a transaction and a combo code has not been created for that ChartString, it must first be created.

Slide 25 - Percent Distribution and Combo Code Amount

Percent Distribution and Combo Code Amount

The **Percent (%) Distribution** is the *percentage of a Total Earnings Code Payment* (regular salary or add comp) being charged to a specified combo code.

The **Combination Code Amount** in add comp transactions is the *dollar amount of the Total Earnings Code Payment* charged to a particular ChartString.


To assign the allocation (distribution) of the total earnings code payment, enter *either* the percent or amount in the % (Percent) Distribution or Combination Code Amount field.

- A **% Distribution** is the *percentage amount of the payment* to be charged to the combo code
- A **Combo Code Amount** is the *dollar amount of the payment* to be charged to the combo 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.

You may choose as many distribution lines as you desire, as long as the total percentage amount equals 100% **OR** the total Combo Code Amount equals the Total Earnings Code Payment amount.

Combination Code:	1000367538	53300-UR004672-00000-00000000-01
Combination Code Department:	1618105	CIT Data Center & Operations
% Distribution:	100.01	Combination Code Amount: \$1,000.00



The **Percent (%) Distribution** is the *percentage of a Total Earnings Code Payment* (regular salary or add comp) being charged to a specified combo code.

The **Combination Code Amount** in add comp transactions is the *dollar amount of the Total Earnings Code Payment* charged to a particular ChartString.

To assign the allocation (distribution) of the total earnings code payment, enter *either* the percent or amount in the % (Percent) Distribution or Combination Code Amount field.

- A **% Distribution** is the *percentage amount of the payment* to be charged to the combo code
- A **Combo Code Amount** is the *dollar amount of the payment* to be charged to the combo 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.

You may choose as many distribution lines as you desire, as long as the total percentage amount equals 100% **OR** the total Combo Code Amount equals the Total Earnings Code Payment amount.

Slide 26 - Allocate Charges by Percent

Allocate Charges by Percent

Step	Action
1.	Calculate the percentage to allocate to the Combo Code, e.g., Combo Code #1. In this example, \$1,800 of a total \$3,000 payment is being charged to Combo Code #1. Therefore, the percentage = 60% (1,800/3,000).
2.	Click in the % Distribution field and enter the percentage of the add comp payment to charge to the combo code (60).
3.	Press [Enter] . Notice how PAC calculates the Combination Code Amount based upon the number entered into the % Distribution field. To recap, 60% of this \$3,000 add comp payment (i.e., \$1,800) will be charged to the combo code entered.
4.	To enter the next allocation, press the “+” sign in the Allocations section and enter the next funding percentage and combo code. Continue with the allocations until the payment is 100% charged.

*Actual Period Start Date: 11/01/2021 Total Earn Code Pymt: \$3,000.00
 *Actual Period End Date: 12/31/2021 Pay Period Amount: \$750.00

Allocations 1 of 1

Combination Code: 1000367538 53300-UR004672-00000-00000000-01
 Combination Code Department: 1618105 CIT Data Center & Operations
 % Distribution: 60.00% Combination Code Amount: \$1,800.00

- Calculate the percentage to allocate to the Combo Code, e.g., Combo Code #1. In this example, \$1,800 of a total \$3,000 payment is being charged to Combo Code #1. Therefore, the percentage = 60% (1,800/3,000).
- Click in the % Distribution field and enter the percentage of the add comp payment to charge to the combo code (60).
- Press **[Enter]**. Notice how PAC calculates the Combination Code Amount based upon the number entered into the % Distribution field. To recap, 60% of this \$3,000 add comp payment (i.e., \$1,800) will be charged to the combo code entered.
- To enter the next allocation, press the “+” sign in the Allocations section and enter the next funding percentage and combo code. Continue with the allocations until the payment is 100% charged.


Allocate Charges by Combination Code Amount

Step	Action
1.	Enter the Combination Code into the Combination Code field and note how the description of the combo code appears as well as the Combination Code Department Number and Name.
2.	Click in the Combination Code Amount field. Enter the dollar amount of the add comp payment to charge to the combo code entered. For this example, let's charge the full dollar amount of the payment (e.g., \$500) to the combo code. Enter "500" in the Combination Code Amount field.
3.	Press [Enter]. Notice how PAC calculates the percentage based upon the dollar amount entered into the Combination Code Amount field.

The screenshot shows the PAC system interface. At the top, there are fields for 'Actual Period Start Date' (12/16/2021), 'Actual Period End Date' (12/31/2021), 'Total Earn Code Pymt' (\$500.00), and 'Pay Period Amount' (\$500.00). Below this is the 'Allocations' section, which includes a search bar, a list of allocation codes (1000367538, 53300-UR004672-00000-00000000-01), and a table with columns for 'Combination Code', 'Combination Code Department', and 'Combination Code Amount'. The 'Combination Code Amount' field is highlighted with a yellow background and contains '\$500.00'.

- Enter the Combination Code into the Combination Code field and note how the description of the combo code appears as well as the Combination Code Department Number and Name.
- Click in the **Combination Code Amount** field. Enter the dollar amount of the add comp payment to charge to the combo code entered. For this example, let's charge the full dollar amount of the payment (e.g., \$500) to the combo code. Enter "500" in the **Combination Code Amount** field.
- Press [Enter]. Notice how PAC calculates the percentage based upon the dollar amount entered into the Combination Code Amount field.

Slide 28 – Allocate Charges to Multiple Combo Codes - Steps

Allocate Charges to Multiple Combo Codes - Steps	
Step	Action
1.	Enter the Earnings Code, Actual Period Start and End Dates and the Total Earn Code Payment in the New Additional Compensation.
2	For the first allocation, enter the Combination Code and the Combination Code Amount of this portion of the payment to charge to the combo code entered. For this example, let's charge \$300 of the Total Payment to one combo code and the balance of \$200 to another combo code. Enter " 300 " into the Combination Code Amount field. Press [Enter] . PAC calculates the percentage based upon the dollar amount entered into the Combination Code Amount field. The % Distribution field displays the percentage of the payment charged to the combo code. In this example, it is 60% (which is \$300 of \$500).
3	To open another allocation section, click the + button on the top right side of the Allocations section . Note: You can create as many additional allocation lines as needed by clicking the "+" button. To remove an allocation line, click on the "-" button".
4	For the second allocation, enter the Combination Code and the Combination Code Amount of this portion of the payment to charge to the combo code entered. Enter " 200 " into the Combination Code Amount field. Press [Enter] . PAC calculates the percentage based upon the dollar amount entered in the Combination Code Amount field. The % Distribution field displays the percentage of the payment charged to the combo code. In this example, it is 40% (which is \$200 of \$500).
5	Now the \$500 payment is allocated 100% to the combo codes entered, \$300 (60%) to combo code #1 and \$200 (40%) to combo code #2.
	

- Enter the Earnings Code, Actual Period Start and End Dates and the Total Earn Code Payment in the New Additional Compensation.
- For the first allocation, enter the **Combination Code** and the **Combination Code Amount** of this portion of the payment to charge to the combo code entered. For this example, let's charge \$300 of the Total Payment to one combo code and the balance of \$200 to another combo code. Enter "**300**" into the Combination Code Amount field. Press **[Enter]**. PAC calculates the percentage based upon the dollar amount entered into the Combination Code Amount field. The % Distribution field displays the percentage of the payment charged to the combo code. In this example, it is 60% (which is \$300 of \$500).
- To open another allocation section, click the **+ button on the top right side of the Allocations section**. **Note:** You can create as many additional allocation lines as needed by clicking the "+" button. To remove an allocation line, click on the "-" button".
- For the second allocation, enter the **Combination Code** and the **Combination Code Amount** of this portion of the payment to charge to the combo code entered. Enter "**200**" into the **Combination Code Amount** field. Press **[Enter]**. PAC calculates the percentage based upon the dollar amount entered in the Combination Code Amount field. The % Distribution field displays the percentage of the payment charged to the combo code. In this example, it is 40% (which is \$200 of \$500).
- Now the \$500 payment is allocated 100% to the combo codes entered, \$300 (60%) to combo code #1 and \$200 (40%) to combo code #2.

Allocate Charge to Multiple Combo Codes - Example

New Additional Compensation

1 of 1

View All

Initiated Date:03/08/2022
Seq#0

Comments:
training example

New Additional Compensation

1 of 1

View All

*Earnings Code:SAN

Supp Admin Services-No Pension

*Actual Period Start Date:03/01/2022
*Actual Period End Date:03/15/2022

Total Earn Code Pymt:

\$500.00

Pay Period Amount:\$500.00

Allocations

1 of 2

View All

Combination Code:1000001328

53300-UR004672-00000-000000000-01

Combination Code Department:1614103
CIT Finance

% Distribution:60.00
Combination Code Amount:\$300.00

Combination Code:1000001708

53300-UR004672-00000-000000000-01

Combination Code Department:1610103
CIT VP Information Technology

% Distribution:40.00
Combination Code Amount:\$200.00

Slide 30 – Enter a Second Add Comp in the Same Transaction

Enter a Second Add Comp in the Same Transaction

Two add comp payments can be entered in the same transaction. Simply click on the "+" button, to the right of the Earnings Code field to open another section.

You can only create up to two separate add comp payments (to two earnings codes) in one transaction. If the employee is to receive more than two add comps, create a new transaction for the additional earnings codes after submitting the one you are currently completing. Note in the screen print below that once a new section is open, the "+" sign no longer appears, thus not allowing more than two add comps to be entered.

If two add comps are submitted in the same transaction, they will be approved/denied/recycled together. An approver cannot take a specific action on one and then a different action on the other.

The screenshot displays the 'New Additional Compensation' form. The first section shows the following details:

- *Earnings Code: 011 (with a search icon)
- Misc Add Comp, No Pension
- *Actual Period Start Date: 10/01/2021 (with a calendar icon)
- *Actual Period End Date: 11/30/2021 (with a calendar icon)
- Total Earn Code Pymt: \$1,000.00
- Pay Period Amount: \$250.00

To the right of the first section is a yellow '+' button. Below it, a second section is visible, showing:

- *Earnings Code: (empty field with a search icon)
- *Actual Period Start Date: (empty field with a calendar icon)
- Total Earn Code Pymt: (empty field)

To the right of the second section is a yellow '-' button. The form also includes navigation controls at the top and bottom, such as '1 of 1' and '2 of 2' dropdowns, and 'View All' links.

Two add comp payments can be entered in the same transaction. Simply click on the "+" button, to the right of the Earnings Code field to open another section.

You can only create up to two separate add comp payments (to two earnings codes) in one transaction. If the employee is to receive more than two add comps, create a new transaction for the additional earnings codes after submitting the one you are currently completing. Note in the screen print below that once a new section is open, the "+" sign no longer appears, thus not allowing more than two add comps to be entered.

If two add comps are submitted in the same transaction, they will be approved/denied/recycled together. An approver cannot take a specific action on one and then a different action on the other.

Slide 31 – Save and Submit the Add Comp Transaction

Save and Submit the Add Comp Transaction

Review the information entered for accuracy and click the "Save and Submit" button on the bottom of the page.

% Distribution: 100.00

Combination Code Amount: \$1,000.00

Save and Submit


Save for Later

Quit Without Saving

Note: read and review any warning messages that appear. When initiating a transaction using an earning code for a payment that is already being paid or that is already pending approval in the workflow an overlay warning message appears. If the home department is initiating the transaction, the warning can be ignored by clicking OK and this newly entered transaction (once approved) will be effective. Prior to submission, ensure that you do want to override an existing transaction. We will explore overlaying transactions shortly.

New Additional Compensation
Find | View All | First 1 of 1 | Last
*Earnings Code: 009 Add Comp no Pension
*Actual Per
*Actual Per
Allocations
Combinat
Combinat
% Distribution: Combination Code Amount:
Warning – There is a pending Additional Pay request under Earnings Code 009 (22100,374).
As the Home department, you can still modify a pending Additional Pay request.
OK

Submit Confirmation
✓ The Additional Pay transaction has been saved and sent to the Home Department 1st Approver for approval.
OK

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Review the information entered for accuracy and click the "Save and Submit" button on the bottom of the page.

Note: read and review any warning messages that appear. When initiating a transaction using an earning code for a payment that is already being paid or that is already pending approval in the workflow an overlay warning message appears. If the home department is initiating the transaction, the warning can be ignored by clicking OK and this newly entered transaction (once approved) will be effective. Prior to submission, ensure that you do want to override an existing transaction. We will explore overlaying transactions shortly.

Slide 32 - Save the Transaction for Later

Save the Transaction for Later

If you are not ready to submit the transaction because you are waiting for information or need to confirm an item entry, click the *"Save for Later"* button and the transaction will remain in initiator status where you, or another initiator, can access it and update it with new information.

Save and Submit


Save for Later

Quit Without Saving

How do I access a saved transaction?
Select the **Dept - Find Pending** (or the **Outside Dept – Find Pending**) menu item and search for the employee. The saved data appears.

Note: If a transaction was saved for later, and not yet submitted into workflow, it cannot be deleted. If it needs to be deleted, submit it into workflow and inform a 1st level approver to deny the transaction. This will remove it and you can then enter a new transaction.

Quit Without Saving
To return to the Search page without saving any entered information, click the **Quit Without Saving** button.

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Human Resources

If you are not ready to submit the transaction because you are waiting for information or need to confirm an item entry, click the *"Save for Later"* button and the transaction will remain in initiator status where you, or another initiator, can access it and update it with new information.

How do I access a saved transaction?

Select the **Dept - Find Pending** (or the **Outside Dept – Find Pending**) menu item and search for the employee. The saved data appears.

Note: If a transaction was saved for later, and not yet submitted into workflow, it cannot be deleted. If it needs to be deleted, submit it into workflow and inform a 1st level approver to deny the transaction. This will remove it and you can then enter a new transaction.

Quit Without Saving

To return to the Search page without saving any entered information, click the **Quit Without Saving** button.

Slide 33 - Overlaying (Replacing) Current Add Comp Payments

Overlaying (Replacing) Current Add Comp Payments

Overlaying (replacing) a payment is to create a new add comp payment with the same earn code as a currently paid add comp which then replaces the current transaction.

Overlaying a payment is used when either the current total payment amount, pay period amount, combo code(s) or distribution(s) need to be changed.

Important: If you enter a retro add comp overlaying a current payment using the same earnings code and already past pay period dates), you will overpay the employee.

Avoiding Overpayments


As discussed earlier, if you use different earnings code(s) for the same time period, e.g., SAN for a payment period that has a pre-existing transaction submitted on a different earn code, e.g., 011, both transactions will be processed in PAC.

As such, be very careful not to mistakenly process the same transaction twice on two different earn codes. This would create an overpayment.

Similarly, if you use a specific earning code, e.g. SAN for a period that has the SAME earning code, also SAN, only the later transaction will be processed in PAC. The original transaction will be overlayed by the subsequent one.

Be careful not to overlap an existing payment that you also want to go through (as the former one would be cancelled out).

Remember - There can only be one add comp payment on a given earnings code during any pay period for the same employee.

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As such, be very careful not to mistakenly process the same transaction twice on two different earn codes. This would create an overpayment.

Similarly, if you use a specific earning code, e.g., SAN for a period that has the SAME earning code, also SAN, only the later transaction will be processed in PAC. The original transaction will be overlayed by the subsequent one.

Be careful not to overlap an existing payment that you also want to go through (as the former one would be cancelled out).

Remember - There can only be one add comp payment on a given earnings code during any pay period for the same employee.

Transaction Overlays-Warning Messages

PAC returns warning messages when you submit a transaction that overlays one (uses the same earning code as a pending transaction) that has been submitted but not approved and is currently in workflow.

If you created this transaction for an employee in your home department(s), you can complete the transaction and overlay the pending transaction.

Note: a foreign department cannot override a home department transaction.

Message

Warning -- There is a pending Additional Pay request under Earnings Code 004. (22100,374)

As the Home department, you can still modify a pending Additional Pay request.

OK

Message

Warning -- There is a pending Additional Pay request under Earnings Code 004. (22100,374)

As the Home department, you can still modify a pending Additional Pay request.

OK Cancel

Find First 1-5 of 5 Last

Additional Pay Comments Warning - Will override another transaction.

Overlay transaction of \$1,033.34 for the catch up payment of 1/1/2015 - 1/15/2015. Employee should be receiving \$700/pay period (total payment of \$4,200/6 12/1/2014 - 2/28/2015). Employee received \$533.33 per pay period calculated from a total amount of \$3,200.00.

Find First 1 of 1 Last

al Earn Code Pymt:	1033.34	Pay Period Amount:	1033.34
Distribution %:	100.00	Combo Code Amt:	1033.34

Overlay a Pending Transaction – Warnings

1. When initiating a transaction using an earnings code that is already being used for a pending add comp in the workflow. Appears when the Initiator clicks "submit" and also when 1st, 2nd or 3rd level approver clicks "approve"
2. If the first warning (above) is ignored and initiator completes the add comp by clicking "save and submit"
3. On the mass approval Additional Pay page, a bold blue warning appears in the comments section for all level approvers

PAC returns warning messages when you submit a transaction that overlays one (uses the same earning code as a pending transaction) that has been submitted but not approved and is currently in workflow.

If you created this transaction for an employee in your home department(s), you can complete the transaction and overlay the pending transaction.

Note: a foreign department cannot override a home department transaction.

Overlaying a Current Payment with New Funding Information

Overlaying a Current Add Comp Payment - Changing the Funding Information

Change funding source(s) for a current add comp by overlaying the current transaction with a new transaction using the same earn code. When replacing an existing transaction with new funding, be sure to change the start date to the *following* pay period from the last confirmed payroll so as not to overpay the employee by generating retro pay to the employee.

Because the amount of the add comp and earning code is unchanged, all you need to change is the combo code along with the new Period Start Date and Total Earn Code Amount. In this example, the end date is the same. First calculate the dollar amount of payments already received by the employee and the remaining amount to be received which is the amount used in the new transaction.

Example:

- An employee is receiving a current add comp payment for a total payment amount of \$6,000 with an 009 earn code for the period 7/1/YYYY - 12/31/YYYY charged to combo code 10000023569. The pay period amount = \$500
- It is determined that the payments should have been applied to combo code 1000002478.
- Today is 9/15/YYYY and the employee has already received \$2,500 worth of the add comp (the five paychecks received from 7/1/YYYY - 9/15/YYYY)

Step 1: Calculate the difference between the amount already paid and the remaining payment

Current add comp 7/1/YYYY - 12/31/YYYY	Remaining employee payments
Total Amount (\$6,000/12 paychecks = \$500/paycheck)	Total Amount - Amount Received (\$6,000 - \$2,500)
<ul style="list-style-type: none">7/15 = \$5007/31 = \$5008/15 = \$5008/31 = \$5009/15 = \$500	\$3,500 remaining
= \$2,500 received by employee	

Total = \$6,000

Step 2: Create the payment for the remaining pay periods (9/16/YYYY - 12/31/YYYY) as follows: Earnings Code = 009, Period Start Date = 9/16/YYYY, Period End Date = 12/31/YYYY, Total Earn Code Pymt = \$3,500, Combination Code = 1000002478 and the Distribution amount = 100%. PAC will calculate the Pay Period Amount by taking the total payment amount and divide it by the remaining pay periods (\$3,500/7 = \$500)

By creating the transaction with the same earnings code, 009, this add comp transaction **overlays** the current transaction with the new payment information

Step 3: A cost transfer must be completed to retroactively move the already paid add comp charges to the new combination code

Do Not: Create the new transaction using the original start date of the payment (7/1/YYYY). Doing so will cause PAC to retro calculate the total payment amount entered back to 7/1/YYYY and the employee will be overpaid

Overlaying a Current Add Comp Payment - Changing the Funding Information

Change funding source(s) for a current add comp by overlaying the current transaction with a new transaction using the same earn code. When replacing an existing transaction with new funding, be sure to change the start date to the *following* pay period from the last confirmed payroll so as not to overpay the employee by generating retro pay to the employee.

Because the amount of the add comp and earning code is unchanged, all you need to change is the combo code along with the new Period Start Date and Total Earn Code Amount. In this example, the end date is the same. First calculate the dollar amount of payments already received by the employee and the remaining amount to be received which is the amount used in the new transaction.

Overlay a Current Payment with a New Amount

Overlaying a Current Add Comp Payment - Changing the Dollar Amount

You can change the dollar amount the employee receives for a current add comp payment.

Because the same earnings code is used for all the transactions, the dollar amount for the payment is "overlaid" and the employee will receive one payment each pay period under earn code 009 as entered in the transactions.

Note: this example is for demonstration purposes only. The earn codes in this screen print may have been retired and replaced by new codes.

Example:

- An employee is receiving a current add comp payment for a total payment amount of \$6,000 with an 009 earn code for the period 7/1/YYYY - 12/31/YYYY. The pay period amount = \$500
 - Today is 9/18/YYYY and the employee has already received \$2,500 worth of the add comp (the five paychecks received from 7/1/YYYY - 9/15/YYYY)
 - Let's say the total dollar amount for the add comp needs to be adjusted as the total payment amount the employee receives should be \$9,000. Thus, the future pay periods must reflect an increased amount for the employee to receive the total due
 - To do this, a new 009 add comp transaction is entered, **overlying**, the current transaction with the new payment information
 - Current add comp 7/1/YYYY - 12/31/YYYY
 - Total Amount (\$6,000/12 paychecks = \$500/paycheck)
 - 7/15 = \$500
 - 7/31 = \$500
 - 8/15 = \$500
 - 8/31 = \$500
 - 9/15 = \$500
 - = \$2,500 received by employee
 - Should have received
 - Total Amount (\$9,000/12 = \$750/paycheck)
 - 7/15 = \$750
 - 7/31 = \$750
 - 8/15 = \$750
 - 8/31 = \$750
 - 9/15 = \$750
 - = \$3,750 should have been received
- Difference = \$1,250
- Step 1:** Calculate the difference between the amount already paid and how much should have been paid
 - Step 2:** Create a payment for the next pay period (9/16/YYYY - 9/30/YYYY) that includes the current amount due (\$750) plus the retroactive amount owed (\$1,250). In this example \$2,000
 - Step 3:** Create a go-forward payment (10/1/YYYY - 12/31/YYYY) for the remainder of the period equal to the correct payment amount (\$750)

Overlaying a Current Add Comp Payment - Changing the Dollar Amount

You can change the dollar amount the employee receives for a current add comp payment.

Because the same earnings code is used for all the transactions, the dollar amount for the payment is "overlaid" and the employee will receive one payment each pay period under earn code 009 as entered in the transactions.

Note: this example is for demonstration purposes only. The earn codes in this screen print may have been retired and replaced by new codes.

Slide 37 - Create an Additional Payment using a Different Earn Code


Create an Additional Payment using a Different Earn Code

If you use a certain earnings code (e.g., SAN) for a period that has a pre-existing transaction submitted on a different earn code (e.g., 011), the employee will receive two payments. One under the SAN earn code and one under the 011 earn code.

Employees can receive multiple payments under multiple earn codes and this may be a valid entry. If the employee is to receive multiple add comps, be careful not to overlap an existing payment that you also want to go through with the same earning code as the former one would be cancelled out, as we just saw in the prior overlay examples.

Alternately, if you wanted to overlay the current payment with new information and entered a different earn code by mistake, the employee will receive payments under each earn code and thus be overpaid.

Remember: Only one transaction can be paid per earnings code per employee per paycheck.



If you use a certain earnings code (e.g., SAN) for a period that has a pre-existing transaction submitted on a different earn code (e.g., 011), the employee will receive two payments. One under the SAN earn code and one under the 011 earn code.

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Alternately, if you wanted to overlay the current payment with new information and entered a different earn code by mistake, the employee will receive payments under each earn code and thus be overpaid.

- **Remember:** Only one transaction can be paid per earnings code per employee per paycheck.

Slide 38 - Stop or Reduce an Add Comp Payment Immediately

Stop or Reduce an Add Comp Payment Immediately

There are times when you need to change a current add comp payment.

For example, you need to change a multi-month add comp that is already in process. An administrative officer is receiving a 6-month add comp for additional duties. However, three months into the project, the additional duties are reduced or eliminated, resulting in either terminating or reducing the existing add comp payment.

As such, the original add comp needs to be discontinued or reduced prior to the original period end date.

Rule: If an active add comp exists for an employee and needs to be stopped or reduced effective as of the end of the current pay period, you must submit a paper [Labor Accounting Form \(PAC\) - Salary Distribution and Additional Compensation](#) to the HRPC before the payroll deadline.

As long as the HRPC receives the form before the close of the current pay period, no add comp payment will be made in that upcoming paycheck. It is important to refer to the payroll calendar when modifying existing add comp payments.

For Labor Accounting inquiries, [submit an incident to the HR Service Center](#).



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For Labor Accounting inquiries, [submit an incident to the HR Service Center](#).

Submit Paper Add Comps

There are certain situations that require you to process an Additional Compensation transaction by submitting a paper [Labor Accounting Form \(PAC\) - Salary Distribution and Additional Compensation](#) to the HRPC.

- To immediately stop or reduce an add comp payment in the current pay period
- To retroactively change an add comp payment that was benefits ineligible to benefits eligible due to continuation of additional duties
- To retroactively change the payment composition of an add-comp transaction (i.e. for a clinical faculty member, to change salary amounts already paid on 005 and 004). *CUIMC only*
- To pay an add comp payment more than 75 days retroactively
- To pay an add comp payment to a tax treaty employee (the MO3 pay group). Note: a resident alien or non-resident alien can be in any pay group. If they are in an M01 pay group, the add comp can be done in PAC. If they are in an M03 pay group (tax treaty), the add comp is submitted on paper
- To pay an add comp payment to an Hourly Officer
- Payments that cannot be accomplished electronically in PAC, such as terminated positions or unpaid leave of absence

There are certain situations that require you to process an Additional Compensation transaction by submitting a paper [Labor Accounting Form \(PAC\) - Salary Distribution and Additional Compensation](#) to the HRPC.


- To immediately stop or reduce an add comp payment in the current pay period
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- To retroactively change the payment composition of an add-comp transaction (i.e., for a clinical faculty member, to change salary amounts already paid on 005 and 004). *CUIMC only*
- To pay an add comp payment more than 75 days retroactively
- To pay an add comp payment to a tax treaty employee (the MO3 pay group). Note: a resident alien or non-resident alien can be in any pay group. If they are in an M01 pay group, the add comp can be done in PAC. If they are in an M03 pay group (tax treaty), the add comp is submitted on paper
- To pay an add comp payment to an Hourly Officer
- Payments that cannot be accomplished electronically in PAC, such as terminated positions or unpaid leave of absence

Suspense Charges

What is Payroll Suspense?
When an employee is paid, the earnings need to be allocated to one or more combo codes (representing ChartStrings.) If during the course of employment, an employee's earnings are charged to combo codes that are no longer active, the expense defaults to a departmental suspense ChartString/Combo Code.

There are two funding allocations for suspense; the Default ChartString and the Suspense ChartString. Both are considered suspense and the difference is that the default ChartString is used to charge salary and additional compensation when the ChartString to charge has not yet been established and the suspense ChartString is charged when the ChartString/Combo Code to which an employee's earnings are being charged has expired, reached a limit or becomes inactive. Both types are department specific.

It is the responsibility of each department to make sure that its Departmental Payroll Suspense is cleared of all charges on a monthly basis. The Payroll Department issues a monthly report of suspense by department to senior management.

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Slide 41 - Common Causes of Payroll Suspense for Add Comps and Solutions

Common Causes of Payroll Suspense for Add Comps and Solutions

Causes

- At the time of hire, the Grant Project was not yet established, and the expenses were allocated to the department default ChartString/Combo Code via Template-Based Hire
- One or more ChartFields become inactive before the payment end date for the add comp is reached

Solutions


- Once the ChartFields are active in ARC, create the combo code
- Establish the new go-forward payment charging the correct combo code(s), and
- Complete a cost transfer to move the suspense charges to the correct ChartString/Combo Code

How can funding end for an add comp but an employee continue to receive the payment?

There are edits in place to prevent charging add comps to combo codes beyond their active timeframes. However, there are times when ChartFields in ARC become inactive before the Period End Date for the additional compensation transaction.

For example: An employee is receiving a \$200 add comp each pay period from 11/1/22 - 3/31/23 funded separately by two sources. The transaction is created allocating the payment equally to the sources, the home department ChartString and to a grant funded ChartString. On 1/15/23, one or more ChartFields associated with the grant funding becomes inactive. The employee still receives the \$200 payment; however, PAC does not have a ChartString to allocate the grant funded portion toward, so it is placed in department suspense.

To move charges out of suspense, a cost transfer must be completed in addition to setting up an add comp transaction indicating the correct funding for the current and future payrolls.

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Slide 42 – Add Comps for Employees Outside the Home Department(s)

Add Comps for Employees Outside the Home Department(s)

To Create an Add for an Employees outside your Home (Admin) Department(s), select **Outside Dept - Create New** from the LA Transaction menu. Then, search for the employee.

The add comp page looks very similar to the page seen for employees within your home department(s) with one difference. The middle section of the page displaying the current or historical add comps is not available.

Employee Information

Name: McQueen, Maribel Kaitlin
Empl ID: 100
Unit: 100
Job Code: 010100 Professor
Pay Group: MO1 Officers
Company: CU1
Department: 3300000
Location Code: 01 Morningside
Position Number: 100 Adjunct Professor

New Additional Compensation

Employee Information

Name: Gillespie, Rose Lynette
Empl ID: 1000
Unit: 1000
Job Code: 314108 Director
Pay Group: MO1 Officers
Company: CU1
Department: 16 CT
Location Code: 05 Manhattanville Campus
Position Number: 200 Director

Additional Compensation

Additional Pay

Dept - Find Pending

Dept - Create New


Outside Dept - Find Pending

Outside Dept - Create New

Key Points when creating add comps for employees outside your home department(s):

- you can only charge one of your own department accounts.
- you will not be able to view current or historical add comps.
- you cannot override an active (already approved) add comp or a pending add comp for the employee using the same earnings code. If you create a transaction that will overlay any existing or pending transactions, you will receive an error message that the employee already has an active add comp for that earnings code once you click "save and submit".
- once submitted, the add comp will route to the 1st level approver(s) in the employee's home department for review and then back to your department for funding approval.
- in the Find Pending search, you will only see pending transactions that you created for the employee (outside your home department).

Note: A home department(s) add comp transactions for their own employees will ALWAYS take precedence over a foreign department's request.

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- you can only charge one of your own department accounts.
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- you cannot override an active (already approved) add comp or a pending add comp for the employee using the same earnings code. If you create a transaction that will overlay any existing or pending transactions, you will receive an error message that the employee already has an active add comp for that earnings code once you click "save and submit."
- once submitted, the add comp will route to the 1st level approver(s) in the employee's home department for review and then back to your department for funding approval.
- in the Find Pending search, you will only see pending transactions that you created for the employee (outside your home department).

Note: A home department(s) add comp transactions for their own employees will ALWAYS take precedence over a foreign department's request.

Using the Payroll Calendar

The initiated date is system generated when the Add Comp transaction is created. The transaction then goes to the 1st level home department for approval and then to any 1st level foreign department approvers if indicated by the combination codes entered. Next, the transaction goes to the 2nd level approval, if needed, and then on the 3rd level, for final approval.

As per the CUIMC or Morningside Payroll Calendar, if a transaction is initiated and final approval occurs in advance of the *Final Approve Add Comp Date*, the Pay Period Amount payment along with any retroactive payments due will appear in the employee's paycheck following the Period Start Date entered.

If a transaction is initiated or receives final approval *after* the final approval date for a payroll, the Pay Period Amount payment along with any retroactive payments due will appear in the employee's paycheck following the final approval date. Payroll Calendars are accessible in the [Forms and Documents](#) section of the HR Website.

Columbia University Pay Calendar for July 2021 to June 2022							
an ID	Period Covered	PAF, Nomination Forms & TBH	FFE/Time & Labor	Labor Accounting Add Comp		View on Web Date	Check Date
		HRPC Mail Closing Date	Entry Period	Dept. Admin.	Final Approve		
2-009	02/14/22-02/27/22	Mon 02/21/2022	02/23/22 - 02/28/22			03/02/22	03/04/2022
2-009	02/21/22-02/27/22	Mon 02/21/2022	02/23/22 - 02/28/22			03/02/22	03/04/2022
2-005	03/01/22-03/15/22	Tue 03/01/2022		Tue 03/01/2022	Mon 03/07/2022	03/10/22	03/15/2022

The initiated date is system generated when the Add Comp transaction is created. The transaction then goes to the 1st level home department for approval and then to any 1st level foreign department approvers if indicated by the combination codes entered. Next, the transaction goes to the 2nd level approval, if needed, and then on the 3rd level, for final approval.

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Transaction Status and Location - Initiators

The Pending Transactions page provides a **view only** summary of pending, cancelled (denied) and processed *Labor Accounting* transactions for **Initiators** as this role does not have access to Approver pages. If you are also an approver, you will see this transaction in your Worklist Status and Workflow Status pages (per the department security access granted). Select '**Pending Transactions**' from the LA Transactions menu.

The screenshot displays the 'Transaction Status' page with a sidebar menu on the left and a main content area. The sidebar menu includes options: Cost Transfer, Additional Pay, Salary Distribution, Pending Transactions (highlighted), New Combo Code Request, and Labor Accounting Reports. The main content area is divided into three sections: Pending Transactions, Cancelled Transactions, and Processed Transactions.

Pending Transactions

Name	Type of Trans	Start Date	End Date	Status	Person ID
Gillespie, Wm	Add Pay	10/01/2021	11/30/2021	Pending	100
Moqueen, Wm	Add Pay	01/16/2020	01/31/2020	Initiated	102
Lim, Wm	Add Pay	02/16/2018	02/28/2018	Recycled	102

Cancelled Transactions

Select	Name	Type of Trans	Start Date	End Date	Status	Person ID
<input type="checkbox"/>	Falls, Wm	Add Pay	02/01/2016	02/29/16	Denied	10.
<input type="checkbox"/>	Eden, Marcelino	Cost Xfer	09/01/2015	10/30/15	Cancelled	101
<input type="checkbox"/>	Lim, Marcelino	Cost Xfer	10/01/2015	11/15/15	Cancelled	101
<input type="checkbox"/>	Forbes, Evangelina Carmine	Cost Xfer	06/16/2016	06/30/16	Rejected	101
<input type="checkbox"/>	Mcclellanhan, Leopoldo	Cost Xfer	06/01/2016	07/15/16	Cancelled	102

Processed Transactions

Select	Name	Type of Trans	Start Date	End Date	Status	Person ID
<input type="checkbox"/>	Forbes, Evangelina	Sal Dist	04/16/2014		Approved	101
<input type="checkbox"/>	Eden, Jody	Sal Dist	04/16/2014		Approved	101

The Pending Transactions page provides a **view only** summary of pending, cancelled (denied) and processed *Labor Accounting* transactions for **Initiators** as this role does not have access to Approver pages.

If you are also an approver, you will see this transaction in your Worklist Status and Workflow Status pages (per the department security access granted). Select '**Pending Transactions**' from the LA Transactions menu.

Slide 45 - More on the Pending Transaction Page

More on the Pending Transaction Page

More on Pending Transaction Statuses

In addition to the status views shown on this page, there are additional status types displayed in the Pending and Cancelled sections.


Pending: submitted into workflow for approval. Additionally, there are three status types displayed in the Pending Transactions section

- Submitted = the transaction was submitted into workflow and is awaiting approver review and action
- Approved = the transaction received approval by an approver. It does not indicate the approver or approval level pending
- Requested = the transaction received final approval and is on its way to be processed by PAC

Cancelled: Additionally, there are two status types displayed in the Cancelled Transaction section

- Denied = by an approver
- Incomplete = no results returned (for Cost Transfer transactions)

Processed: the transactions are approved and processed in the system

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More on Pending Transaction Statuses

In addition to the status views shown on this page, there are additional status types displayed in the Pending and Cancelled sections.

Pending: submitted into workflow for approval. Additionally, there are three status types displayed in the Pending Transactions section

- Submitted = the transaction was submitted into workflow and is awaiting approver review and action
- Approved = the transaction received approval by an approver. It does not indicate the approver or approval level pending
- Requested = the transaction received final approval and is on its way to be processed by PAC

Cancelled: Additionally, there are two status types displayed in the Cancelled Transaction section

- Denied = by an approver
- Incomplete = no results returned (for Cost Transfer transactions)

Processed: the transactions are approved and processed in the system

Add Comp Workflow and Approvers

The submitted transaction requires several levels of approvals based upon the employee type, funding department(s) and campus. For complete information on transaction workflows, reference the **PAC Basics for Transactors** course.

Key Points:

- The 1st level of approval is within the administrative department.
- Earnings charged outside the admin department are routed for approval to the foreign funding departments.
- Once the last approver approves the transaction (clicks approve), the information is processed in PAC.
- Only the Initiator or 1st level approver in the admin department can make changes to a transaction. If any subsequent approver requires a change made, the transaction must be recycled to the admin department 1st level approver who can make any needed changes.
- The admin department approver can recycle the transaction to the Initiator if desired. Once the page is updated, it is again submitted through the workflow for approval.

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- The 1st level of approval is within the administrative department.
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- The admin department approver can recycle the transaction to the Initiator if desired. Once the page is updated, it is again submitted through the workflow for approval.

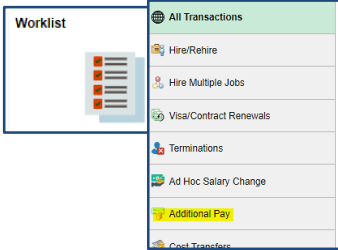

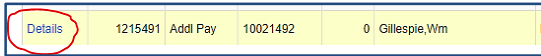
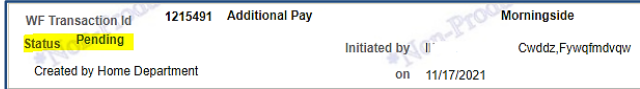

Slide 47 - Transaction Access, Status and Location - Approvers

Transaction Access, Status and Location - Approvers


Approvers access transactions via the **Worklist** accessible from the Home page tile.

Reference the **PAC Approver Training Course** for information on how to access and approve transactions.

The **Workflow Status** page, accessible from the *menu*, displays transaction details, their status and location and whose queue(s) they are in awaiting approval. Select **Details** on the transaction row.

The top of the page displays the overall transaction status. The bottom of the lists which approvers can review the transaction at the level indicated.



Approvers access transactions via the **Worklist** accessible from the Home page tile.

Reference the **PAC Approver Training Course** for information on how to access and approve transactions.

The **Workflow Status** page, accessible from the menu, displays transaction details, their status and location and whose queue(s) they are in awaiting approval. Select **Details** on the transaction row.

Slide 48 - View Additional Compensation Approval History

View Additional Compensation Approval History

To view the chain of approvals and comments for all prior approved add comp transactions for an employee, search for the employee from the **Dept – Create New** menu and click the "View Additional Pay History" link.

This information is only viewable to the Home Department and does not appear in Outside Dept transactions.

Additional Pay ^	Employee Information	
Dept - Find Pending	Name:	Eden, Evangelina Horace View Additional Pay History
Dept - Create New	Empl ID:	10C
Outside Dept - Find Pending	UNI:	kl
	Job Code:	315114 Mgr - Dept Admin - RSCH
	Pay Group:	MO1 Officers
	Company:	CU1

To view the chain of approvals and comments for all prior approved add comp transactions for an employee, search for the employee from the **Dept – Create New** menu and click the "View Additional Pay History" link.

This information is only viewable to the Home Department and does not appear in Outside Dept transactions.

Getting Help

Questions?

Speak with your manager to discuss Additional Compensation Payments for your department.

Visit the [HR Manager Toolkit](#) for information on processing Additional Compensation Payments.

For HR inquiries regarding Add Comp Transactions, contact the [Human Resources Service Center](#).

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Slide 50 - Knowledge Assessment


Knowledge Assessment

Congratulations! You have successfully navigated through the instructional portion of the *Additional Compensation Payments* course. We hope that the concepts and skills you have learned in this course have prepared you for your day-to-day tasks.

Please complete the Additional Compensation Knowledge Assessment which requires a passing grade of 90% to receive credit for the course and to gain access to the Additional Compensation functionality in PAC.

When you close out of the course (next slide), you can access the knowledge assessment by launching the activity from the course page in the learning management system.

Estimated Time to Complete Assessment: 10 minutes

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Module Completion

Congratulations

You have completed the “Additional Compensation Payments in PAC” module.

Click on the “X” in the upper right corner to close out of this entire window.

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Congratulations

You have completed the “Additional Compensation Payments in PAC” module.

Click on the “X” in the upper right corner to close out of this entire window.