

Tufts Support Services

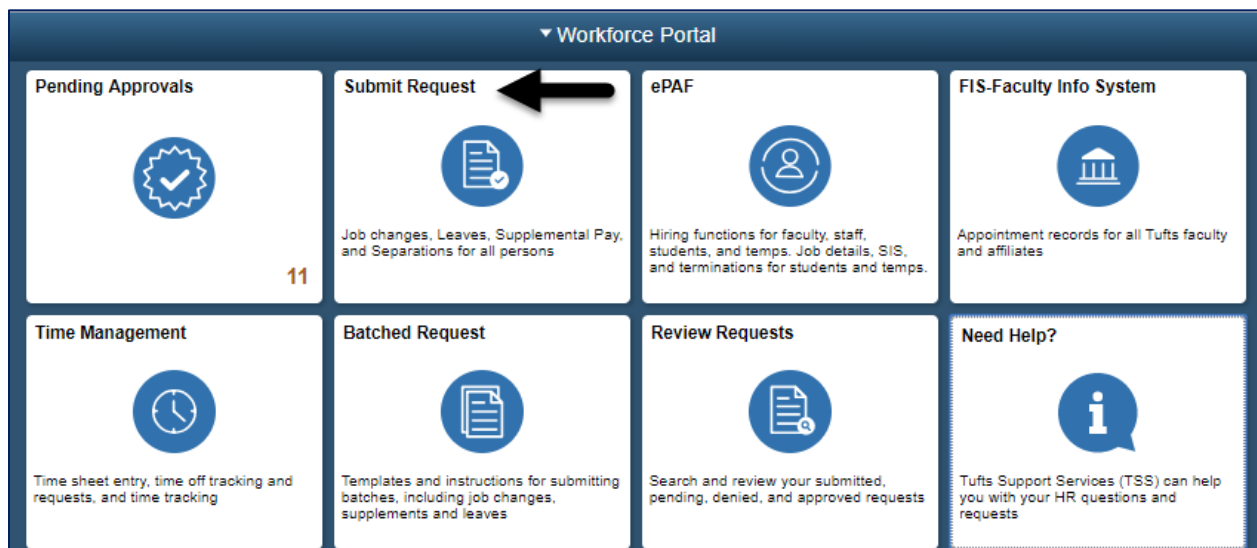
Job Aid for Supplemental Pay

Description

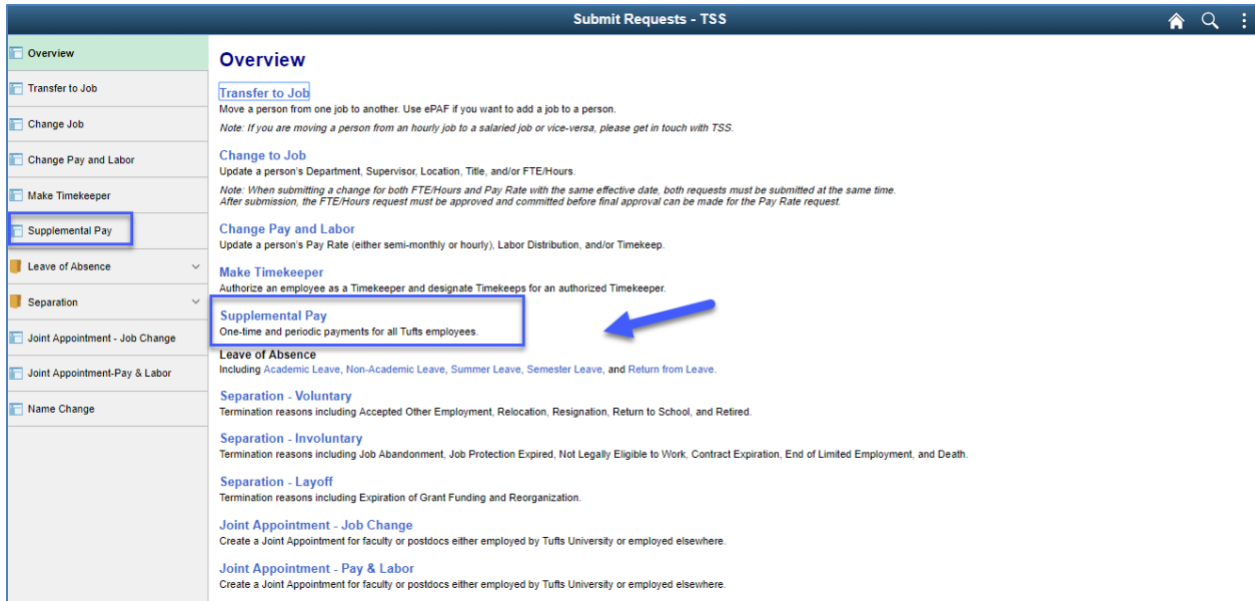
- This job aid is intended to guide you through the online process for a Supplemental Pay transaction to create a one-time or periodic payment for a Tufts employee. This request will be initiated by an approved submitter.
- Students can only be paid with earning code “320 Student Supplement”
- Employees must have an Active Job Record in order to be paid via Supplemental Pay; a CWR or POI cannot be paid via Supplemental Pay

Key Steps/Activities to be performed

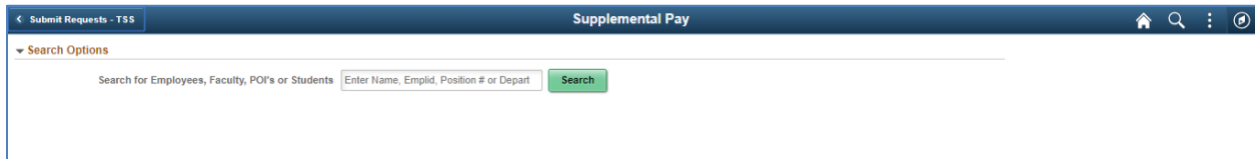
1. The Approved Submitter logs into PeopleSoft and clicks on the submit request tile from their landing page.



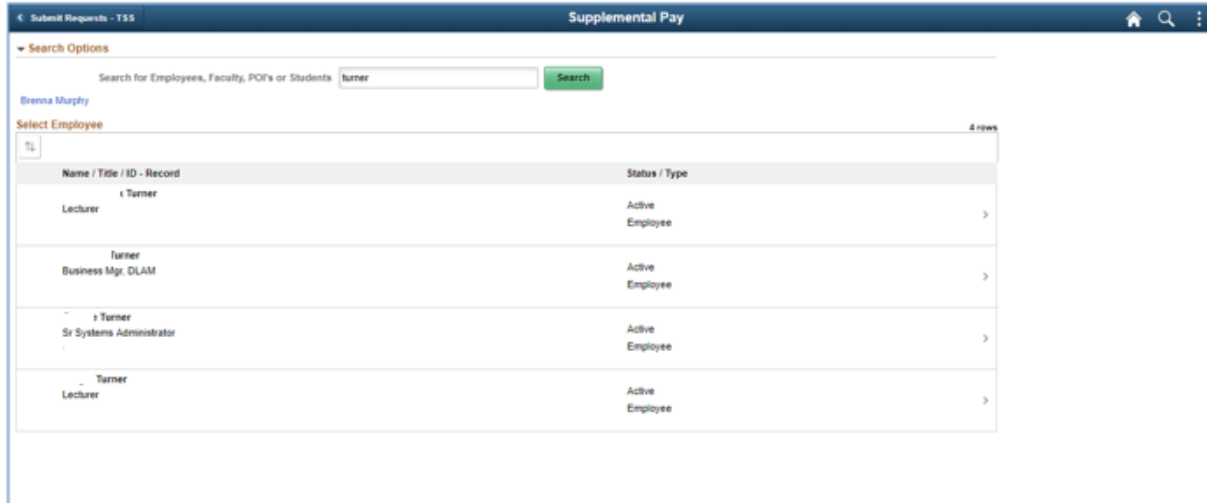
2. Submitter selects the Supplemental Pay from the left-hand side navigation, which will begin the transaction and opens a window to allow the administrator to search for an employee.



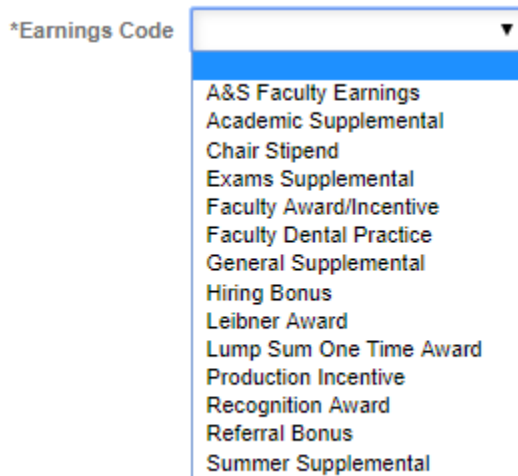
3. You can search for the employee by name, employee id, position number or department.



4. Based on the search criteria, a list of employees will appear that the submitter has security access to. In the example below, the search was for "Turner" and returned 4 rows.



5. After selecting Sergio from the list, the administrator will fill in the information below.
 - a. Pay Types – This is the type of supplemental pay for the employee (gross up, multiple pay periods, one payment). In this example we have used a pay type of “one payment”. Multiple Payments – If the multiple payment is selected the amount will be the total amount and you will enter in the number of payments in a separate box to calculate the pay period amount (amount / number of payments). Note you can only “Gross Up” for One Payment, not Multiple Payments
 - b. Date of First Pay Period – The submitter will enter the first day of the pay period that the supplemental pay is in effect. Note if the submitter enters a date in the middle of the Pay Period, the system will automatically recalculate to the beginning of the pay period, based upon the Employee Pay Group
 - c. Earnings Codes - The submitter will be provided with a drop-down list to select from.



In our example we have chosen “Referral Bonus”

- d. Labor Distribution – A custom Labor Distribution can be included by clicking the “yes” button and entering in the appropriate department and labor distribution project grant data (department id, grant funding, and percentage of payments which must equal 100%.) If no custom Labor Distribution is selected, the Supplemental Pay will book against the employee’s current Labor Distribution.

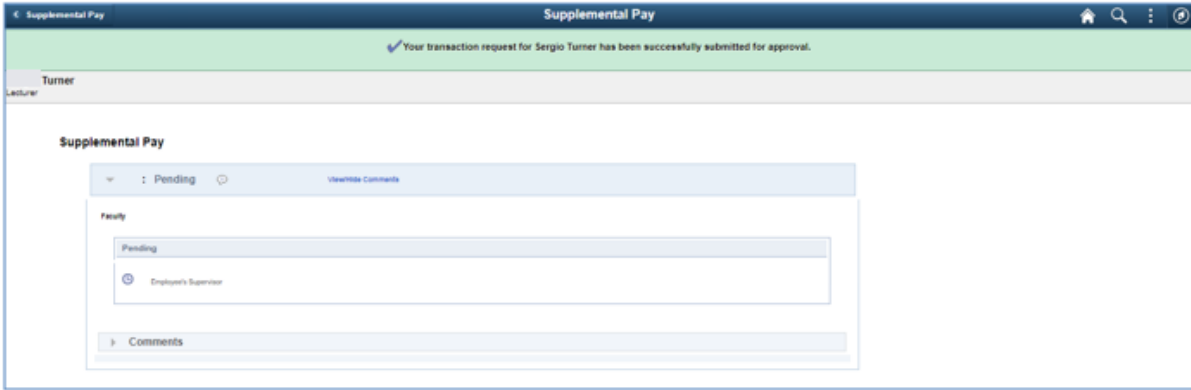
When completed the user will click on the NEXT button.

The screenshot shows the 'Supplemental Pay' form for user 'Turner'. The form is titled 'Supplemental Pay' and has a 'Next >' button in the top right. The user's name 'Turner' and role 'Lecturer' are displayed. The form is divided into two main sections: 'Supplemental Pay' and 'Submit Supplementa'. The 'Supplemental Pay' section contains a table for 'Selected Employee' with one row showing 'Faculty', 'Economics - A&S', 'Lecturer', and 'Semimonthly'. Below the table are several fields: '*Pay Types' (One Payment), '*Date of First Payment (Approval required by 2019-05-07)' (05/01/2019), '*Earnings Code' (Referral Bonus), '*Pay Amount' (500.00), and 'Labor Distribution' (No). There is also a legend for 'Changes Made' and 'Required Field'.

6. The submitter will have a chance to review the changes that were made and add comments that they can reference in the future and will be included in the workflow transaction. After reviewing the transaction, click on the submit button.

The screenshot shows the 'Review and Submit' section of the 'Supplemental Pay' form. The form is titled 'Supplemental Pay' and has '< Previous' and 'Submit' buttons in the top right. The user's name 'Turner' and role 'Lecturer' are displayed. The form is divided into two main sections: 'Supplemental Pay' and 'Submit Supplementa'. The 'Review and Submit' section contains a table for 'Selected Employee' with one row showing 'Faculty', 'Economics - A&S', 'Lecturer', and 'Semimonthly'. Below the table are several fields: 'Pay Types' (One Payment), 'Date of First Pay Period' (05/01/2019), 'Earnings Code' (Referral Bonus), 'Pay Amount' (500.00), and 'Labor Distribution' (No). There is also a legend for 'Changes Made' and 'Required Field'. At the bottom, there is a 'Comments' field with a green 'Go' button.

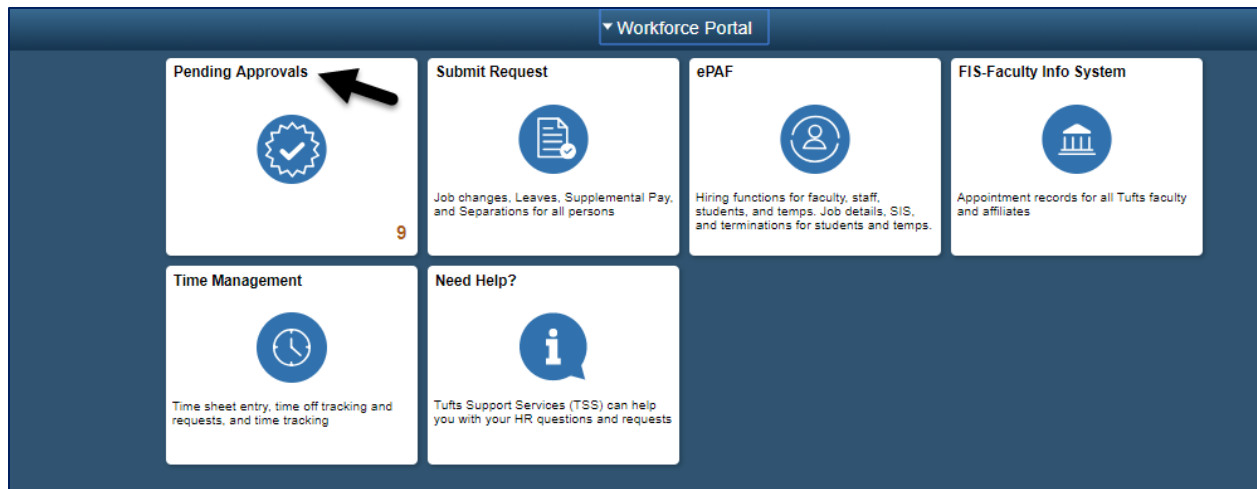
- After the transaction is submitted, the submitter will receive a message that the transaction was submitted for approval. They can also view the approval workflow chain with a pending status.



All required approvals will appear in the Approval Chain. Upon completion of the Approval Chain, certain roles will be notified. The required approvals and the notified roles will vary based on the type of employee as shown below.

| Employee Type | Faculty | Staff | Student | Temp |
|------------------|---|--|---|---|
| Approvers | Employee's Supervisor LRA (if involves Grant Funding) Budget Center (if amt is >= \$2,500) OPVPR Post-Award (if Pay Type is 219) | Employee's Supervisor HRBP (if Pay Type is 302, 305, or 325) Compensation Budget Center (if amt is >= \$2,500) OPVPR Post-Award (if Pay Type is 219) | Employee's Supervisor LRA (if involves Grant Funding) Budget Center (if amt is >= \$2,500) OPVPR Post-Award (if Pay Type is 219) | Employee's Supervisor LRA (if involves Grant Funding) Budget Center (if amt is >= \$2,500) OPVPR Post-Award (if Pay Type is 219) |
| Notified | OFA | | | |

- The approver will receive an email that a transaction is waiting to be approved and they will also see the transaction in the pending approvals tile.



Reply
 Reply All
 Forward

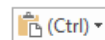


Mon 5/6/2019 11:23 AM

eservenotifications@tufts.edu

eServeRequest Submitted: Supplemental Pay - Turne

To



Your request was successfully submitted. This request requires approval(s) before it will be saved to eServe. You will receive notifications when this request is approved or denied.

Request Type: Supplemental Pay

Person Name: Turner

To view request details and track approval status go to:

https://hrweb-test-05.uit.tufts.edu:10310/psp/HCMSTST/EMPLOYEE/HRMS/c/EL_MANAGER_FL.HR_MSS_CT_VW.GBL?Page=HR_MSS_CT_EE&Action=U&EMPLID=1153329&EMPL_RCD=0&ACTION_DT_SS=2019-05-06&EFFSEQ=4&EXTRA_PROCESSID=TFTH_SUPP_PAY&PROCESSID=TFTH_SUPP_PAY

https://hrweb-test-05.uit.tufts.edu:10310/psp/HCMSTST/EMPLOYEE/HRMS/c/EL_MANAGER_FL.HR_MSS_CT_VW.GBL?Page=HR_MSS_CT_EE&Action=U&EMPLID=1153329&EMPL_RCD=0&ACTION_DT_SS=2019-05-06&EFFSEQ=4&EXTRA_PROCESSID=TFTH_SUPP_PAY&PROCESSID=TFTH_SUPP_PAY

Need Help? Contact Tufts Support Services

617-627-7000

<mailto:tss@tufts.edu>

https://tuftstss.force.com/apex/Log_A_Case

<http://tss.tufts.edu/>

- The administrator should select the transaction from the list. They can review the changes and comments before denying or approving the transaction. In this example as we used an employee who was a lecturer and the supervisor is the administrator.

Once the final approver has approved the transaction, the employee's payroll record will be updated once the payroll process has been run to update paysheets.

| Pending Approvals | | | |
|--------------------|------|--|--|
| View By | Type | | |
| All | 4 | | |
| LOA - Academic | 1 | | |
| LOA - Non-Academic | 1 | | |
| Supplemental Pay | 2 | | |

| Supplemental Pay | | | |
|------------------|--------|----------|---------------------|
| Supplemental Pay | Turner | 05/06/19 | Routed 05/06/2019 > |
| Supplemental Pay | Turner | 05/06/19 | Routed 05/06/2019 > |

| Pending Approvals | | Supplemental Pay | |
|---------------------------------|--------------------|------------------|--|
| Turner | | Lecturer | |
| | | Approve Deny | |
| Summary | | | |
| Transaction Date | 05/06/19 | | |
| Requester | Turner | | |
| Supplemental Pay Details | | | |
| Pay Frequency | One Payment | | |
| Date of Pay | 04/18/19 | | |
| Earnings Code | 395 | | |
| Description | Referral Bonus | | |
| Amount | 100 | | |
| Labor Distribution | | | |
| New Labor Dist | Current Labor Dist | | |
| Requester Comments | | | |
| None | | | |
| Approver Comments | | | |

(Ctrl) ▾

Reply
 Reply All
 Forward

Mon 5/6/2019 11:33 AM
 pshr_testing@tufts.edu
 Informational - Supplemental Pay -

To

Your request was approved by the approver below.

Approver Name:
 Transaction Name: Supplemental Pay
 Employee Name: :
 Employee Id:

To view the status of this request, go to:

https://hrweb-test-05.uit.tufts.edu:10310/psp/HCMSTST/EMPLOYEE/HRMS/c/EL_MANAGER_FL.HR_MSS_CT_VW.GBL?Page=HR_MSS_CT_EE&Action=U&EMPLID=1153329&EMPL_RCD=0&ACTION_DT_SS=2019-05-06&EFFSEQ=4&EXTRA_PROCESSID=TFTH_SUPP_PAY&PROCESSID=TFTH_SUPP_PAY

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

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