



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.

<b>Personal Info</b>	
Name: Jane Doe	Empl ID: 12345678
<b>Job Information</b>	
*Effective Date: 11/01/2017	eForm ID: 820423
*Empl Class: Sup. Staff	
*Reg/Temp: Temporary	
Need Assignment End Date?: <input checked="" type="checkbox"/>	
*Assignment End Date: 05/01/2018	
*Position: 00020577	Additional Comp Exempt
Business Unit: HR759	Department: C0068 Human Resources
Job Code: 3170 - Additional Comp - Exempt	
Sal Plan: HRY	Salary Grade: 999
<input style="margin-right: 10px;" type="button" value=" &lt;&lt; Search "/> <input style="margin-left: 10px;" type="button" value=" Next &gt;&gt; "/>	

### 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.

<b>Personal Info</b>	
Name: Jane Doe	Empl ID: 12345678
<b>Compensation</b>	
*Standard Hours: 1.00	eForm ID: 820423
FTE: 0.03	
Hourly Comp: 2.25	
<input style="margin-right: 10px;" type="button" value=" &lt;&lt; Previous "/> <input style="margin-left: 10px;" type="button" value=" Next &gt;&gt; "/>	

- 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 this 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**

Rcd	Status	Unit	DeptID	Department	Empl Class	Reg/Temp	Job Code	Job Title	FTE
0	Active	HR759	C0068	Human Resources	Sup. Staff	Regular	5530	Senior Staff Assistant	1.00

\*Update to an Active Job? No a.

---

**Action & Reason**

Empl Rcd#	Action	Reason
1	Rehire	Rehire

b.


---

**Attachments**

\*Description Miscellaneous Add Document Refresh

View	Description	File size	Author	Created Date/Time
1 <span style="border: 1px solid #ccc; padding: 2px 5px;">View</span>				10/26/17 7:36:09AM

---

Corresponding ePRF Form: eForm ID  [View ePRF Form](#)

---

**Comments**

**Your Comment:**  

Jane Doe add comp forms attached

c.

**Comment History:**

<< Previous
Hold
Submit
d.