Log into PeopleSoft Human Resources

- Access PeopleSoft HR
- Login using your Clemson University username and password
- Authenticate with duo two-factor authentication (Duo set-up instructions)

Navigation into CU Recurring Pay

Go to the Nav Bar in the top right:

Then select the Navigator →

Then Select:
- Payroll for North America
- Payroll Processing USA
- CU Payroll Processing
- CU Recurring Pay

Entering a 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.
Note: If paying a 12mo employee, please contact your HR Service Manager before entering a recurring pay.
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

- Results when employee only has 1 job record
• Type or select from list the **Earnings Code** for Summer Pay (SP) or Summer School (SS). Note: 12mo = Contact HR Service Manager.
  o If there are multiple Additional Pay records, scroll to see if the employee has had Summer Pay (SP) or Summer School (SS) before. (12mo = contact HR Service Manager) If so, go to that record.
  o 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. (12mo = Contact HR Service Manager)

• 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*)

• Enter **End Date** Summer Pay (SP) or Summer School (SS) is to stop. (12mo = Contact HR Service Manager). **The end date should be the Last Day of the 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 (12mo = Contact HR Service Manager), you must have entered either an end date and/or a Goal Amount.
  o After saving, if an end date is needed to stop the payments, contact Payroll via e-mail at (payroll@clemson.edu) and payroll will enter the information.

• Enter **Earnings** - this is the amount to be paid for Summer Pay or Summer School each payday. (12mo = Contact HR Service Manager)

• 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 Payroll via e-mail at payroll@clemson.edu.

• Click **Edit Account Code** to enter account code string the Summer Pay or Summer School will be paid from. (12mo = Contact HR Service Manager)

• **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 Sequence #** would still be 1 unless there is more than one Summer Pay or Summer School entered. (12mo = Contact HR Service Manager)
Example of Addl Seq #

CU Recurring Pay

<table>
<thead>
<tr>
<th>Additional Pay</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>4 of 4</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Code:</td>
<td>SS</td>
<td>Summer School</td>
<td>1st Summer Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective Date:</td>
<td>5/17/2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addl Seq #:</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
<td>6/30/2020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reminders
- Payments for Summer Pay and Summer School (12mo = Contact HR Service Manager) will only stop when either an End Date and/or Goal Amount have been entered. There is no automatic process at the start of the Fall Semester to stop paying recurring Summer Pay (SP) or Summer School (SS). (12mo = Contact HR Service Manager)
- 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. Note: This query will not include any 12mo employees.
- One-time corrections should be made on the pay line, not in the CU Recurring Pay.
- If you have questions regarding payment to 12mo employees, contact your HR Service Manager for assistance.
- If you have any questions about CU Recurring Pay, contact Payroll via e-mail at payroll@clemson.edu.