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 <u>suffix</u>:

- **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 <mark>Salary Planner</mark>

- Approval Category

  - Monthly with end date – <u>Add Job Record</u>; if end date is known

  - Monthly no end date – <u>Add Job Record</u>

Additive Pay Job Suffixes

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

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

Additive Pay Job Suffixes

- Complete the required ePAF fields:

  - **Contract Type –** <u>Secondary</u>
    [if <u>all</u> 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 –** <u>must be same as Factor</u>; 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*		04/01/2017
Jobs Effective Date: MM/DD/YYYY*		04/01/2017
Personnel Date: MM/DD/YYYY*		04/01/2017
Contract Type: *		Secondary
Job Status: *		Active
FTE: *		0.00
Job Change Reason: *		XNEW, Enter New Additive Pay
Hours per Day: *		8
Hours per Pay: *		173.33
Factor: *		9
Pays: *		9
AnnSalry/ContractAmt: *		0.00
Timesheet Orgn: *		100418
Title:		Sparks Endowed Chair
Step: (Not Enterable)		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		☑
X		453420	100418	602112			2			100.00		
										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		☐
										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 <u>with End Date</u>' 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 <mark>Salary Planner</mark>, 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)'

- 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