Additional Pay

Monitoring Additional Pay Entries for Departments
“With the goal of reducing system customizations while increasing the accuracy of system entry, the decision was made to centralize additional pay processing.”

- HR 13.0 Additional Pay
  Carmen Training
Since additional pay is now centralized, additional pay panels in PeopleSoft no longer exist.

The best report to monitor additional pay is HRA003* in BuckIQ.

- It contains both chartfield information and amount.
- Location: BuckIQ > University > Human Resources > HRA Reports.

*HRA003 is one of the required Payroll Processing reports.
Header titles indicate the status of the HRA.

A link to the HRA will open the HRA in a new window.*

The amount for onetime payments will appear here.

The amount per pay period for multiple or recurring payments will appear here.
Since additional pay was centralized, everything that is entered in the HRA under Service Center Activity is the exact chartfield that is sent to payroll or directly to paycheck. However, you can also view the chartfield that was entered by the Service Center on the “HRA Service Center – Chartfield” tab in the HRA003.
The tabs at the top of HRA003 can be used to focus in on information.

- This will display *only* additional pay HRAs for onetime payments.
- This will display *only* additional pay HRAs for multiple and recurring payments.
- This will display the chartfield information that was requested in the HRA.
- This will display the chartfield information that was entered by the Service Center in the HRA and either sent to payroll or directly to the paycheck.
REMEMBER

The chartfield that was entered by the Service Center may not match the actual funding that posts to the GL. Please make sure to monitor your HRB185 reports for non-REG earnings codes and any transactions that post to the clearing account.