Quick Reference:
Recurring Pay: Dual Employment (DE4)
and Regular Earnings – Special Pay (RE4)

NOTE: RE2 and DE2 cannot be used for department codes.

**Dual Employment (DE4)**

**Important Information:** Dual employment is employment/compensation in excess of the approved rate of pay for an employee’s primary duties for services of any nature, regardless of whether the employment/compensation is with the home agency or a secondary agency. Additional compensation is allowed only if the services rendered are clearly not part of the employee’s regular job. A signed and approved Dual Employment form must be submitted to the Office of Human Resources for final approval (see Forms in the Reference Section). Dual employment payments cannot be entered in PeopleSoft until approvals have been obtained. Dual employment processed through recurring pay is paid each payday.

**Note:** There is no automatic process at the start of the fall semester to stop paying recurring dual employment. Payments for dual employment will only stop when either an end date or a goal amount has been entered and surpassed.

Temporary employees are not processed using dual employment because they are not considered dual 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 Recurring Pay.
Quick Reference:
Recurring Pay: Dual Employment (DE4) and Regular Earnings – Special Pay (RE4)

STEP 3
Select Empl ID or Last Name from the "Search by" drop-down menu. Enter the ID number or last name in the "begins with" field. Click Search.

If your search results in more than one record for the employee, make sure you select the correct record.

STEP 4
Select the appropriate earnings code from the options. Insert a row by clicking the plus icon if this is a new payment and this person had prior Regular Earning Record. Enter the beginning date of the pay period as the effective date.

STEP 5
Enter Addl Seq #. (If you are paying more than one of the same earnings code during any pay period, be sure to add the correct sequence).

STEP 6
Enter the end date of the pay period as the end date. Enter the earnings and goal amount. Click Edit Account Code to enter the full combination code.

Note: The end date should be the last day of a pay period (lag or current) for the last check that the employee should be paid dual earnings pay.

- To stop a recurring pay for dual earnings pay, you must have entered either an end date or a goal amount.
- After saving, if end date is needed to stop payments, email Cathy Stegall at cmccoy@clemson.edu.
Quick Reference:
Recurring Pay: Dual Employment (DE4) and Regular Earnings – Special Pay (RE4)

**STEP 7**
After ensuring entries are correct, click Save. **Note:** You cannot make corrections after you save your entries.

**Important Information:**
- Recurring Pay must be entered PRIOR to pay sheets being created.
- Prior to pay lines being created, run the DEPT_USE_DE4_RE4_RECUR_PAY_REV query to verify data and minimize errors.
- One-time corrections should be made in Payroll Data Entry, not the CU Recurring Pay tab.
- If you have any questions, please contact Cathy Stegall at cmccoy@clemson.edu or (864)-656-4670.

Modifications can be made to the amount or account code by **inserting a row.** (Be sure you have the correct effective date [the beginning of the pay period] for the modification you are entering.)

The Addl Sequence # is still 1 unless there is more than one regular pay entered. If more than one regular pay is entered, **change** the Addl Sequence # to 2 on the inserted row.
Important Information: Regular Pay – Special Pay processed through Recurring Pay will be paid each payday.

Note: There is no automatic process at the start of the fall semester to stop paying recurring Regular Pay. Payments for Regular Pay will only stop when either an end date has passed or a goal amount has been surpassed.

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 Recurring Pay.
Quick Reference:
**Recurring Pay: Dual Employment (DE4) and Regular Earnings – Special Pay (RE4)**

**STEP 3**
Select Empl ID or last name from the "Search by" dropdown menu. Enter the ID number or last name in the "begins with" field. Click Search.

If your search results in more than one record for the employee, make sure you select the correct record.

**STEP 4**
Select the appropriate earnings code from the options. Insert a row by clicking the plus icon if this is a new payment and this person had prior Regular Earning Record. Enter the effective date.

**STEP 5**
Enter Addl Seq #. If you are paying more than one of the same earnings code during any pay period, be sure to add the correct sequence.

**STEP 6**
Enter the end date Regular Pay is to stop. Enter the earnings and goal amount. Click Edit Account Code to enter the full combination code.

**Note:** The end date should be the last day of a pay period (lag or current) for the last check that the employee should be paid Regular Pay.
- **To stop a recurring pay** for Regular Pay you must have entered either an end date or a goal amount.
- After saving, **if end date is needed to stop payments**, email Cathy Stegall at cmccoy@clemson.edu.
Quick Reference:
Recurring Pay: Dual Employment (DE4) and Regular Earnings – Special Pay (RE4)

***STEP 7***
After ensuring entries are correct, **click Save**. **Note**: You cannot make corrections after you save your entries.

**Important Information:**
- Recurring Pay must be entered **PRIOR** to pay sheets being created.
- Prior to pay lines being created, run the DEPT_USE_DE4_RE4_RECUR_PAY_REV query to verify data and minimize errors.
- One-time corrections should be made in Payroll Data Entry, not the CU Recurring Pay tab.
- If you have any questions, please contact Cathy Stegall at cmccoy@clemson.edu or (864)-656-4670.

Modifications can be made to the amount or account code by **inserting a row**. (Be sure you have the correct effective date [the beginning of the pay period] for the modification you are entering).

The Addl Sequence # would still be 1 unless there is more than one Regular Pay entered. If more than one Regular Pay is entered, **change** the Addl Sequence # to 2 on the inserted row.