

Additional Pay

This tutorial will be helpful for those who need to:

- 1) Submit a request for Additional Pay
- 2) <u>Review and Approve an Additional Pay request</u> (click link to go directly to section)
- 3) <u>Review status of an existing Additional Pay request</u> (click link to go directly to section)

Navigation to ISU Additional Pay Request:

(1)



(2)



Enter **Employee ID** of the employee who would receive the Additional Pay (*if necessary, use the search icon to search by name or last name*):



If searching for the Employee ID by name or last name, do the following (otherwise, skip this part):

Look Up Empl ID (1) select set Search by: Last Name begin	arch type (e.g. "Last Name") Help Is with
(3) click "Look Up"	Look Up Empl ID Search by: Last Name begins with
	Search Results (4) click on link to populate Employee ID View 100 Clist (1-2 of 2) Last Last Name Empl ID Empl Record Name Empl ID Empl Record Name (5) Employee ID is now populated Add Additional Pay

Click "Add Additional Pay" to continue the request process:

Add Additional P	ау
Empl ID:	Q
click "Add Additio Pay" to conintue	nal
	Add Additional Pay

You will now see the following screen:

Submit Addit Below is the em information for to prior to approvin and/or procedu PLEASE NOTE complete. *Add FTE. *Additiona	tional Pay Request ployee you selected for Additional Pay. Please review the this employee and all Additional Pay policies and procedures ng/submitting. If you have questions about these policies res, please contact Human Resources before submitting. All Additional Pays must be submitted prior to work being itional Pay is not for Overload or any work that is assigned al Pay is also not to be used in lieu of Overtime. Click Submit entered the Additional Pay information
Selected Employee Empl ID Name	Primary Job Information Department Job Title Pay Group Empl Class Mennonite College of Instructional Asst Monthly 63- Nursing Professor 901
*Additional Pay Jus *Earnings Code: *Earnings: *Goal Amount: *Combination Code	e:
Earned Period (if * Required Field Submit	different than Effective & End Dates above) Begin Date: End Date: End Date: I acknowledge that by choosing "I agree" that the information I am submitting/approving is true and accurate and I have had sufficient time to review and seek explanation of the information, have carefully read the applicable policies and procedures, understand fully the information, and agree to be bound by this acknowledgement. I further understand that I am responsible for abiding by all applicable University policies.
Return to Select Em	nployee

Enter Additional Pay Justification:

Additional Pay Details	optional spell check	
*Additional Pay Justification:		enter "Additional Pay
*Earnings Code:	*Effective Date: 03/01/2016	Justification" here

Enter Earnings Code:

Additional Pay Details	
*Additional Pay Justification:	
*Earnings Code:	Look Up Earnings Code
*Earnings: or enter "Earnings Code" directly here Period)	Help
*Goal Amount:	Search by. Earlings code v bogino wat
*Combination Code:	Look Up Cancel Advanced Lookup
Earned Period (if different than Effective & End Dates above)	Search Results
	View 100 First 🕢 1-3 of 3 😱 Last click on one of the
	Earnings Code Description Codes to populate the "Earnings Code"
	CLO Clothing Allowance
I acknowledge that by choosing "I agree" th	EXP Extra Pay
* Required Field and accurate and I have had sufficient time have carefully read the applicable policies	to review and seek explanation of the information,

Enter **Effective Date** (*if different from pre-populated date*):

Additional Pay Details	
*Additional Pay Justification:	ptional date-picker
*Earnings Code: 03/01/20	16 🛐 🔶
*Earnings: (Amount Per Pay Period) * enter "Effective Date"	Calendar
*Goal Amount:	March 🔻 2016 🔻
*Combination Code:	S M T W T F S
Earned Period (if different than Effective & End Dates above) Begin Date:	
	20 21 22 23 24 25 26 27 28 29 30 31
* Required Field and accurate and I have had sufficient time to review and seek explanation fully read the applicable policies and procedures, understand fully fully read the applicable policies and procedures.	ing/a Current Date Date

Enter Earnings (Amount Per Pay Period):

dditional Pay Details	
Additional Pay Justification:	
Earnings Code: (amount per Pay Period) 03/01/2016	
Earnings: (Amount Per Pay Period) *Earnings End Date:	
Goal Amount:	

Enter the **Earnings End Date** (*represents first day the earnings will not be paid*):

Additional Pay Details							
*Additional Pay Justification:		optional	date-pi	ker		•	
*Earnings Code:	*Effective Date:	03/01/2016	7/			1	
*Earnings: (Amou	nt Per Pay Period) *Earnings End Date:	31				2	
*Goal Amount:	enter "Earnings	Г	Calend	ar	-		×
*Combination Code:	End Date" here		March	۳	2016	,	
Earned Deried //if different then Effective & En			S M	T V	/ T 3	F 4	S
Earned Period (Indillerent than Ellective & En	d Dates above) Begin Dates	: L	6 7	8 9	10	11 1	12
		- I	13 14	15 1	\$ 17	18 1	19
		- I	20 21	22 2	3 24	25 2	26
* Required Field A Required F	oosing "I agree" that the information I a had sufficient time to review and seek e pplicable policies and procedures, under	m submitting/ar explanation of th erstand fully the		Curren	t Date	Þ	┛
Submit and agree to be bound by abiding by all applicable	/ this acknowledgement. I further under University policies	stand that I am res	sponsi	ble for			

Enter Goal Amount (total additional pay):

Additional Pay Details	
*Additional Pay Justifi	cation:
*Earnings Code:	*Effective Date: 03/01/2016
*Earnings:	(Amount Per Pay Period) *Earnings End Date:
*Goal Amount: *Combination Code:	enter "Goal Amount" here (total Additional Pay)

Enter Combination Code:

Additional Pay Details	
*Additional Pay Justification:	
*Earnings Code: Q	(Amount Per P (see example screenshots to follow)
*Goal Amount: *Combination Code: Earned Period (if different than Effec	tive & End Dates above) or enter "Combination Code" directly here
<u>,</u> ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

If searching for the Combination Code, do the following (otherwise, skip this part):

Look Up Combination Code		
Search by: GL Combination Code begins with		
Look Up Cancel Advanced Lookup (1) click "Advanced Lookup"	Look Up Combination Code	×
Search Results	GL Combination Code: begins with V	Help
Only the first 300 results can be displayed. View 100 First @ 1-300 of 300 D Last	Description: contains V Administration	
GL Combination Code Description	Look Up Clear Cancel Basic Lookup	
	Search Results	
Look Up Combin (2) change drop-down to "contains"	View 100 First 🕢 1-7 of 7 🕟 Last	
GL Combination Code: begin, with v	GL Combination Code Description Admissions Administration	
Description: contains Administration	Business Administration Business Administration Assoc	
Lastilla Class Canad David Laster	Business Administration Schola Educational Administration	
(3) type keyword to	ORL Administration	
Search Res. (4) click "Look Up" search by Descripton	One Hommissedon	
View 100 First () 1-300 of 300 () Last	(5) click on appropriate code to	
GL Combination Code Description	populate the committee of Cole	

Enter the **Earned Period** (*if different than the Effective Date and Earnings End Date*):

Additional Pay Details	S									
*Additional Pay Justi	ification:				Ý	3				
*Earnings Code: *Earnings: *Goal Amount:		*E (Amount Per Pay Period) *E	ffective Date: arnings End Date: enter "f	03/01/20 Begin here	option	al dat	e-pick	er	enter "End Date" here	
*Combination Code:		Q		X						
Earned Period (if di	ifferent than Effect	ive & End Dates above)	Begin Date:			M E	n <mark>a</mark> ba	te:		Ħ
				Г	Calend	ar			×	- 1
					March	*	2016	٣		- 1
* Required Field Submit	I acknowledge th and accurate and have carefully re and agree to be I abiding by all app I agree	at by choosing "I agree" tha d I have had sufficient time to ad the applicable policies ar bound by this acknowledgem blicable University policies.	t the information I a preview and seek e id procedures, unde ent. I further under	m subm explanat erstand stand th	6 7 13 14 20 21 27 28	1 8 15 22 29	W T 2 3 9 10 16 17 23 24 30 31	F S 4 5 11 12 18 19 25 26	Þ	-1
Return to Select Emp	oloyee			Ļ	•	Curre	ent Date	Þ		

Your screen should be similar to this before submitting the request:

Submit Additional Pay Request
Below is the employee you selected for Additional Pay. Please review the
information for this employee and all Additional Pay policies and procedures
prior to approving/submitting. If you have questions about these policies
and/or procedures, please contact Human Resources before submitting.
complete *Additional Pay is not for Overload or any work that is assigned
FTE *Additional Pay is also not to be used in lieu of Overtime. Click Submit
once you have entered the Additional Pay information.
· · · · · · · · · · · · · · · · · · ·
Selected Employee Primary Job Information
EmpliD Name Department Job Litie Pay Group EmpliClass
Nursing Professor 901 NTT Regular
Additional Pay Details
*Additional Pay Justification: Explain the need for additional pay here
*Earnings Code: EXP C Extra Pay *Effective Date: 03/01/2016
*Earnings: \$100.00 (Amount Per Pay Period) *Earnings End Date: 08/01/2016
*Goal Amount: \$500.00
*Combination Code:
Formed Pariod (if different then Effective & End Pates above)
Begin Date: US/01/2010 B End Date: US/01/2010 B End Date: US/01/2010 B

Read disclaimer and check "I agree" in the checkbox, then click the **Submit** button:



You should now see a confirmation window that the Additional Pay request has been submitted (<u>Note</u>: this example screenshot was taken in a test environment, which explains the purple-colored theme):

Appro	ve Additional Pay Request
Subn	nit Confirmation
r	The Submit was successful.
App	prove Additional Pay
	▼ :Pending
	Approve Additional Pay
	Pending Not Routed Not Routed Not Routed Not Routed Image: Control of the state of the
	Submitter's Supervisor ' Employee Approval ' Employee's Supervisor ' Employee's Dean/Administrator ' Budget Office ' Human Resources
ок	Click 'OK' to close the Submit Confirmation window

You should also receive an e-mail confirmation similar to this:

Submitted - ISU Additional Pay Request Your request was submitted for approval
Your request was successfully submitted. This request requires approval(s) before it will be saved to the database. You will be notified when it is approved or denied.
Transaction Name: ISU Additional Pay Request
Employee Name:
Submitted:
Jobcode: Department: Employee Class: Paygroup:
To view the status of this request, go to:
https://hcmsup-internal.illinoisstate.edu/psp/TISU9J/EMPLOYEE/HRMS/c/ISU_CUSTOM_PAY.ISU_ADDLPAY_VW.GBL? Page=ISU_ADDLPAY_REQ&Action=U&TRANSACTION_NBR=10392
This communication was sent via iPeople. Please do not reply to this email.

Navigation to ISU Approve Additional Pay:

(1)



(2)



You will now see the following screen (click on link to open up particular request):

Approve A Select a The list below	Additional Pay Requisitional Pay Requisition Additional Payment and h	uest Pay Request istorical additional pay requ	iests. Click on a tra	nsaction number to vie	w details.	
Additional P	ay Requests					
Transaction Number	Additional Pay Date	Workflow Status	Empl ID	Name	Department	Empl Class
	03/01/2016	In Approval Process				
	02/01/2016	In Approval Process				
		click on link to open up request				

(Note: this example screenshot was taken in a test environment, which explains the purple-colored theme)

To approve the Additional Pay request, enter comments and check the disclaimer before clicking on Approve or Deny:

sciolarse controllee realitary	Job Information					
Empi ID Name	Department Job Title	Pay Group	Empl Class			
ddiionai Pay Detain			-			
dditional Pay Justification:	Anna An		0			
Earnings Code: EXP	Edita Pay	Effective Date:	03/01/2016			
:amings: Goal Amount: Combination Code:	\$150.00 (Amount Per Pay Period \$150.00	 Enmings End Date: 	04/01/2016			
Norkflow Status:	In Approval Process					
Workflow Status: Requester: Approve Addition	in Approval Process					
Workflow Status: Regeester: Approve Addition * :Pending Approve Additional Pay	In Approval Process Ital Pay					
Workflow Status: Regeester: Approve Addition Pending Pending O Subritters Sep	In Approval Process	roval - Mot Routed	l yytés Supervinor	Not Routed Employee's Dear/Administrator	Mot Routed Multiple Approvers Budget Office	Not Routed Multiple Approvers Human Resources
Workflow Status: Requester: Approve Addition Pending Pending Submitters Support	In Approval Process Ital Pay V evance International Intern	reval 🕂 Mot Routed	yeth Superview	Not Routed Employee's Deerv&dministrator	Hot Routed Multiple Approvers Sudget Office	Hot Routed Multiple Approvers Humon Resources
Workflow Status; Requester: Approve Addition Pending Pending Submitters Sec Sources Approver Name:	In Approval Process	Not Routed revel 👘 🙈 Engle	yat's Separator	Hot Houted	Hot Rocted Multiple Approvers Budget Office	Hot Revend Multiple Approvers Humon Resources
Norkflow Status; lequester: Approve Addition Approve Additional Pa Peoding Submitters Sur Comment: Comment:	In Approval Process	reval 🕂 🗎 Engle	yee's Sapevinor	Not Routed Prokyee's Deen/Administrator aptional spert check ester comments here, If necessary	Hot Routed Multiple Approvers Budget Office	Not Roused Multiple Approvers Human Resources

(Note: this example screenshot was taken in a test environment, which explains the purple-colored theme)

You will now see a confirmation window similar to this:



(Note: this example screenshot was taken in a test environment, which explains the purple-colored theme)

To go back in later to review the status of the request, your screen should look similar to this:

e area provided, then (click the Approve or Deny b	utton to process this re	equest.			
elected Employee Primary.	Jub Information					
ngil IS . Mente	Department 200 Title	interests	Empl Class			
Monal Pay Details						
ditional Pay Justification:	and the second second		0	A		
mings Code: EXP	Extra Pas	Effective Date:	03/01/2016			
minge:	5150.00 (Amount Per Pay Pario	a) Earnings End Date:	04/01/2015			
el Amount:	\$150.00					
				10 11 10 10 10 10 10 10 10 10 10 10 10 1		
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ntow Status: prester: pprove Addition	n Approval Process				1	ritins berre to view assistments
anthow Status: quester: pprove Addition :Pending	al Pay				1	nius bere to view connectos
protection Status: pprove Addition Pending Approve Additional Pay	n Approval Process al Pay				1	nius bere to view comments
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(Note: this example screenshot was taken in a test environment, which explains the purple-colored theme)

Review status of an existing Additional Pay request (return to top)

Navigation to ISU View Additional Pay Status:

(1)



(2)



You will now see a list of your Additional Pay requests similar to this (click on a transaction Number link to view the details of the request):

Transaction Number	Additional Pay Date	Workflow Status	EmplID	Name	Department	Empl Class
	01/11/2016	Denied	INTERESTOR .			
	03/01/2016	Approved	IN LOCADOR			
	03/01/2015	Approved	104041050			
-	01/01 click a link to c	open request	1011110/0104			
	01/01/2016	Denied	101001500			
	11/01/2015	Approved	1077-1077-000			
	09/01/2015	Approved	10140304776			

Contact information:

- ✓ For more information on submitting your time, please contact Human Resources at 438-8311
- If you are having access issues, please contact 438-4357
 More training resources available at <u>http://hr.illinoisstate.edu/</u>