Entering Special Pay

Click on following menu items: North American Payroll/Payroll Processing/CU Payroll Processing/CU Special Pay
(Use of the Special Pay Data Entry Form auto creates a payline for the individual being paid.)

Example Type: Award

(Tip-Hitting Tab After Entering Amt Enables Total Amount to Populate)
Example Type: Bonus

(Tip-Hitting Tab After Entering Amt Enables Total Amount to Populate)
Example Type: Comp Payout (Used to Pay Out Compensatory Time Upon Separation)

Check Date: 04/20/2007

Special Pay Information
- Special Pay Type:
  - Award
  - Bonus
  - Comp Payout
  - Intermittent Pay
  - Missed Pay
  - Other
- Last Date Worked: 04/05/2007
- Hours to Pay: 35.908
- Hourly Rate: 15.710555
- Earnings Code: COM CompTime
- Amount Due: 549.88

Comment:
- Paying Out Comp Time

Distribution Information
- Fund Code: 1
- Program Code: 202
- Account: 5157
- Dept ID: 0915
- Class ID: 130
- Project/Grant: 1500930
- Amount: 549.88

Entered By: Cassell, Kimberly Faye
- Entered on: 04/12/2007

Save on Completion
- Save
- Return to Search

(Tip-Hitting Tab After Entering Amt Enables Total Amount to Populate)
Example Type: Difference In Pay (Used When Rate Changes Are Not Entered On Time)

(Tip-Hitting Tab After Entering Amt Enables Total Amount to Populate)
Example Type: Missed Pay (Used When Employee Does Not Receive a Paycheck or Partial Paycheck for a Regular Scheduled Pay Date)

(Tip-Hitting Tab After Entering Amt Enables Total Amount to Populate)
Example Type: Summer School (For 9 Month Faculty Only Teaching Regular Summer School Sessions)
(Tip-Hitting Tab After Entering Amt Enables Total Amount to Populate)
Example Type: Summer Pay (For 9 Month Faculty Only- For Various Other Summer Programs)
Tip: Hitting Tab after entering an amount enables the total amount to populate.

#### Distribution Information

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Program Code</th>
<th>Account</th>
<th>DeptID</th>
<th>Class Field</th>
<th>Project/Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>101</td>
<td>5000</td>
<td>5337</td>
<td>130</td>
<td>1500000</td>
<td>360.00</td>
</tr>
</tbody>
</table>

**Total Amount:** 360.00

**Entered By:**

_Cassell, Kimberly Faye_  
**Entered on:** 04/12/2007

Save on Completion
Click on following menu items: **North American Payroll/Payroll Processing/CU Payroll Processing/CU Special Pay**
(Use of the Special Pay Data Entry Form auto creates a payline for the individual being paid.)

**Example Type: Special Event/Special Work on Project** (Generally used for student hourly employees who are doing work over and above their normal job requirements.) *Each one is a separate special pay type - Combined in this example screenshot.*
### Distribution Information

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Program Code</th>
<th>Account</th>
<th>DeptID</th>
<th>Class Field</th>
<th>Project Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>202</td>
<td>6157</td>
<td>0915</td>
<td>130</td>
<td>1500030</td>
<td>50.00</td>
</tr>
</tbody>
</table>

**Total Amount:** 50.00

**Entered By:**

Cassell, Kimberly Faye  
Entered on: 04/13/2007

- Ability to split distribution
- Click (+) to add amounts; must match total amount

Save on completion

- Save
- Return to Search
- Previous in List
- Next in List
- Notify
- Update/Display
- Include History