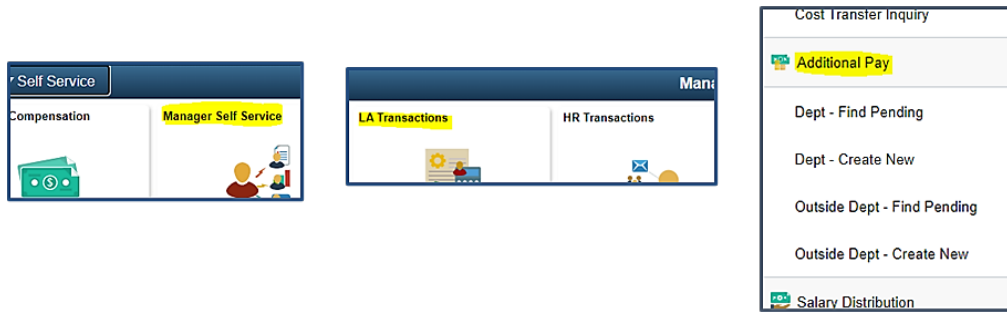




This *Quick Guide* provides you with the steps to create, modify, and approve additional compensation payments (add comps) for active salaried employees in the PAC system. You can create add comps for employees within your home department and outside of your home department (foreign department) and charge your own combo code(s) or a foreign combo code(s).

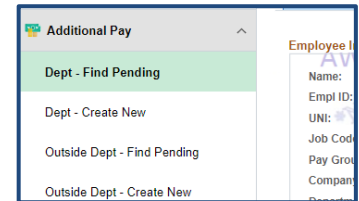
Add comps that receive final approval by the final approval date on the payroll calendar will take effect as of that pay period. If final approval occurs after the final approval date on the payroll calendar, the add comp will take effect as of the following pay period.

To access, go to my.columbia.edu, click the **HR Manager** tab, click the PAC icon, select the Manager Self-Service tile from the PAC Homepage, then select LA Transactions, then select the option within **Additional Pay** from the left menu.



Search for any Pending Add Comps

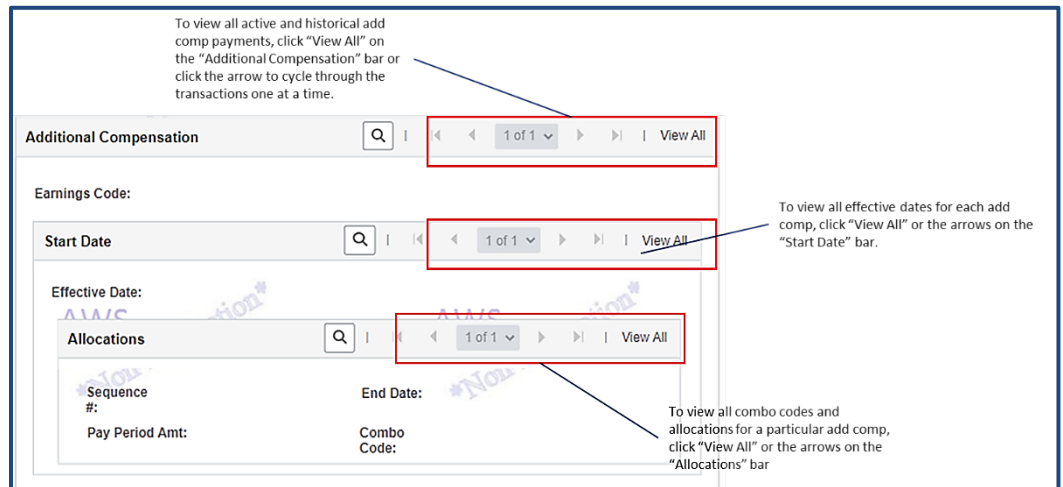
Search for any Pending Add Comp Transactions before creating a new one. You will be able to see pending (initiated and/or submitted but not yet approved) add comps for employees within your own administrative department(s). Select *Dept. – Find Pending* and search for the employee. If the employee has multiple employee records, be sure to select the correct one for the add comp. If there is a pending add comp, review the information to determine if it is duplicate or additional to what you need to enter to avoid creating overpayments.



Create an Add Comp – for employees in your own administrative department.

Select *Dept. – Create New* and search for the employee record. Verify the information and that this is the correct record on which the add comp is to be paid. **Important!** Add comps are paid on the employee’s record and employees can have multiple records. Be sure to select the correct record on which the add comp is to be paid. Review any existing add comps.

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



Enter the New Additional Compensation Payment Information

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

Select the **earnings code** for the payment. The earnings codes available to choose from are specific to the employee. For example, you cannot select a clinical earn code for an admin employee at Morningside

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

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

Enter the **combination code(s)** to which you want to charge part or all the add comp. Combo codes are restricted based on the earnings code selected. The system will not let you charge a combo code that is invalid for that earnings code.

Enter the **% Distribution** (percentage amount of the payment to be charged to the combo code) **OR Combo Code Amount** (the total dollar amount of the Add Comp to be charged to the combo code entered). The system converts entered combo code amounts into percentages and stores that percentage.

Submit the transaction through the workflow for approval.

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

Total Earn Code Pymt is the total amount of the add comp payment.

Pay Period Amount is calculated by PAC and displays the amount of add comp the employee will receive each pay period. It is calculated by taking the Total Earn Code Payment and dividing it by the number of pay periods within the Period Start and End dates entered.

To distribute the total payment to more than one combo code, click on the "+" button (in the Allocations section) to add another entry section

Submit into Workflow for Approval

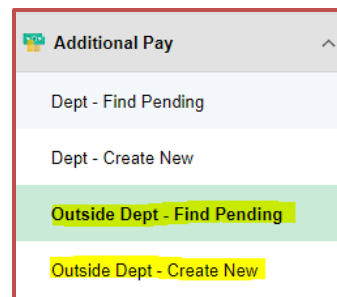
1. Select **Save and Submit** to send the transaction into the workflow and to the 1st level approver in the home department.
2. Select **Save for Later** and the transaction will remain in initiator status where you, or another initiator can access it and update it with new information.
3. Select **Quit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

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

Create an Add Comp – for employees outside (foreign to) your own administrative department.

Before creating, first select the *Outside Dept. – Find Pending* menu item to check if there is a pending add comp that you created or is awaiting approval for this employee. You will only be able to see pending (initiated and/or submitted but not yet approved) add comps that you initiated for the employee. You will not be able to see any other pending add comps. If there is a pending add comp, review the information to determine if it is duplicate or additional to what you need to enter to avoid creating overpayments.

Select *Outside Dept. – Create New* and pull up the employee record on which to pay the add comp. Note that you will not be able to see existing or historical add comps for employees outside of your home department(s). The section that displays this information does not appear when submitting an add comp for an employee outside your home department(s). Follow the steps above to enter payment information.



Important! If you are creating an add comp for an employee outside of your own administrative department, you can only charge one of your own department accounts and you will not be able to view active add comps or override an existing add comp already established for the employee.

Create another add comp payment in the same transaction.

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

To do this, click on the "+" button to the right of the Earnings Code field and this will open a new blank earnings code section and enter the Add Comp payment information in the fields. Click **View All** to see both entry sections on the page. Or you can use the arrows to navigate between each entry.



Pending Transactions Page

You can view the status of **all** Labor Accounting transactions on this page, accessible from the left menu of the LA Transactions page. This is view only page. Approvers access transactions to approve from the Worklist.

Statuses include

- *Pending* - submitted (in workflow), approved (does not specify level), requested (final approval and enroute to PAC processing)
- *Cancelled* - denied and removed from system
- *Processed* - approved and processed in PAC

Name	Type of Trans	Start Date
Grosjacques, Dianerbin	Addl Pay	01/16/20
Klesz, Cristenes	Addl Pay	02/16/20

Select	Name	Type of Trans
<input type="checkbox"/>	Greece, Marny	Addl Pay
<input type="checkbox"/>	Guibourdenche, Silvirina	Cost Xfer
<input type="checkbox"/>	Schripsema, Aristis	Cost Xfer
<input type="checkbox"/>	Euzenne, Donilba Alma	Cost Xfer
<input type="checkbox"/>	Sabeh, Tong	Cost Xfer

View Additional Pay History

Click on the [View Additional Pay History](#) link. The [Transaction Approval History](#) window appears where you can view the chain of approvals and comments for all prior approved add comp payments for this employee. You can only view transaction history, and this link only appears, for employees in your home department(s).

Employee Information	
Name:	View Additional Pay History
Empl ID:	1
UNI:	
Job Code:	3 Director
Pay Group:	MO1 Officers

Approver Steps

Access and Review

Navigate to the [Worklist](#) and select Additional Pay from the left menu. Click the link for the Employee's Name to review the transaction.

The screenshot shows a software interface with a left-hand menu and a main content area. The menu items are: Ad Hoc Salary Change, Additional Pay (highlighted in yellow), Terminations, and Cost Transfers. The main content area is titled 'Worklist Items' and contains a search bar and a table. The table has columns for Department, Department Name, and Type of Trans. The first row shows 'Department of' and 'Add Pay Home Dept Approval (Fgn)'. The second row shows 'Department of' and 'Add Pay Approval'.

Select the Approver Action

Select the appropriate button on the bottom of the screen

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

The screenshot shows a horizontal row of five buttons: Approve, Deny, Recycle, Save, and Quit Without Saving. Below the buttons is a 'Workflow Status' link.

Workflow Status

Workflow Status provides the location of transactions currently in workflow. This is a link under the approval options (see above) and is in the Worklist menu viewable by approvers. From the menu, select the **Details** link next to the transaction. The top of the page displays the overall transaction status. The Workflow Routing section workflow routing including the approvers queues the transaction is currently in.

The first screenshot shows a 'main menu' with 'Worklist/Mass Review' selected, and 'Worklist Status' highlighted in yellow. The second screenshot is a table with columns 'Details', 'WF Id', 'Type', and 'E'. It lists two transactions: one with WF Id 1331638 and another with WF Id 1331094. The third screenshot shows a 'WF Transaction Id' of 1215491 for 'Additional Pay' with a status of 'Pending'. It also shows 'Initiated by' and 'Created by Home Department' information. Below this is a 'Workflow Routing' table with columns 'Level', 'Step', 'Seq#', 'DAFFE Role', 'User ID', 'Department (Foreign)', 'Approval Action', and 'Action Date'. It lists three users with 'Pending' approval actions.

For complete instructions on how to submit additional compensation payments, access the module within the [PAC Additional Compensation Payments](#) course. For more information on approving PAC transactions, access the [PAC Approver Training](#) course.

For steps on how to process multiple transactions at once, access the [PAC Mass Review Additional Compensation Payments Quick Guide](#).