Additional pay is a non-base building increase to salary and is not a part of the employee’s regular appointment base salary (e.g. awards, bonuses, moving expenses, incentive pay, etc.) To receive additional pay, the employee must have an active appointment for the time period in which the services were performed. The system will pay the one-time payment through the next pay cycle determined by your effective date and end date. No one-time payment batch is needed.

Please Note: If the additional pay is recurring and not a one-time payment, then please see the Temporary Recurring Additional Pay quick reference guide.

Prior to entering in HCM: The additional pay form must be completed and routed for campus approval. Multiple approval signatures are required.

1. The additional pay form is located on the Employee Services website here.
2. Main Menu > Smart Solutions > Document Framework > Document Collection > Smart ePAR Pay Action tab > ePAR Additional Pay > Add
3. Search for employee
4. Click Next
5. Enter Reason: One Time Payment
6. Enter in the Effective Date and End Date. (Note: You need to enter in both dates for the payment to process.)
7. Select the Earnings Code from the drop down menu. (This was determined before starting the SMART One Time Payment form.)
8. Enter in Earnings (one-time payment amount).
9. Enter in brief reason/description in the Comments Section.
10. Enter in New Funding if needed. (Need to choose Amt (Amount) or Pct (Percent) and then enter in the new department and speed type to be charged. Only one speed type can be charged per transaction. Consult Employee Services Step-by-Step (SBS) Guide for work around to add additional speed types.

11. The completed additional pay form should be attached to the transaction page before the transaction is approved for payment.
12. Save and Submit for approval

Consult Employee Services Step-by-Step (SBS) Guide for One Time Payment for detailed instruction.