

Completing the Additional One Time/Recurring Pay Form

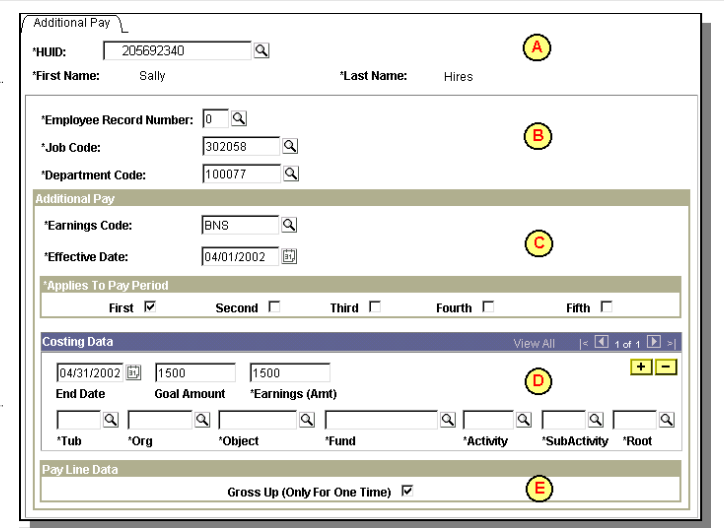
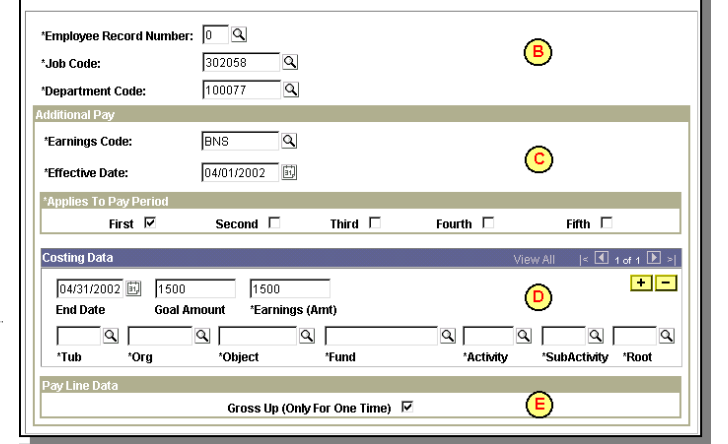
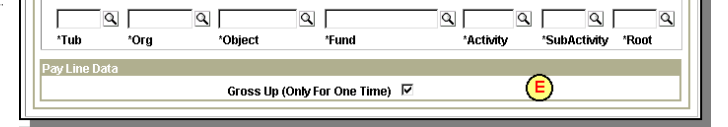
Use this form to:

- Pay an employee any additional compensation that is unusual and/or recurring, or to pay for Harvard work that falls outside an employee's regular job assignment.
- Compensate an employee for bonuses, bonuses in lieu of salary increases, moving expenses, educational accomplishments, etc.
- All fields preceded by an asterisk (*) are required fields.
- Data will be keyed into PeopleSoft using upper and lower case; forms should be completed in the same way.
- The **Effective Date** field will default to today's date. Ensure that you change the date appropriately.
- Be aware of the payroll deadlines for submitting this form. These deadlines are in the service level agreements established between the Payroll team and the local units.

Reminders

- Do not use the form to pay for overtime, clothing, or meal allowances; these payments should be processed using the Time & Labor system.

The Additional Pay Tab

Section	Key Points	Screen Shot
A	Enter the employee's HUID , which will automatically populate the First Name and Last Name fields.	
B	This section is used to indicate which job record the additional pay relates to. <ul style="list-style-type: none"> • If the employee has more than one record number (designating more than one job at Harvard), enter the record number of the job the payment(s) relates to in the Employee Record Number field (note: the employee's first job record is 0, second job is 1, etc.). • Do not override the Department and Job Code fields. They will default based upon your entry in the Employee Record Number field. 	
C	<ul style="list-style-type: none"> • Select the appropriate Earnings Code (based on pay group) to clarify the type of additional payment (for example, summer salary or bonus). • Enter the first day of the pay period that the payment starts in the Effective Date field of the additional payment, which is the first day of the pay period in which the payment begins. • Use the <i>Applies to Pay Period</i> section to indicate in which paychecks within the month the payment should appear. For example, if you want the payment to be made in each paycheck for an employee paid weekly leave all five boxes checked. If you want the payment to only appear in the first paycheck of each month, deselect all but the first box. 	
D	<ul style="list-style-type: none"> • If applicable, complete the End Date field with the last day of the pay period in which the payment should stop. • If the additional payment has a maximum amount to be paid, enter it in the Goal Amount field. Enter the amount to be distributed per pay period in the Earnings (Amt) field. • Enter the appropriate costing information for the additional payment. 	
E	If the additional payment will be "grossed up" (i.e., Harvard pays the taxes and the employee receives the full dollar amount), select the Gross Up (Only For One Time) checkbox. Only one-time payments can be grossed up.	