

Initiator – Additional Pay Form

1. Go to ESS home page
2. Click on your campus tile.



3. Click on Payroll Forms.



4. The landing page appears that is informational only. Actual appearance may vary.

MASU	Mayville State Payroll Forms
Landing Page	Mayville State University Payroll
Additional Pay	<p>Use the links on the left to perform the following tasks:</p> <ul style="list-style-type: none">• Additional Pay - Create new Additional Pay or update/cancel existing• Evaluate a Form - Used by Payroll to approve form. (Department approvers should use the Approvals Tile)• Update a Form - Make changes to an unapproved Additional Pay form• View a Form - View forms that have been processed
Evaluate a Form	
Update a Form	
View a Form	

5. Click on Additional Pay
6. Enter search criteria and select employee.

7. Select Employee Type - required
 - a. Required for Perceptive Content Integration

8. Select Add New or Update Existing
 - a. Update Existing will not appear if there are no active add pays

Earnings Code	Description	Effective Date	Sequence	Earnings Per Pay Period	Current Goal Balance	Goal Amount	Earnings End Date	Combination Code	Existing?
1 H08	Cont Ed/Dist Ed w/ RET	07/01/2022	1	100.00	0.00	200.00	07/31/2022		Yes

9. Update Existing

- a. Enter effective date
- b. Update appropriate field
 - i. combo code, earnings per pay period and/or goal amount

Select Additional Pay Action

To add a **NEW** Additional Pay for this employee:

- Select Add New Additional Pay and complete the Add Additional Pay segment that opens up. Employees typically only have one additional pay per earnings code at a time.

To **UPDATE or EXTEND** an existing Additional Pay for this employee:

- Select Update/Extend Existing Additional Pay. You must enter in the **future** effective date in the field that opens up and then you may update the earnings amount, change or extend the end date, or change the funding for future Additional Pays.

Add new or Update?

*Effective Date

Existing Additional Pay

Earnings Code	Description	Effective Date	Sequence	Earnings Per Pay Period	Current Goal Balance	Goal Amount	Earnings End Date	Combination Code	Existing?
1 H08	Cont Ed/Dist Ed w/ RET	07/01/2022	1	100.00	0.00	200.00	07/31/2022		Yes

10. Add new

- a. Enter Earnings Begin Date - required
- b. Enter Earnings End Date - required
- c. Select Earnings Code - required
- d. Enter Hours Per Week – optional
- e. Select Use Current Base Pay Funding - required
 - i. Click on View Position Funding – this shows funding on the Department Budget Table
 - ii. If paying from another combo code, select No from Use Current Base Funding and select new combo code(s)

Add Additional Pay

Select the 1st or 16th, unless special circumstances exist.

*Earnings Begin Date

*Earnings End Date

Earnings Code

Earnings Per Pay Period

Hours Per Week

*Use Current Base Pay Funding?

Number of Payments

Goal Amount

View Position Funding? No

11. Click Select Non-Base Funding to select new combo code
12. Click Plus button (Insert A Row) for multiple combo codes

- a. Percent must equal 100%

New Additional Pay Funding

	Goal Amount	Per Pay Period Amount	Percent	Select Non-Base Funding	Combination Code	Insert A Row	Delete A Row
1	1000.00	500.000000	100.000000	<input type="button" value="Select Non-Base Funding"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

13. Attach documentation – optional

- a. Click Upload and Select Description
- b. Click Add

i. Attached documents will be sent to Perceptive Content for storage

The screenshot shows a 'File Attachments' section with a table. The table has five columns: Status, Action, Description, File Name, and Delete. There is one row with the number '1' in the Status column, an 'Upload' button in the Action column, a dropdown menu in the Description column, and a 'Delete' button in the Delete column. Below the table is an 'Add' button with a mouse cursor over it. At the bottom left, there is a 'Comments' section with a right-pointing arrow.

14. Expand the Comments section to add information

15. Click Submit to route for approvals

The screenshot shows a 'Comments' section with a dropdown arrow and a text input area. Below the input area are three buttons: 'Search', 'Save', and 'Submit'. A red arrow points to the 'Submit' button.

16. Click View Approval Route to review approvers

The screenshot shows a confirmation message: 'You have successfully submitted your eForm. The eForm has been routed to the next approval step. *Gilbertson,Sandra R..'. Below the message is a 'View Approval Route' button with a red arrow pointing to it. Underneath is a table titled 'Transaction / Signature Log' with 1 row. The table has columns for Current Date Time, Step Title, User ID, Description, Form Action, and Time Elapsed. A 'Refresh Log' button is at the bottom left.

Transaction / Signature Log	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	05/04/2022 7:57:31AM	Initiated	kelli.heiser	*Heiser,Kelli J.	Submit	

[Cancel](#) **You have successfully submitted your eForm.** [Done](#)

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=100180 Pending

Basic Path

 Pending *Gilbertson, Sandra R. Dean/Director >	 Not Routed Multiple Approvers Payroll >
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Note: Initiators of forms can Start, Update Existing or View a Form

 Landing Page
 Start an Addl Pay
 Update Existing
 View a Form