**CU Payroll Data Entry (Hourly Employees)***

**STEP 1**
Sign In to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > Cu Payroll Data Entry.

**STEP 3**
To locate an individual, enter the Empl ID or Last Name.
To locate all employees in your security access area, enter the Pay Group.
To locate all employees in a specific department, enter the Department number.
Click Search.
Quick Reference: Payroll Data Entry (Paylines)

**Important Information:** If you are entering hours for a new hourly employee, verify all information that populates into the CU Pay Data Entry page.

**STEP 4**
**Enter** hours worked by employee for the current 12-month lag pay period into the Reg Hrs field.

Refer to the Pay Run Calendar for pay dates for 12-month lag employees:
http://www.clemson.edu/employment/payroll/

**STEP 5**
**Select** from the options the Earnings Code (LTS) for hours worked by employee for previous pay period.
**Enter** the hours in the Other Hours field.
STEP 1
Sign In using your Clemson user ID and password.

STEP 2
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > Cu Payroll Data Entry.

STEP 3
To locate an individual, enter the Empl ID or Last Name.
To locate all employees in your security access area, enter the Pay Group.
To locate all employees in a specific department, enter the Department number.
Click Search.
Important Information: If you are entering hours for a new salaried employee, verify all information that populates into the CU Pay Data Entry page.

**STEP 4**
Verify Reg Salary amounts and Combination Code for each row.

**Note: Reducing Pay**
You cannot delete a Regular Earnings row. If you need to reduce pay for an employee, do the following:
- Uncheck the OK to Pay box – this will prevent the full amount of that Reg Salary line from being paid.
- Reduce the amount being paid on a Reg Salary line by entering the negative dollar amount that will correct the amount to be paid to the employee in the Amount box under Other Earnings.
CU Payroll Data Entry for Managers

**STEP 1**
Sign In using your Clemson user ID and password.

**STEP 2**
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > Cu Payroll Data Entry for Managers.

**STEP 3**
To locate an individual, enter the Empl ID or Last Name.
To locate all employees in your security access area, enter the Pay Group.
To locate all employees in a department, enter the Department number.
Click Search.
Important Information: Dual Employment payments can only be entered via CU Payroll Data Entry for Managers. All other Payroll Data Entry actions can be entered via CU Payroll Data Entry.

The Dual Employment form must be approved by the department chair, director, dean, vice president (if required), or designee, for both the requesting (secondary) agency/department and the employing (home) agency/department and forwarded to OHR for final approval.

STEP 4
Click View All and scroll to the last Regular Earnings Row. In the last Regular Earnings section, insert a new row by clicking the plus icon.
STEP 5
In the Other Earnings section of the new row, **select** the Earnings Code (DE) from the options. **Enter** the dollar amount in the Amount field. **Click** Edit Code and **enter** Combination Code. **Click** Save to retain your entry.