Additional Compensation or Job - Salaried, ADDJB1

This ePAF can be used to submit a request for an additional job or compensation for a Salaried employee in the form of supplemental or overage incomes, bonus, one-time payment or secondary job. Executive, union, and student employees are out of scope for this ePaf and should be processed via paper PAFs. One-time payments for employee expenses > 90 days are also out of scope and will be processed via paper PAFs.

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1: Provide the ePAF parameters:</strong></td>
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<tr>
<td>a. Enter the TCID of the employee in the ID field ('T' in TCID in caps).</td>
<td>a. Once TCID is entered above, name will populate here</td>
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<tr>
<td>b. Enter the Query Date. The Query Date should equal the appointment effective date.</td>
<td>b.</td>
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<tr>
<td>c. Select Additional Job or Compensation - Salaried, ADDJB1 in the approval category.</td>
<td>c.</td>
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<tr>
<td>d. Click Go.</td>
<td>d.</td>
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</tbody>
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| **STEP 2: Specify Position Number and Suffix.** | |
| For one-time payment, input position number OTP000 and suffix 00. | |
| For guidance on the Position number to use for supplemental payment, refer to Determining a Position Number for a Supplemental Compensation for a FT Employee User Guide. | |
| The Position Number should not have ever existed for the employee. To confirm, click All Jobs. | |
| If Position Number has not existed for this employee, enter the Position Number and Suffix 00 for this ePAF. | |
STEP 2 (continued):
If the Position Number already exists for this employee as a Terminated job, use the Reinstall Job or Compensation (Salaried or Hourly) ePAF instead.
If the Position Number already exists for this employee for an Active job, increment the Suffix (i.e. from 00 to 01) for this ePAF.

STEP 3: Input Begin Record Information.

Note: Required fields are indicated by a red asterisk *.

The following fields will be defaulted from the query date you inputted in Step 1. This should be the actual start date.

Job Begin Date
Effective Date
Personnel Date

Enter the Timesheet Orgn. This is the same as the Organization field in the Funding Allocation section (Step 5). Input the index the transaction is being charged to and click Default from Index. Copy the value in the Organization field into the Timesheet Orgn field. If there are multiple indices, select the one with the highest %.

**To determine Timesheet Orgn**
**Update Job Change Reason.**
Dependent on the type of transaction, update the job change reason as follows:
- SUP if a Supplemental or Overage Income OR Bonus
- OTP if a One Time Payment
- ADL if Additional/New Secondary Job

**Enter the new Supervisor TC ID/UNI** in ALL CAPS. For Faculty payments, input the Department Chair.

**Input the Factor and Pays.**
Factor and Pays will be the same number. You will input the number of paychecks you would like the employee to receive for the appointment. You can count the number of paychecks by using the begin and end dates of the appointment. Refer to the payroll calendar for guidance.

If the additional Job or Compensation is a year or longer OR has no end date then enter 24 for semi-monthly, 26 for bi-weekly & 52 for weekly employees. For an academic year (Sept – May), input 18.

**Enter the amount in the Salary field.** This will be the pay for the period for this ePAF. Do not use ‘$’ or ‘’.’
**STEP 4: Update earnings section.**

Navigate to the “New Value” section and click “Add Row”

In the Effective Date field, enter the job begin date.

In the earnings drop down, select:
- ● SUP If a supplemental Income or one-time payment
- ● OVR If overage
- ● BON if a bonus
- ● REG If an additional/new job

In the Hours or Units per Pay, enter 1.

**STEP 5: Input the funding allocation.**

The Effective Date should match the begin date, which can only occur after the last paid date.

Confirm that the value in the Organization field matches the one in timesheet orgn from step 3.

For one-time payments, update the account to 6571.

If the funding information needs to be updated, enter your index number and click the button for “Default from Index.”

Please Note: When you click “Default from Index,” the system removes the defaulted account. If you forget your account, you can always refer to the [e-class & account chart](#).

Confirm that the percentage equals 100%
**STEP 6: Input End Record Information**

Enter the Job end date in both the Effective Date and Personnel Date fields.

If the Job has no end date, enter 12/31/2027 and indicate no end date in the Comments section.

**Manually type in date in this field. Do NOT use the calendar picker tool.**

**STEP 7: Input Routing Queue.**

Select your approvers from the drop down boxes in the User Name column.

If your transaction needs to go through both the Budget AND Grants departments for approval, enter the budget approver in level 24 – CONTR Budget, Grants. Then, move to step 7A.

Otherwise, click Save and Add New. Move to Step 8.

**STEP 7B: Include Budget AND Grants as approvers in routing queue.**

a. Click Add Row.

b. Go to the empty row.
STEP 7B (continued)

c. From the drop down, select 27- Grants.
d. In User Name, select John Hernandez as the approver.
e. In Required Action, select Approve.

STEP 8: If needed, add a comment (max 4000 chars):

Title: For secondary jobs, enter the title in the comments section.

No End Date: If this additional comp or job has no end date, indicate in the comments section. (Additional processing will be done by HRIS), Click Save when done.

Overages: Indicate in the comments section that this payment is intended to be an overage.

Any time you add an additional comment, you will need to click the save button.
STEP 9: Save the ePAF.

Click the Save button located at the bottom of the screen

*Note: Saving the ePAF is not the last step.

Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen

STEP 10: Submit the ePAF.

After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit.

Once submitted, you will receive a notification at the top right hand corner of the page.

The ePAF Transaction status will also move to Pending.