



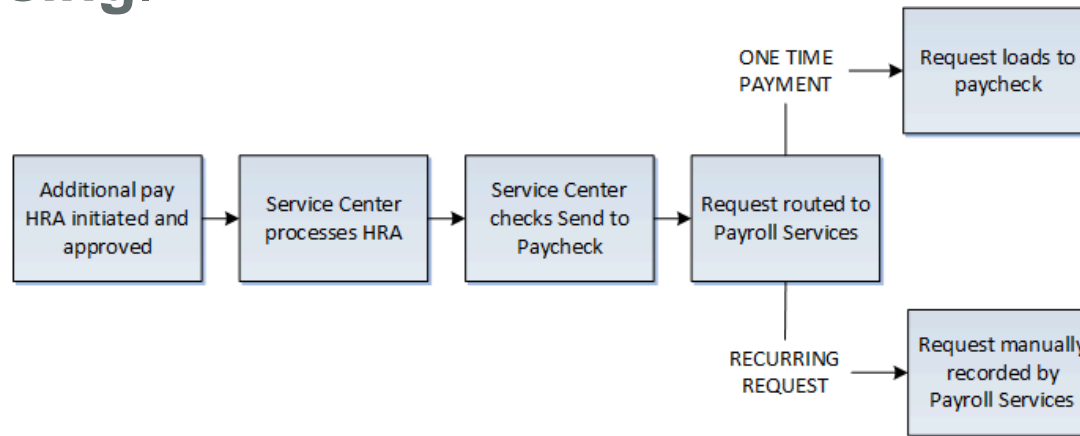
THE OHIO STATE UNIVERSITY

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



Monitoring Additional Pay

- 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



BuckIQ Business Intelligence

Search All Advanced Help Sign Out

HRA003 Additional Pay Report

Home Catalog Favorites Dashboards New Open Signed In As: Harini, Crystal R

HRA003 Additional Pay Status HRA One Time - Comparison HRA Recurring - Comparison HRA Requested - Chartfield HRA Service Center - Chartfield

Please select the criteria:

Org Type (Required) Position
 Chartfield Requested
 Chartfield Service Center
 HRA Workflow

College 1 Name: #Blank#; Coll of Fi
 College 1 Name: (All Column Values)
 Dept: D1156 - Food Soc
 Org: (All Column Values)
 Employee ID: _____

Request Status: --Select Value--
 Service Center Status: --Select Value--
 Pay Frequency: --Select Value--
 To be Processed by PS: --Select Value--

Submitted Date: Between _____
 Final Approved Dt: Between 07/01/2014 - 07/29/2014
 Eff Dt Requested: Between _____
 Eff Dt Service Center: Between _____
 Ps Sent Date: Between _____

Apply Reset

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.

Compensation Approval Pending

MONTHLY

Request Type	Request Status	Employee Name	Employee Id	HRA Number	Pos Organization Code	Service Center Action	Add Comp Freq Svc Ctr	Earnings Cd Onetime	Eff Dt Svc Ctr	Total Amount One Time Svc Ctr	Earnings Cd Recurring	Num Pay Periods Svc Ctr	Amount Per Period Svc Ctr	Total Amt Svc Ctr	Start Dt Svc Ctr	End Dt Svc Ctr	Send To Paycheck	To Be Processed by PS
Pay Additional Compensation	APPROVED			117718	11000	Additional Pay	ONETIME	ODP	8/1/2014	\$14,646.13							Y	Yes

Complete

MONTHLY

Request Type	Request Status	Employee Name	Employee Id	HRA Number	Pos Organization Code	Service Center Action	Add Comp Freq Svc Ctr	Earnings Cd Onetime	Eff Dt Svc Ctr	Total Amount One Time Svc Ctr	Earnings Cd Recurring	Num Pay Periods Svc Ctr	Amount Per Period Svc Ctr	Total Amt Svc Ctr	Start Dt Svc Ctr	End Dt Svc Ctr	Send To Paycheck	To Be Processed by PS
Pay Additional Compensation	COMPLETE			116470	11560	Additional Pay	RECURRING				ODP	2	\$14,646.13	\$29,292.26	6/1/2014	7/31/2014	N	N/A
				112264	11560	Additional Pay	ONETIME	SUP	5/1/2014	\$3,571.45							N	No
				108070	11560	Additional Pay	ONETIME	ODP	7/1/2014	\$2,866.32							Y	Sent
						PET			7/1/2014								N	No

Under Compliance Review

MONTHLY

Request Type	Request Status	Employee Name	Employee Id	HRA Number	Pos Organization Code	Service Center Action	Add Comp Freq Svc Ctr	Earnings Cd Onetime	Eff Dt Svc Ctr	Total Amount One Time Svc Ctr	Earnings Cd Recurring	Num Pay Periods Svc Ctr	Amount Per Period Svc Ctr	Total Amt Svc Ctr	Start Dt Svc Ctr	End Dt Svc Ctr	Send To Paycheck	To Be Processed by PS
Pay Additional Compensation	APPROVED			113206	11560	Additional Pay	ONETIME	SUP	7/1/2014	\$20,022.54							Y	Sent



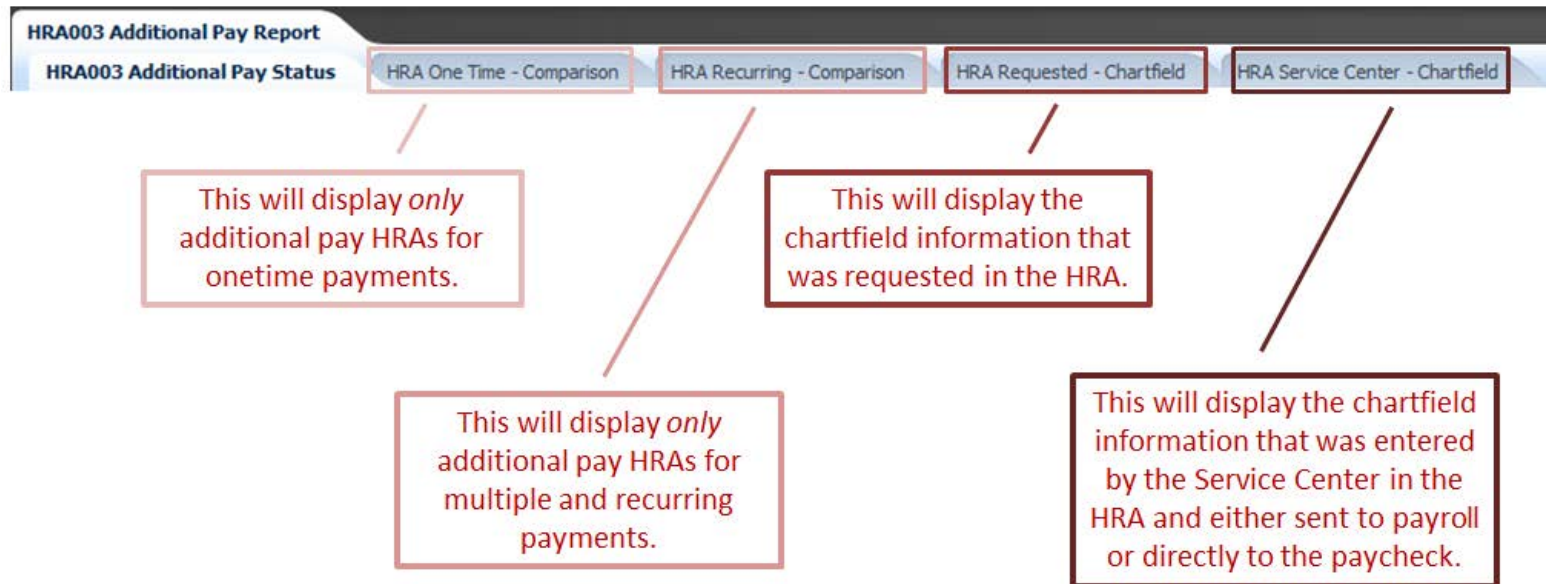
Chartfield Information

- * 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.



Tabs & View Options

The tabs at the top of HRA003 can be used to focus in on information.





Additional Pay Requests and the General Ledger

* 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.