**Quick Reference: Special Pay**

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

**STEP 2**
Navigate to Workforce Administration > Payroll Processing USA > CU Payroll Processing > CU Special Pay.
Quick Reference: Special Pay

**STEP 3**
Enter one of the following to retrieve the employee record: Empl ID, Name, Social Security #, or Clemson University ID.

**Important Information:** If your search results in more than one record for the employee, be sure you select the correct record before creating a special pay. The correct record will have the current employee record number, department number and position number.

**STEP 4**
Select the appropriate check date (pay date).

**STEP 5**
Select the appropriate Special Pay Type. Complete the required information. Enter any clarifying remarks in the comments section.

**Important Information:** The Distributions amounts must equal the Amount Due.

**STEP 6**
Enter the requested information in the Distribution Information section. Click the plus icon to add additional Distribution rows. Click the minus icon to remove unwanted Distribution rows.