Log into PeopleSoft Human Resources

- Open browser
- Go to: https://cubshr9.clemson.edu/psp/hpprd/?cmd=login
- Enter your Novell ID and Password
- Click Sign In

Navigation into CU Recurring Pay

- Payroll for North America
- Payroll Processing USA
- CU Payroll Processing
- CU Recurring Pay

- Type EmplID of the employee you are to enter Summer Pay (SP) or Summer School (SS) recurring pay for and click Search. If the employee only has one job record, the CU Recurring Pay page will open. However, if the employee has more than one job record, make sure you select the correct record. This would be the job data record that the person is being paid from.
• Search Results showing employee with 2 job records

<table>
<thead>
<tr>
<th>Emp ID</th>
<th>Emp Rcd</th>
<th>Nbr Name</th>
<th>Last Name</th>
<th>Second Name</th>
<th>Alternate Character Name</th>
<th>Middle Name</th>
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• Results when employee only has 1 job record

• Type or select from list the Earnings Code for Summer Pay (SP) or Summer School (SS).
  o If there are multiple Additional Pay records, scroll to see if the employee has had Summer Pay (SP) or Summer School (SS) before. If so, go to that record.
• Enter Effective Date per the summer payday memo.
  o Insert a row (+) if this is a new payment and this person had a prior Summer Pay (SP) or Summer School (SS) record.
• Enter Addl Seq # - if you are paying more than 1 of the same earnings code during any pay period, be sure to add the correct sequence #. If you list both as sequence #1, the recurring pay will not upload correctly when pay lines are created. (See screen shot example below prior to Reminders)
CU Recurring Pay for (SP) Summer Pay (SS) Summer School

- Enter **End Date** Summer Pay (SP) or Summer School (SS) is to stop. *The end date should be the last day of a Pay Period (lag or current) for the last check that employee should be paid Summer Pay or Summer School.* To stop a recurring pay for Summer Pay and/or Summer School, you must have entered either an end date and/or a Goal Amount. After saving, if end date is needed to stop the payments, email Cathy Stegall (cmccoy@clemson.edu) and she will enter the information.

- Enter **Earnings** - this is amount to be paid for Summer Pay or Summer School each payday.

- Enter **Goal Amount** – this is the total amount to be paid out.

- **Goal Balance** – field is grayed out, therefore no amount may be entered. Goal Balance is a running total amount that has been paid. For a new record, if this field is populated with any amount, please contact Cathy Stegall (cmccoy@clemson.edu).

- Click **Edit Account Code** to enter account code string the Summer Pay or Summer School will be paid from.

- **Only Click Save** when you are sure you have entered everything correctly. Once you save you cannot make corrections.

- To **make modifications** to amount or account code, you must insert a row. Be sure you have the correct **effective date** (the beginning of a pay period) for the modification you are entering. The **Addl Sequnce #** would still be 1 unless there is more than one Summer Pay or Summer School entered.

**Example of Addl Seq #**
Reminders

- All Summer Pay and Summer School money will be paid each payday. There is no automatic process at the start of the Fall Semester to stop paying recurring Summer Pay (SP) or Summer School (SS). Payments for Summer Pay and Summer School will only stop when either an End Date and/or Goal Amount have been entered.
- Query SS_SP_RECURRING_PAY can be run to assist with correcting entries of Summer Pay and Summer School. Run query prior to pay lines being created to verify data and minimize errors.
- One-time corrections should be made on the pay line, not in the CU Recurring Pay.
  - If you have any questions please contact Cathy Stegall (cmccoy@clemson.edu) or (864) 656-4670