

Quick Reference Guide

Personnel Administration – Completing an Additional Payments Form

Overview – Additional Payments Form

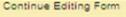
An **additional payment** is a one-time, additional over base payment made to an employee within one single pay period only. Use the **Additional Payments** form to make this one-time payment.

- There is no Org Management form prerequisite for making an Additional Payment
- Over base payments made over *multiple* pay periods are “**Recurring Payments**”. Complete a *Recurring Payments* form for these

Accessing the Additional Payments Form

1. From the **BUworks Central portal**, based upon your role, begin by selecting either the **Manager Self-Service** or **Payroll Coordinator** tab.
2. Click the link labeled **Personnel Actions**.
3. Via the **Organizational Structure** area of the screen, click on the Org Unit in which the employee for whom you'll be completing an **Additional Payments** form is assigned.
Tip: You can expand the display of the Org Structure by clicking the arrow  next to an Org Unit (ex.  **ENG Administration**).
4. From the display of employees, click the **Selection** button  to choose the specific employee for whom you'll be completing an **Additional Payments** form. Note the row becomes yellow.
5. Click .
6. Click the radio button labeled **Additional Payments**. The form appears in a new window.

Completing the Additional Payments Form

Additional Payments
Effective Date: 8/1/2011  

Employee Information

| | | | |
|--------------------|----------------------|--------------------|--------------------|
| Name: | Mario Lopez | UID: | U82670548 |
| Position: | Dean of Engineering | Org. Unit: | ENG Administration |
| Job: | DEAN | | |
| Personnel Area: | Charles River Campus | Employee Group: | Faculty Full-Time |
| Personnel Subarea: | NREP Faculty | Employee Subgroup: | FY-Accrual S/12 |

1. **Effective Date** – Indicate the date the additional payment should occur (be effective).
Keep in mind that if you've missed the employee pay period for the current week or month, the additional payment will not appear until the next scheduled pay period.

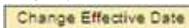
2. Click . The form is automatically expanded. You now see an area labeled , comprised of 2 sections:

A. **Current & Prior Two Months History**

This section displays all current and prior (going up to 2 months back from the effective date you entered) additional payments made to this employee.

For example: If you entered an **Effective Date** of 01/02/2012, any additional payments scheduled as of that date, or those paid going back to 11/02/2011 would be displayed.

Should you wish to change the additional payments displayed, click the button labeled

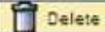
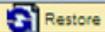


B. **New Entries**

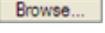
This section is where you add a new additional payment. If an existing additional payment has not yet been paid out, you could make an edit to it. Taking actions in this section is performed through use of 4 buttons, described in the next column.

(Proceed to the next column)

Icons in the *New Entries* Section

-  **Delete** - Allows you to delete an additional payment
-  **Restore** - Allows you to restore an additional payment to how it initially appeared on the form prior to any changes you have made. **Note:** *Restore* will not work if you've actually submitted the form.
-  **Create** - Allows you to enter a new, additional payment
-  **Check** - Allows you to perform a check for *formatting* of entries (e.g. if you entered a payment as \$25.00, the check would request you correct the entry so that it's 25.00)

Completing the Additional Payments Form

3. Enter the **Wage Type** (indicating if the payment is taxed or not), **Amount, Cost Center, Order Number** and/or **WBS Element**.
4. Click  to review your entries. Icons appear within **New Entries**, based upon actions you've taken (or in the case of the “eyeglasses” below - not taken):
 -  No change was made.
 -  An additional payment was changed.
 -  You entered a new, additional payment.
 -  You deleted an additional payment not yet paid.
5. Via **Attachments**, use  >  to upload any back-up documents used for approval.
6. **New Comments** - Supply additional information pertaining to the additional payment to help expedite the Workflow approval for your form (Viewable by approvers only).
7. Click  to review your entries.
8. Click . You've submitted the **Additional Payments** form!
9. Click  to close the window. **Approval can be tracked via Request Tracker.**