

Additive Pay Job Suffixes

Additive Pay jobs are used to differentiate a portion of an employee's pay that is not 'base' salary.

Examples of Additive Pay:

- Flat rate or percentage given for assuming Administrator duties, i.e., Department Head
- Flat rate or percentage awarded for Endowment, i.e., Professorship or Chair

Additive Pay is **not** included in faculty salary deferral calculation; the additive pay amount will be included with the employee's monthly salary dispersed over their Primary job appointment period.

ePAF should be submitted to create Additive Pay job using employee's Primary job number with the appropriate Additive Pay suffix:

- **F1** – Faculty Endowment; increment if needed i.e., F2, F3, etc.
- **D1** – Department or College/Division Administrative additive; increment if needed i.e., D2, D3, etc.
- **M1** – Miscellaneous Additive; typically short term; increment as needed i.e., M2, M3, etc. (additive that doesn't fall into other categories)

Initiate a new ePAF to create an *Additive Pay* job

- Query Date – date *Additive Pay* job should begin for employee
use query date of April 1, 2017 for Additive Pay job to be included in extract for **Salary Planner**
- Approval Category
 - Monthly with end date – Add Job Record; if end date is known
 - Monthly no end date – Add Job Record

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	211661	00	REGENTS PROFESSOR	100418, Agricultural Economics	Jul 01, 2015		Feb 28, 2017	Active

Additive Pay Job Suffixes

- Enter **Primary** job position number and **Additive Pay** suffix

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Joe Bob Jones, A12345678
Query Date: Apr 01, 2017
Approval Category: Add Job Record Monthly end d, ADDJBS

Additional Salaried Job, ADJBS3

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	211661	F1	gts Prof/Enwd Ch	100418, Agricultural Economics					<input checked="" type="radio"/>
	Primary	211661	00	REGENTS PROFESSOR	100418, Agricultural Economics	Jul 01, 2015		Feb 28, 2017	Active	<input type="radio"/>

- Refer to NBAJOBS to get employee's hours per day, hours per pay, and factor information.

Employee Jobs NBAJOBS 8.10 [MC:1.0] (PROD) (OSU)

ID: A12345678 **Joe Bob Jones** **Last Paid Date:** 28-FEB-2017
Position: 211661 **Suffix:** 00 **Query Date:** 01-MAR-2017

Base Job | **Job Detail** | Payroll Default | Deferred Pay | Miscellaneous | Excluded Deductions/Benefits | Default Earnings | Work Schedules | Job Labor Distribution

Effective Date: 01-SEP-2016
Personnel Date: 13-MAY-2016
Status: Active
Title: REGENTS PROFESSOR
Job FTE: 1.000
Appointment Percent: 100.00
Encumbrance Hours: 0.00
Encumbrance Indicator: System Calculated
Hours per Day: 8.00
Employee Class: 2A OSU DASNR Faculty
Leave Category: 1F OSU Faculty Sick Lv
Change Reason: 1REH Rehire
Employer Code: OSU Oklahoma State University

Pay Plan
Group: 201507 **Grade:** NA
Table: SA **Step:** 0

Compensation
Rate: 56,090.822
Hours per Pay: 173.33
Assign Salary: 9,722.22
Factor: 9.0
Pays: 12.0
Annual Salary: 87,500

Additive Pay Job Suffixes

- Complete the required ePAF fields:
 - **Contract Type** – Secondary
[if all of employee’s pay is from endowment, Contract Type = Primary with Additive Pay suffix]
 - **FTE** – 0.00
 - **Job Change Reason** – XNEW Enter New Additive Pay
 - **Hours per Day** – from NBAJOBS
 - **Hours per Pay** – from NBAJOBS
 - **Factor** – from NBAJOBS
 - **Pays** – must be same as Factor; additive pay will not be included in salary deferral
 - **AnnSalry/ContractAmt** – annual amount of additive pay
* enter 0.00, as shown below, if creating ‘place holder’ Additive Pay job for **Salary Planner**
 - **Time Sheet Orgn** – employee’s Organization
 - **Title** – name of Endowment, Administrative Title, etc.

Additional Salaried Job, 211661-F1 Rgts Prof/Enwd Ch	
Item	Current Value New Value
Job Begin Date: MM/DD/YYYY*	<input type="text" value="04/01/2017"/>
Jobs Effective Date: MM/DD/YYYY*	<input type="text" value="04/01/2017"/>
Personnel Date: MM/DD/YYYY*	<input type="text" value="04/01/2017"/>
Contract Type: *	<input type="text" value="Secondary"/>
Job Status: *	<input type="text" value="Active"/>
FTE: *	<input type="text" value="0.00"/>
Job Change Reason: *	<input type="text" value="XNEW, Enter New Additive Pay"/>
Hours per Day: *	<input type="text" value="8"/>
Hours per Pay: *	<input type="text" value="173.33"/>
Factor: *	<input type="text" value="9"/>
Pays: *	<input type="text" value="9"/>
AnnSalry/ContractAmt: *	<input type="text" value="0.00"/>
Timesheet Orgn: *	<input type="text" value="100418"/>
Title:	<input type="text" value="Sparks Endowed Chair"/>
Step: (Not Enterable)	<input type="text" value="0"/>

- After completing ‘top’ portion of ePAF, scroll past lines of Labor Distribution, and click ‘Save & Add New Rows’ button

...

[Lines of Labor Distribution]

...

Default from Index

Save and Add New Rows



Additive Pay Job Suffixes

- A 'Remove' box will appear at the end of each Labor Distribution line. As appropriate, modify funds associated with Additive Pay job; enter/increase funding % to 100.00
- Verify that the Effective Date for the new Labor Distribution matches the effective date of the Additive Pay job.

New
Effective Date: MM/DD/YYYY 04/01/2017

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
X		453495	100418	602112	3423		2			100.00		<input checked="" type="checkbox"/>
X		453420	100418	602112			2			100.00		<input type="checkbox"/>
										Total:	100.00	

Default from Index Save and Add New Rows

- Click 'Save and Add New Rows' to verify that the Labor Distribution has updated

New
Effective Date: MM/DD/YYYY 04/01/2017

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
X		453420	100418	602112	3420		2			100.00		<input type="checkbox"/>
										Total:	100.00	

- Complete the Terminate Job Record information for the Additive Pay job; Effective Date for 'termination' of 'F1' job – the date the Additive Pay should end; this section will only show on the ePAF if 'Monthly with End Date' was selected as the Approval Category.

Terminate Job Record Only 211661-F1 Rgts Prof/Enwd Ch

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		06/30/2018
Personnel Date: MM/DD/YYYY*		04/01/2017
Job Change Reason: *		XSTOP, Stop Additive Pay
Job Status: (Not Enterable)		T

- If ePAF is being used to create 'place holder' Additive Pay Job for Salary Planner, include comment

** Place holder Additive Pay Job - Annual Salary will be add in Salary Planner **

- Complete Routing Queue & Submit ePAF

... not quite done ...

Additive Pay Job Suffixes

- Send list of Additive Pay Jobs to Payroll
 - By default Additive Pay jobs will have a Leave Report associated with them
 - Additive Pay Jobs should not have a Leave Report
Leave Reporting Method should be changed to 'None (Payroll)'

Employee Jobs NBAJOBS 8.10 [MC:1.0] (PROD) (OSU)

ID: A12345678 Joe Bob Jones

Position: 211661 Suffix: F1

Base Job Job Detail **Payroll Default** Deferred Pay Miscellaneous Excluded De

Effective Date: 01-APR-2017

Timesheet Defaults

Timesheet COA: X

Timesheet Organization: 100418 Agricultural Economics

Payroll ID: JM OSU Monthly

Default Shift: 1

Time Entry Method: Payroll Time Entry

Time Entry Type: None

Time In and Out

Leave Report Method: None (Payroll)

Leave Report Payroll ID: JL OSU Leave Calendar

- List for Payroll should be identified as **'Additive Pay Job List – Change Leave Reporting Method to NONE'**
- The list should include the following:
 - Employee Banner ID
 - Employee Name
 - Employee Organization# & Name
 - Additive Pay Job – Position# & Suffix
- Send list to Gwen Budzene & Sherry Stanley
- Within **Salary Planner**
 - Annual Salary will need to be adjusted on Additive Pay Jobs and Primary Job as appropriate.
 - FTE on Additive Pay Jobs is 0.00, do not change FTE in Salary Planner