



## Document Organization

This document is divided into the following sections:

- f* Entering Data in the Worksheet (page 3)
- f* Saving the Worksheets as Text File(s) (page 5)
- f* Uploading the Additional Pay Data (page 6)
- f* Verifying Employee Records (page 7)

## Overview of the Additional Pay Spreadsheet

### The Five Worksheets

There are five worksheets inside the Excel template:

- x **Weekly:** to be used for paygroups WTM, WRT, WPT, and SPC
- x **Biweekly:** to be used for paygroups POU, PON, and PFX
- x **Monthly:** to be used for paygroups MFC, MEP, MIP, MST, and LTD
- x **Teaching Fellows:** to be used for paygroup MTF
- x **Instructions:** contains information on how to complete the spreadsheet

**Entering Data in the Worksheet**

1. Open the Excel "Addl Pay Upload Spreadsheet Template.xlt" file.



2. Click the appropriate tab for the pay frequency you are paying.

Most columns shaded in blue are required. Do not use both "earnings amount" and "hours" amount in the same record (earnings amount is most commonly used).

3. Starting in the second row (do not overwrite the header row), fill in the Excel worksheet as follows:

| Field Name        | R/O | Description                                                                                                                                                                 | Notes                                                                                                                                                       |
|-------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Last Name         | O   | Optional, leave blank                                                                                                                                                       | If you enter a Last Name and it does not match the Last Name tied to the Employee ID, the record will fail.                                                 |
| First Name        | O   | Optional, leave blank                                                                                                                                                       | If you enter a First Name and it does not match the First Name tied to the Employee ID, the record will fail.                                               |
| Employee ID       | R   | Enter the first 8 digits of the individual's HUID                                                                                                                           |                                                                                                                                                             |
| Employee Record # | R   | <b>Must be supplied, or file will fail</b>                                                                                                                                  | Verify you are using the correct Employee Record # (job number).                                                                                            |
| Earnings Code     | R   | <b>Must be all CAPS</b>                                                                                                                                                     | For certain taxable transactions (MVN, MV3, MOV, MVI, GTX, GTP, NQR, GCC, and GNT), please use the <b>Additional Pay / Gifts 3<sup>rd</sup> Party</b> form. |
| Effective Date    | R   | Enter the effective date of the deduction (should be the pay period begin date for the check on which you want the payment to be start). Date must be in MM/DD/YYYY format. |                                                                                                                                                             |
| End Date          | O   | Enter the end date of the deduction (should be the last day of the pay period on which the last payment will be made). Date must be in MM/DD/YYYY format.                   | <b>If left blank, you must enter a goal amount or it will continuously pay.</b>                                                                             |
| Earnings Amount   | O   | Enter the dollar amount to be paid per pay period. <b>Do not fill in if using the "hours" and "hourly rate" columns.</b>                                                    |                                                                                                                                                             |
| Hours             | O   | Number of hours to be paid. <b>Do not fill in if salary.</b>                                                                                                                |                                                                                                                                                             |
| Hourly Rate       | O   | Optional if <b>Hours</b> is used; enter the hourly rate.                                                                                                                    | If left blank, it will default to the compensation rate on the employees record.                                                                            |

**Title: Additional Pay Upload Process**  
**Functional Area : Human Resources**  
**Course : Additional Pay Upload Process**

| Field Name                     | R/O | Description                                                                                                                                             | Notes                                                                                                                                                                                                                                                                                       |
|--------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal Amount                    | ○   | Optional <b>UNLESS</b> the SMR earnings code is used.                                                                                                   | <b>If SMR is uploaded with no Goal Amount, the process will abend.</b>                                                                                                                                                                                                                      |
| SEP                            | ○   | Valid values are blank or 1: If left blank, it will be added into the regular check. Enter "1" if you would like the payment to be on a separate check. | If "1" is chosen: S needs to be entered in General Deductions Taken and GRN needs to be entered in General Deductions Subset ID.                                                                                                                                                            |
| Applies to Pay Period 1        | ○   | Enter N, Y or blank                                                                                                                                     | Leave blank to pay in the next available check. If payment is recurring and only to be paid for a particular pay period, enter a "Y" for that pay period and "N" for the pay periods it is not to be paid. If all periods are set to "N," the additional pay will upload, but will not pay. |
| Applies to Pay Period 2        | ○   | Enter N, Y, or blank                                                                                                                                    |                                                                                                                                                                                                                                                                                             |
| Applies to Pay Period 3        | ○   | Enter N, Y, or blank                                                                                                                                    |                                                                                                                                                                                                                                                                                             |
| Applies to Pay Period 4        | ○   | Enter N, Y, or blank                                                                                                                                    |                                                                                                                                                                                                                                                                                             |
| Applies to Pay Period 5        | ○   | Enter N, Y, or blank                                                                                                                                    |                                                                                                                                                                                                                                                                                             |
| Benefit Deductions to be Taken | ○   | Leaving this field blank will result in paysheet defaults being used. You can enter D (Deduction), R (No Override), or S (Subset).                      | D = takes deductions employee is enrolled in<br><br>S = currently only one subset exists and it is used for General deductions<br><br>R = no override/paysheet deductions default (currently D & R have the same effect)                                                                    |
| Benefits Deductions Subset ID  | ○   | Leave blank, unless <b>Ben Ded Taken = S</b> , then Subset ID has to be <b>GRN</b> .                                                                    |                                                                                                                                                                                                                                                                                             |
| General Deductions to be Taken | ○   | Leaving this field blank will result in paysheet defaults being used. You can enter R (No Override) or S (Subset).                                      |                                                                                                                                                                                                                                                                                             |
| General Deductions Subset ID   | ○   | Leave blank, unless <b>Genl Ded Taken = S</b> , then Subset ID has to be <b>GRN</b> .                                                                   |                                                                                                                                                                                                                                                                                             |
| Tax Periods                    | ○   | Must be a number or leave blank.                                                                                                                        | Use this field to spread the taxes over several pay periods. For example, to pay two months' retro for a faculty employee, enter "2" since faculty are paid monthly.                                                                                                                        |
| Tub                            |     | Must be 3 digits                                                                                                                                        |                                                                                                                                                                                                                                                                                             |
| Org                            |     | Must be 5 digits                                                                                                                                        |                                                                                                                                                                                                                                                                                             |
| Fund                           |     | Must be 6 digits                                                                                                                                        |                                                                                                                                                                                                                                                                                             |
| Activity                       |     | Must be 6 digits                                                                                                                                        |                                                                                                                                                                                                                                                                                             |
| Sub-Activity                   |     | Must be 4 digits                                                                                                                                        |                                                                                                                                                                                                                                                                                             |
| Root                           |     | Must be 5 digits                                                                                                                                        |                                                                                                                                                                                                                                                                                             |

Be sure you entered your data in the appropriate columns. Do not change any of the formatting and do not type over the header row.

**Additional notes about the upload file:**

- f* SMR (summer salary) earnings code requires a goal amount.
- f* Costing is not required for earnings codes COV, FLB, FNL, GSS, GNT, GTX, IMP, MRL, NML, NPD, PPK, or TAP; if costing is added to the file for earning codes in this list, the costing will not upload.
- f* If BIL (Bonus in Lieu of Increase) earnings code is used, it will automatically upload as paid in the 1<sup>st</sup> pay period
  - o If the employee is FLSA-eligible and not “Admin & Professional” employee class, the system will create an FLB row that is equal to the BIL amount divided by 26 pay periods and will enter an earnings end date of one year from the effective date (less one day) and goal amount equal to the BIL total amount.
- f* If a row exists that is dated after the row that is being uploaded, you will receive a warning message. If the row inserted has the same seq # as the one that already exists, then the seq # of the later row may need to be changed. This is important, as PeopleSoft will pay the max effective-dated row per seq #. If two rows have the same seq #, **the first seq # will stop when the second effective date arrives.**

**Before saving your Excel text files:**

Delete all of the blank rows (to the bottom) in each of the worksheets. To do this, click to highlight the first blank row (for example, if you have records to line 16 on your spreadsheet, place your cursor on the number “17” of line 17 to highlight that entire row). Then press **Ctrl+Shift+down arrow** to highlight the remainder of the blank rows to the bottom of the worksheet and right-click your mouse or click **File>Delete** to remove the rows. Repeat this for each of the worksheets you have entered data in.

If you want to avoid records failing unnecessarily, clear (**do not delete columns**) all the data in any column that is not required for the upload (i.e. last name and first name). This helps eliminate potential rejection of records due to typographical errors or misspelled names.

**Saving the Worksheet as a Text File**

4. After you have entered all of your data and are ready to upload the file, you will need to save each of the worksheets in which you have entered data as a separate text file. For example, if you are uploading additional pay for Monthly and Biweekly, you will need to save two text files.

Click the appropriate worksheet tab (either Monthly, Biweekly, Weekly, or Teaching Fellow) and then click **File > Save As**.

5. In the **Save As** dialog box, create a new file name for the text file.
6. Set the **Save as type:** to “Text (Tab delimited) (\*.txt).”
7. Click **Save**. Repeat steps 4, 5, 6, and 7 for each of the worksheets you have entered data in.
8. When warned that the “selected file type does not support workbooks with multiple sheets,” click .

9. When warned that the “file may have features that are not compatible with “Text, (Tab Delimited),” click .
10. Exit Microsoft Excel.
11. When asked to “save changes,” click and **create a new file name** for the Excel spreadsheet. Change the **Save type to “.xls.”**

### Uploading the Additional Pay Data

12. Open PeopleSoft and follow the navigation path: **Home** **^** **Compensate Employees** **^** **Maintain Payroll Data (US)** **^** **Process** **^** **Upload Additional Pay**.
13. Click and select a **Run Control ID** from the list.  
  
If you have never created a **Run Control ID**, click , type a **Run Control ID** name, and then click .
14. Click ..
15. Click .
16. Select the appropriate file to upload and click . This will return you to the File Upload screen. If you selected the wrong file, click . To view the file you selected, click .
17. Click .
18. Click the drop-down arrow on the **Server Name** field and select **PSUNX**.
19. Click . This will return to the File Upload screen.  
  
Make a note of the **Process Instance** number that is directly below the RUN button.
20. Click to view the status of the extract you are uploading.
21. Click .
22. When the run status of your extract changes to “Success,” click .



If Run Status is **No Success** or **Error**, click [Details](#). Click [View Log/ Trace](#) to open the Report/Log Viewer. Click [Trace File](#). View the trace file to identify the error. Verify that there are no SMR earning codes on the file with blank goal amounts; this will cause the process to abend. If the error is not readily explainable, call your Central Payroll customer service representative.

**Verifying Employee Records**

23. Follow the navigation path: **Home** ^ **Compensate Employees** ^ **Maintain Payroll Data (US)** ^ **Inquire** ^ **Additional Pay Inquiry**.
24. Enter the **Process Instance** number and click  .  
 T            TT    If you did not use any of the search fields, click on the row that matches the file you just uploaded from the list of search results.
25. Review the fields in the Additional Pay Inquiry screen. The Transaction Description column will provide details on each of the records you uploaded.
26. For records that were unsuccessful, review the error message (see the error messages section below) and copy the line for each employee who failed from your original Excel spreadsheet onto a new, blank template. Correct your errors and save the corrected template as a .txt file (return to step 4 above). Repeat the upload process. Be sure to review for errors again.

**Error Messages**

| Error Messages                 | Possible Reason                                                                                                                                                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EmplID is required             | Missing Employee ID on the file.                                                                                                                                                                                |
| Ded Subset ID missing          | Benefits or General Deductions of Subset (S) chosen, but no subset ID on the file.                                                                                                                              |
| Earns is greater than Goal Amt | Earnings Amount is greater than the Goal Amount on the file.                                                                                                                                                    |
| ERNCD not in Empl Earns Progrm | Earnings code is either not in the employee's earnings program or has been inactivated and removed from the program.                                                                                            |
| Employee Status Error          | Employee is either terminated or on unpaid leave of absence. Only A or P are valid.                                                                                                                             |
| Invalid combination of hrs/ear | Both earnings amount and hours/hourly rate fields have values on the file. Only earnings amount OR hours and hourly rate are allowed at one time.                                                               |
| Invalid 7 segments combination | Costing is either invalid or blank.                                                                                                                                                                             |
| Earnings or Hours is required  | Both earnings amount and hours/hourly rate fields have no values on the file. Either earnings amount OR hours and hourly rate must have values.                                                                 |
| Employee Not Found             | Employee ID or record # is invalid.                                                                                                                                                                             |
| Employee not Hourly            | Hours and/or Hourly Rate have values on the file but the employee is salaried and not eligible for this combination.                                                                                            |
| Erncd required                 | Missing earnings code.                                                                                                                                                                                          |
| Effdt is required              | Missing effective date.                                                                                                                                                                                         |
| Warning: Future entry exists   | The row will upload, but there is a row with a later date already on the employee's record. The record must be looked at to see if any corrections need to be made to the later row such as changing the seq #. |
| Effdt too far into the future  | Any effective date more than 6 months from the upload date will reject.                                                                                                                                         |

## Error Messages [cont.]

| <b>Error Messages</b>                | <b>Possible Reason</b>                                                                                                                                                                                                                                                                                                       |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payroll for Effdt has passed         | If the effective date is on or before the PPE of a confirmed payroll for the employee, the row will reject. For example, if PPE 03/13/05 has been confirmed and a row is attempted with an effdt of 03/01/05, it will reject. The next valid date for this example would be 03/14/05. (Off cycles are not included in this). |
| Empl_rcd is required                 | Missing employee record #.                                                                                                                                                                                                                                                                                                   |
| Earns EndDt is prior to Effdt        | The earnings end date is earlier than the effective date.                                                                                                                                                                                                                                                                    |
| Warn: No End Dt or Goal Amount       | The row will upload. The warning is that this earning will pay as long as the employee is active until it is manually stopped.                                                                                                                                                                                               |
| Invalid, only R and S allowed        | A value other than R or S was chosen for General Deductions Taken.                                                                                                                                                                                                                                                           |
| Error Earnings Code Account          | Earnings code does not have an object code default set up for employee's empl class and FICA status combination.                                                                                                                                                                                                             |
| Emplid Not is User Security VW       | An upload is being attempted for an employee that the user does not have security access to.                                                                                                                                                                                                                                 |
| Duplicate Entry                      | An upload is being attempted for an earning code that already exists with all the exact same information.                                                                                                                                                                                                                    |
| No Success or Error while processing | SMR with blank goal amount.                                                                                                                                                                                                                                                                                                  |

## Results

You have submitted Additional Pay information for one or more employees.