



# HUMAN RESOURCES

Illinois State University

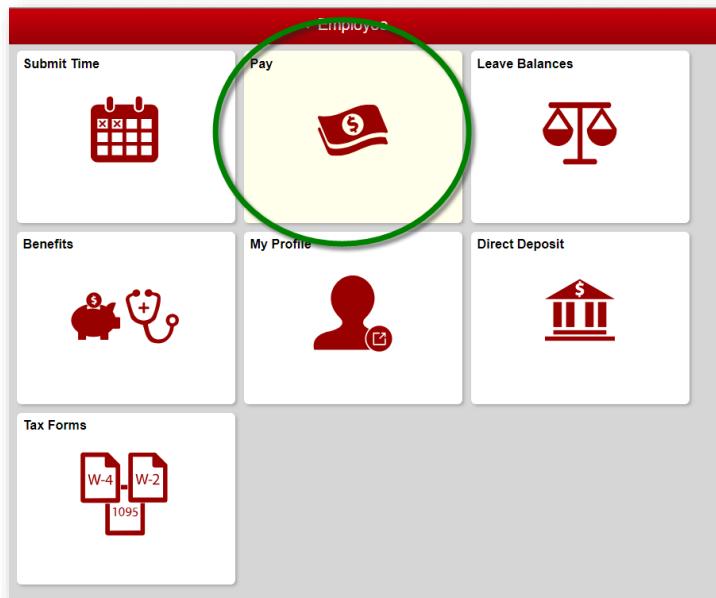
## Additional Pay

This tutorial will be helpful for those who need to:

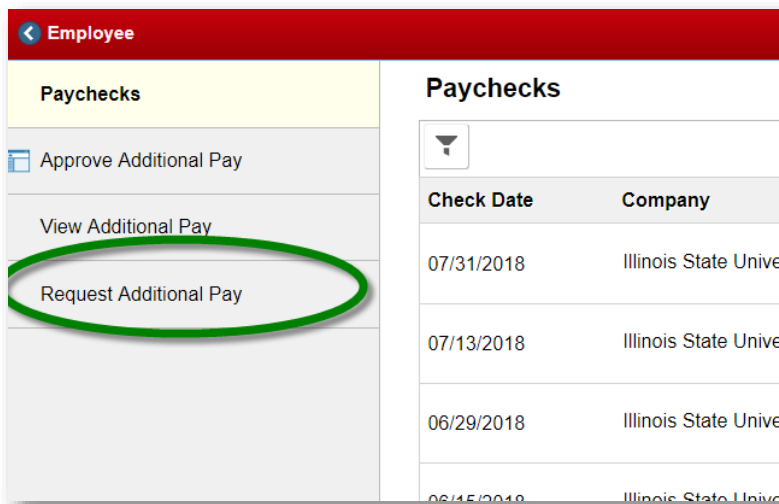
- 1) Submit a request for Additional Pay
- 2) [Review and Approve an Additional Pay request](#) (click link to go directly to section)
- 3) [Review status of an existing Additional Pay request](#) (click link to go directly to section)

Navigation to ISU Additional Pay Request:

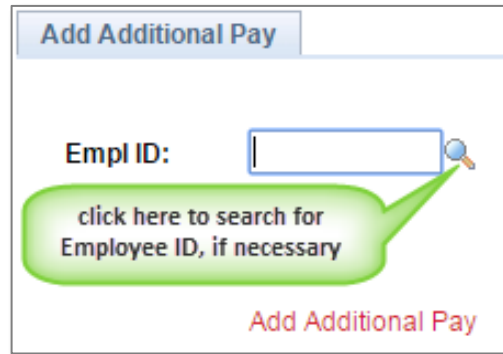
(1)



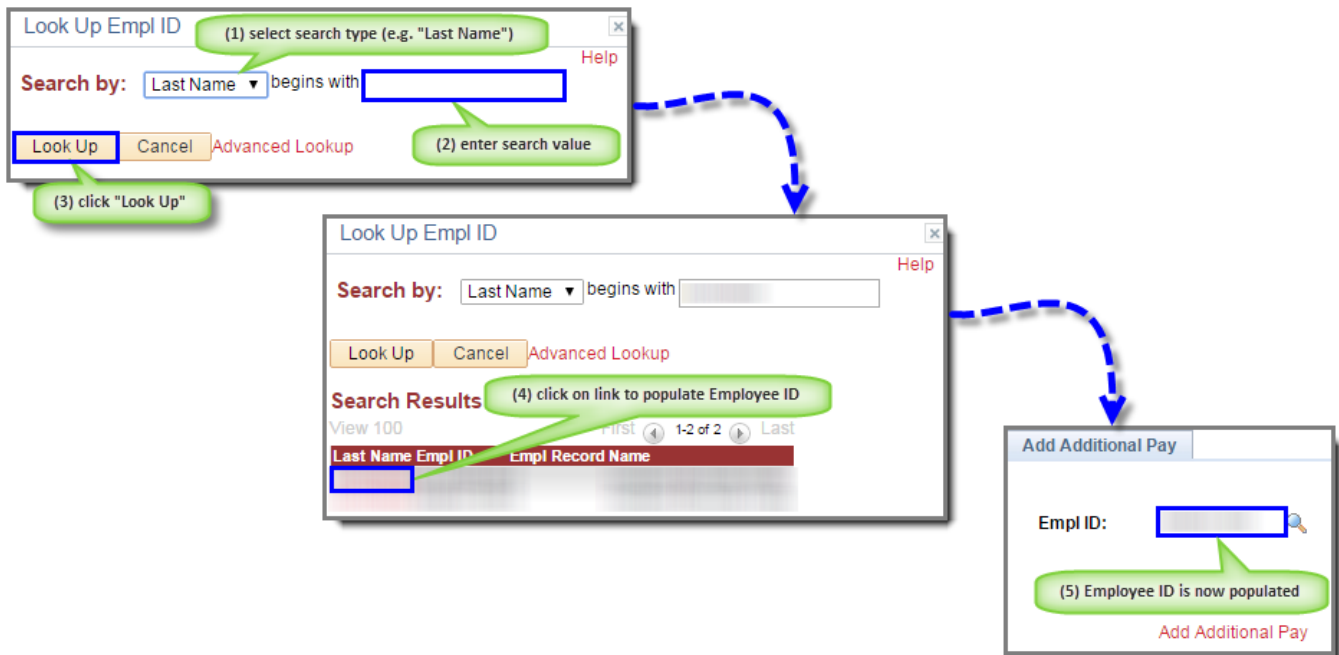
(2)



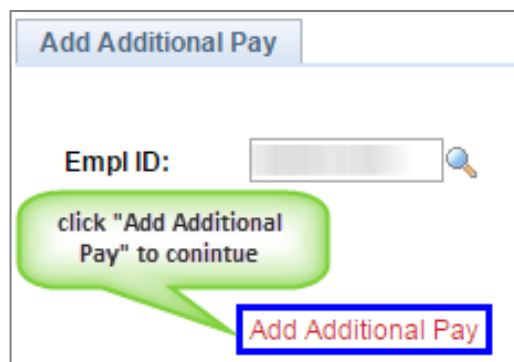
Enter **Employee ID** of the employee who would receive the Additional Pay (if necessary, use the search icon to search by name or last name):



If searching for the Employee ID by name or last name, do the following (otherwise, skip this part):



Click **"Add Additional Pay"** to continue the request process:




You will now see the following screen:



### Submit Additional Pay Request


Below is the employee you selected for Additional Pay. Please review the information for this employee and all Additional Pay policies and procedures prior to approving/submitting. If you have questions about these policies and/or procedures, please contact Human Resources before submitting. PLEASE NOTE: All Additional Pays must be submitted prior to work being complete. \*Additional Pay is not for Overload or any work that is assigned FTE. \*Additional Pay is also not to be used in lieu of Overtime. Click Submit once you have entered the Additional Pay information.

Selected Employee Primary Job Information					
Empl ID	Name	Department	Job Title	Pay Group	Empl Class
		Mennonite College of Nursing	Instructional Asst Professor	Monthly 63-901	NTT Regular


#### Additional Pay Details



\*Additional Pay Justification:   pre-populated, but can be changed

\*Earnings Code:   \*Effective Date:  

\*Earnings:  (Amount Per Pay Period) \*Earnings End Date:  

\*Goal Amount:

\*Combination Code:  

Earned Period (if different than Effective & End Dates above)      Begin Date:   End Date:  


\* Required Field  I acknowledge that by choosing "I agree" that the information I am submitting/approving is true and accurate and I have had sufficient time to review and seek explanation of the information, have carefully read the applicable policies and procedures, understand fully the information, and agree to be bound by this acknowledgement. I further understand that I am responsible for abiding by all applicable University policies.



I agree

[Return to Select Employee](#)

Enter **Additional Pay Justification:**

#### Additional Pay Details


\*Additional Pay Justification:   optional spell check

\*Earnings Code:   \*Effective Date:   enter "Additional Pay Justification" here

Enter **Earnings Code**:


**Additional Pay Details**

\*Additional Pay Justification:

\*Earnings Code:  

\*Earnings:  (Amount Per Pay Period) \*

\*Goal Amount:

\*Combination Code:  

Earned Period (if different than Effective & End Dates above)

I acknowledge that by choosing "I agree" that the information I am submitting is true and accurate and I have had sufficient time to review and seek explanation of the information, and have carefully read the applicable policies and procedures, understand fully the information.

\* Required Field

either search for "Earnings Code" ...

... or enter "Earnings Code" directly here

**Look Up Earnings Code**

Search by: Earnings Code begins with

Look Up Cancel Advanced Lookup

**Search Results**

View 100 First 1-3 of 3 Last


Earnings Code	Description
AWA	Awards
CLO	Clothing Allowance
EXP	Extra Pay

click on one of the codes to populate the "Earnings Code"

Enter **Effective Date** (if different from pre-populated date):


**Additional Pay Details**

\*Additional Pay Justification:

\*Earnings Code:  

\*Earnings:  (Amount Per Pay Period) \*

\*Goal Amount:

\*Combination Code:  

Earned Period (if different than Effective & End Dates above)

Begin Date:

I acknowledge that by choosing "I agree" that the information I am submitting is true and accurate and I have had sufficient time to review and seek explanation of the information, and have carefully read the applicable policies and procedures, understand fully the information.

\* Required Field

optional date-picker

enter "Effective Date" here, if different from pre-populated date

**Calendar**

March 2016


S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Current Date

Enter **Earnings** (Amount Per Pay Period):


**Additional Pay Details**

\*Additional Pay Justification:

\*Earnings Code:  

\*Earnings:  (Amount Per Pay Period) \*

\*Goal Amount:

\*Earnings End Date:  

I acknowledge that by choosing "I agree" that the information I am submitting is true and accurate and I have had sufficient time to review and seek explanation of the information, and have carefully read the applicable policies and procedures, understand fully the information.

\* Required Field

enter "Earnings" here (amount per Pay Period)

Enter the **Earnings End Date** (*represents first day the earnings will not be paid*):

**Additional Pay Details**

\*Additional Pay Justification:

\*Earnings Code:

\*Effective Date: 03/01/2016

\*Earnings:  (Amount Per Pay Period) \*Earnings End Date:

\*Goal Amount:

\*Combination Code:

Earned Period (if different than Effective & End Dates above) Begin Date:

\* Required Field

I acknowledge that by choosing "I agree" that the information I am submitting/and accurate and I have had sufficient time to review and seek explanation of th have carefully read the applicable policies and procedures, understand fully the and agree to be bound by this acknowledgement. I further understand that I am responsible for abiding by all applicable University policies.

optional date-picker

enter "Earnings End Date" here

Calendar

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Current Date

Enter **Goal Amount** (*total additional pay*):

**Additional Pay Details**

\*Additional Pay Justification:

\*Earnings Code:

\*Effective Date: 03/01/2016

\*Earnings:  (Amount Per Pay Period) \*Earnings End Date:

\*Goal Amount:

\*Combination Code:

enter "Goal Amount" here (total Additional Pay)

Enter **Combination Code**:

**Additional Pay Details**

\*Additional Pay Justification:

\*Earnings Code:

\*Effective Date: 03/01/2016

\*Earnings:  (Amount Per Pay Period) \*Earnings End Date:

\*Goal Amount:

\*Combination Code:

Earned Period (if different than Effective & End Dates above)  End Date:

either search for "Combination Code" (see example screenshots to follow) ...

... or enter "Combination Code" directly here

If searching for the Combination Code, do the following (*otherwise, skip this part*):

The screenshots illustrate the following steps:

- Click "Advanced Lookup"
- Change drop-down to "contains"
- Type keyword to search by Description
- Click "Look Up"
- Click on appropriate code to populate the Combination Code

Enter the **Earned Period** (*if different than the Effective Date and Earnings End Date*):

The form includes the following fields and annotations:

- \*Additional Pay Justification: [Text Field]
- \*Earnings Code: [Text Field]
- \*Earnings: [Text Field] (Amount Per Pay Period)
- \*Goal Amount: [Text Field]
- \*Combination Code: [Text Field]
- \*Effective Date: 03/01/2016 [Text Field]
- \*Earnings End Date: [Text Field]
- Earned Period** (if different than Effective & End Dates above)
  - Begin Date: [Text Field]
  - End Date: [Text Field]

Annotations for the Earned Period section:

- optional date-picker (pointing to the date fields)
- enter "Begin Date" here (pointing to the Begin Date field)
- enter "End Date" here (pointing to the End Date field)

Calendar widget showing March 2016:

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Additional form elements: \* Required Field, Submit button, Acknowledgment text, I agree checkbox, Return to Select Employee link.

Your screen should be similar to this before submitting the request:

### Submit Additional Pay Request

Below is the employee you selected for Additional Pay. Please review the information for this employee and all Additional Pay policies and procedures prior to approving/submitting. If you have questions about these policies and/or procedures, please contact Human Resources before submitting. PLEASE NOTE: All Additional Pays must be submitted prior to work being complete. \*Additional Pay is not for Overload or any work that is assigned FTE. \*Additional Pay is also not to be used in lieu of Overtime. Click Submit once you have entered the Additional Pay information.

#### Selected Employee Primary Job Information

Empl ID	Name	Department	Job Title	Pay Group	Empl Class
		Mennonite College of Nursing	Instructional Asst Professor	Monthly 63-901	NTT Regular

#### Additional Pay Details

\*Additional Pay Justification:

\*Earnings Code:  Extra Pay

\*Effective Date:

\*Earnings:  (Amount Per Pay Period) \*Earnings End Date:

\*Goal Amount:

\*Combination Code:

Earned Period (if different than Effective & End Dates above)

Begin Date:  End Date:

Read disclaimer and check "I agree" in the checkbox, then click the **Submit** button:

\* Required Field

(2) click "Submit"

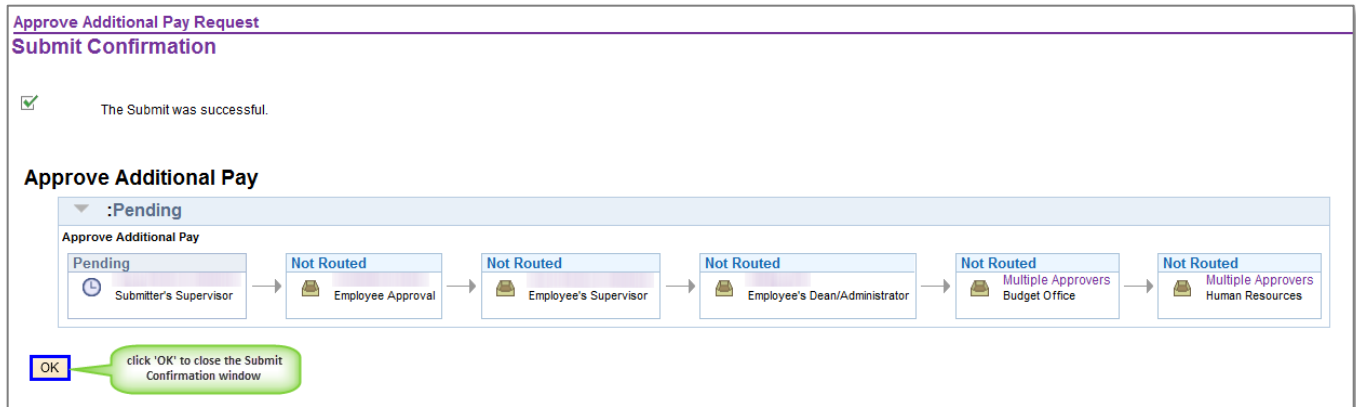
I agree

(1) click checkbox to agree

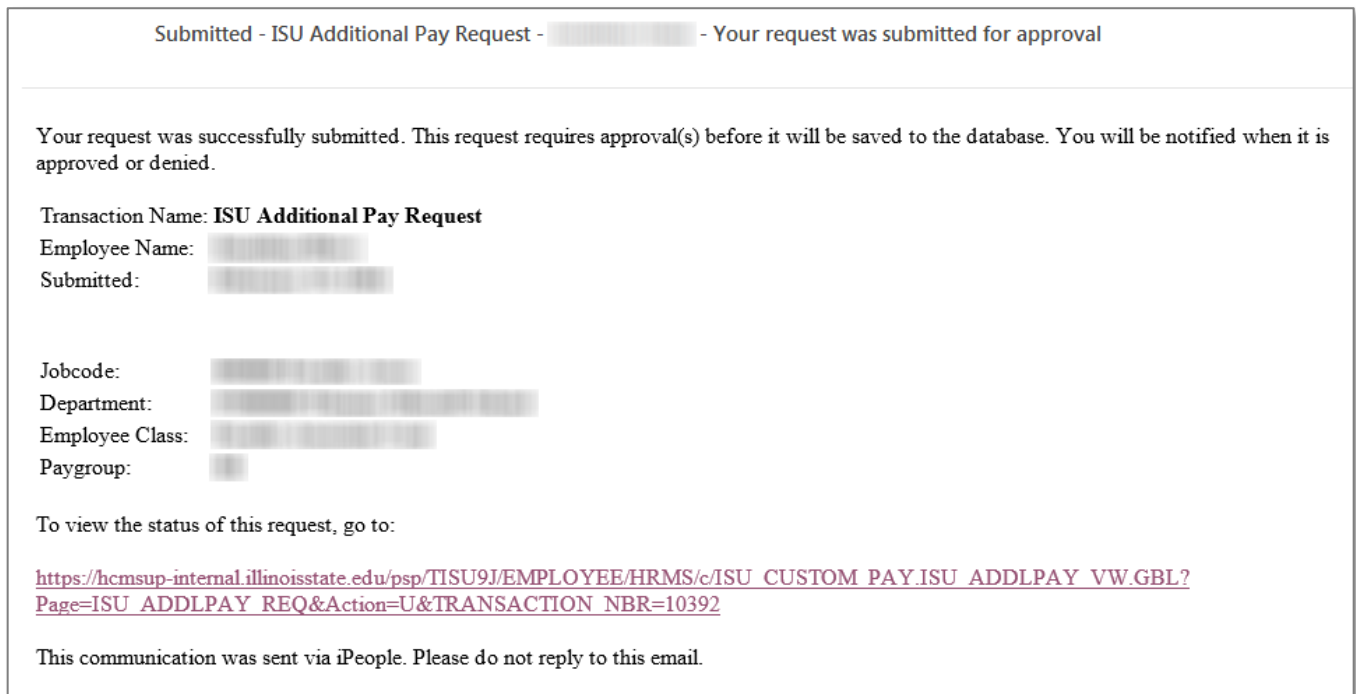
[Return to Select Employee](#)

I acknowledge that by choosing "I agree" that the information I am submitting/approving is true and accurate and I have had sufficient time to review and seek explanation of the information, have carefully read the applicable policies and procedures, understand fully the information, and agree to be bound by this acknowledgement. I further understand that I am responsible for abiding by all applicable University policies.

You should now see a confirmation window that the Additional Pay request has been submitted (*Note: this example screenshot was taken in a test environment, which explains the purple-colored theme*):



You should also receive an e-mail confirmation similar to this:

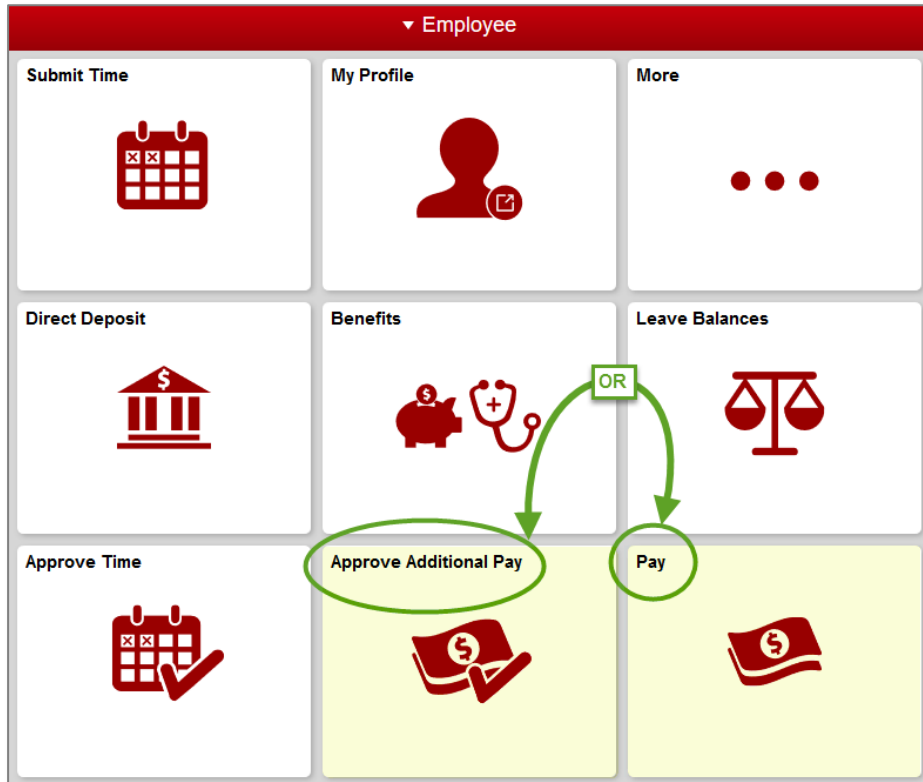




Review and Approve an Additional Pay request ([return to top](#))

Navigation to ISU Approve Additional Pay:

(1)



(2)



You will now see the following screen (*click on link to open up particular request*):

**Approve Additional Pay Request**  
**Select an Additional Pay Request**

The list below contains current and historical additional pay requests. Click on a transaction number to view details.

Transaction Number	Additional Pay Date	Workflow Status	Empl ID	Name	Department	Empl Class
	03/01/2016	In Approval Process				
	02/01/2016	In Approval Process				

*click on link to open up request*

(*Note: this example screenshot was taken in a test environment, which explains the purple-colored theme*)

To approve the Additional Pay request, enter comments and check the disclaimer before clicking on Approve or Deny:

**Approve Additional Pay Request**

This transaction requires an action on your part. Enter your comments (optional) in the area provided, then click the Approve or Deny button to process this request.

**Selected Employee Primary Job Information:**

Empl ID	Name	Department	Job Title	Pay Group	Empl Class

**Additional Pay Details**

Additional Pay Justification: [dropdown]

Earnings Code: Exp: Extra Pay      Effective Date: 03/01/2016

Earnings: \$150.00 (Amount Per Pay Period)      Earnings End Date: 04/01/2016

Goal Amount: \$150.00

Combination Code: [dropdown]

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Earned Period: (if different than Effective & End Dates above)      Begin Date:      End Date:

Trans Hbr: [dropdown]

Workflow Status: In Approval Process

Requester: [dropdown]

**Approve Additional Pay**

Workflow: Pending

Approve Additional Pay

```

graph LR
    A[Pending: Submitter's Supervisor] --> B[Not Routed: Employee Approval]
    B --> C[Not Routed: Employee's Supervisor]
    C --> D[Not Routed: Employee's Dean/Administrator]
    D --> E[Not Routed: Multiple Approvers Budget Office]
    E --> F[Not Routed: Multiple Approvers Human Resources]
  
```

**Comment**

Approver Name: [dropdown]

Comment: [text area]

*optional spent check*

*enter comments here, if necessary*

I acknowledge that by choosing "I agree" that the information I am submitting/approving is true and accurate and I have had sufficient time to review and seek explanation of the information, have carefully read the applicable policies and procedures, understand fully the information, and agree to be bound by this acknowledgement. I further understand that I am responsible for abiding by all applicable University policies.

agree

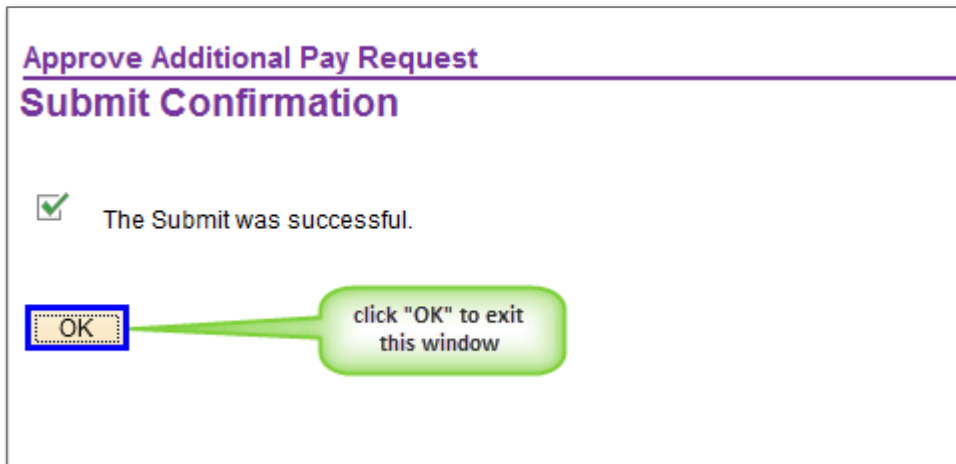
*click here to agree to disclaimer*

*click one of these buttons to Approve or Deny*

[Approve] [Deny]

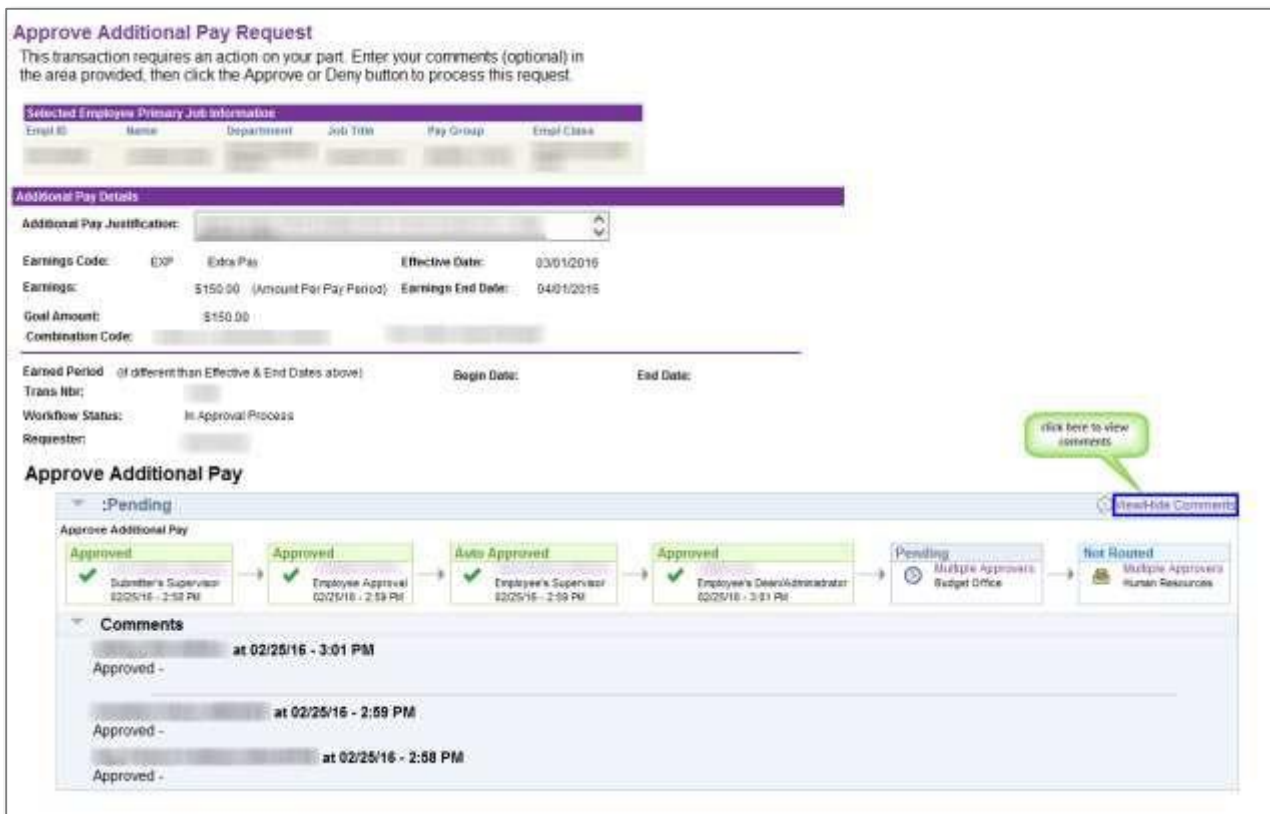
(*Note: this example screenshot was taken in a test environment, which explains the purple-colored theme*)

You will now see a confirmation window similar to this:



(Note: this example screenshot was taken in a test environment, which explains the purple-colored theme)

To go back in later to review the status of the request, your screen should look similar to this:



(Note: this example screenshot was taken in a test environment, which explains the purple-colored theme)

Review status of an existing Additional Pay request ([return to top](#))

Navigation to ISU View Additional Pay Status:

(1)



(2)



You will now see a list of your Additional Pay requests similar to this (*click on a transaction Number link to view the details of the request*):

Additional Pay Requests						
Transaction Number	Additional Pay Date	Workflow Status	EmpID	Name	Department	Empl Class
	01/11/2016	Denied				
	03/01/2016	Approved				
	03/01/2015	Approved				
	01/01/2016	<a href="#">click a link to open request</a>				
	01/01/2016					
	01/01/2016	Denied				
	11/01/2015	Approved				
	09/01/2015	Approved				

Contact information:

- ✓ For more information on submitting your time, please contact Human Resources at **438-8311**
- ✓ If you are having access issues, please contact **438-4357**
- ✓ More training resources available at <http://hr.illinoisstate.edu/>