Supervisor of the employee to whom the additional compensation is being requested for must complete the Additional Compensation Request Form and obtain all required signatures prior to completing the process in PeopleSoft.

1. **Creating the Additional Compensation Position** (If position already exists skip to step 2)
   
   There are 2 job codes that can be used for creating additional compensation positions
   - 3170 – Additional Comp – Exempt *(monthly)*

   A. Process an ePRF in PeopleSoft to create a new position.
      a. A new position will only need to be created if one does not currently exist in the requesting department.
      b. Titling of the new position should be as follows:
         i. Additional Comp Exempt – For monthly paid employees
      c. Set hours to 1 to calculate FTE at .03
      d. Upload budget journal per position management guidelines
      e. Submit ePRF and wait until position number has been created to process ePAR

2. **Processing Additional Compensation by ePAR**

   Main Menu < Department Self Service < eForms Home Page < Start a New eForm < Personnel Action Request (ePAR) < Hire an Employee

   A. Search for employee by name or empl id
   B. Choose HR active job record
   C. Step 1 of 3: Job Information
      a. Effective date must equal effective date on approved Additional Compensation Request Form
      b. Empl Class of employee receiving additional compensation
      c. Reg/Temp field will be Temporary
      d. Check “Need Assignment End Date?”
         i. Assignment end date should be equal to or less than 6 months and cannot cross fiscal years.
      e. Enter additional compensation position number and click Next
Hire an Employee

Step 1 of 3: Job Information
Complete the fields below with the appropriate job information for the individual being hired.

<table>
<thead>
<tr>
<th>Personal Info</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Jane Doe</td>
<td>Empl ID: 12345678</td>
</tr>
<tr>
<td>*Effective Date: 11/01/2017</td>
<td>eForm ID: 820423</td>
</tr>
<tr>
<td>*Empl Class: Sup. Staff</td>
<td></td>
</tr>
<tr>
<td>*Reg/Temp: Temporary</td>
<td></td>
</tr>
<tr>
<td>Need Assignment End Date?:</td>
<td></td>
</tr>
<tr>
<td>*Assignment End Date: 05/01/2018</td>
<td></td>
</tr>
<tr>
<td>*Position: 00020577</td>
<td>Additional Comp Exempt</td>
</tr>
<tr>
<td>Business Unit: HR759</td>
<td>Department: C0058</td>
</tr>
<tr>
<td>Job Code: 3170 - Additional Comp – Exempt</td>
<td></td>
</tr>
<tr>
<td>Sal Plan: HRY</td>
<td>Salary Grade: 999</td>
</tr>
</tbody>
</table>

D. Step 2 of 3: Compensation
   a. Enter 1.00 in Standard Hours Field
      i. FTE will calculate to .03
   b. Enter the amount of additional compensation

Hire an Employee

Step 2 of 3: Compensation
Complete the fields below with the appropriate job information for the individual being hired.

<table>
<thead>
<tr>
<th>Personal Info</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Jane Doe</td>
<td>Empl ID: 12345678</td>
</tr>
<tr>
<td>*Standard Hours: 1.00</td>
<td>eForm ID: 820423</td>
</tr>
<tr>
<td>FTE: 0.03</td>
<td></td>
</tr>
<tr>
<td>Hourly Comp: 2.25</td>
<td></td>
</tr>
</tbody>
</table>
E. Step 3 of 3: Finalize Form
   a. Update to Active Job must say No  
      i. This will create an active empl record 1 and will not affect the base pay rate of the employee
   b. Under Attachments choose miscellaneous and upload the Additional Compensation Request Form
   c. Use Comments section per your department policy (not required)
   d. Click Submit

Hire an Employee

Step 3 of 3: Finalize Form
Enter any relevant information requested where indicated and/or comments in the “Your Comment” field to be included with this form.

**Personal Info**

Name: Jane Doe
Empl ID: 12345678

**Transfers**
This employee already has at least one active job with the university. Is the employee transferring from another job? If so, indicate requested job action is an Update to an Active Job and select job record to be transferred.

**Active Job Records**

<table>
<thead>
<tr>
<th>Rec</th>
<th>Status</th>
<th>Unit</th>
<th>DeptID</th>
<th>Department</th>
<th>Empl Class</th>
<th>Sup Staff</th>
<th>Rep/Temp</th>
<th>Job Code</th>
<th>Job Title</th>
<th>ETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Active</td>
<td>HR759</td>
<td>C0068</td>
<td>Human Resources</td>
<td></td>
<td></td>
<td>Regular</td>
<td>5530</td>
<td>Senior Staff Assistant</td>
<td>1.00</td>
</tr>
</tbody>
</table>

*Update to an Active Job? [Yes, No]  
   a. No

**Action & Reason**

<table>
<thead>
<tr>
<th>Empl #</th>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rehire</td>
<td></td>
</tr>
</tbody>
</table>

**Attachments**

*Description [Miscellaneous, Add Document]  
   b. Miscellaneous

**Corresponding ePRF Form:**

Corresponding ePRF Form: eForm ID  
   View ePRF Form

**Comments**

*Your Comment:  
   c. Jane Doe add comp forms attached

**Comment History:**