

Log into PeopleSoft Human Resources

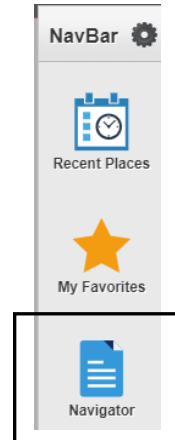
- Access [PeopleSoft HR](#)
- Login using your Clemson University username and password
- Authenticate with duo two-factor authentication (Duo [set-up instructions](#))

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.

CU Recurring Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

Include History

[Advanced Search](#)

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

Search Results

View All First ◀ 1-2 of 2 ▶ Last

EmpID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
0					(blank)	L
1					(blank)	L

- Results when employee only has 1 job record

CU Recurring Pay

John Doe EMP ID: 000000 empl Rcd #: 0

Additional Pay Find | View All First ◀ 1 of 1 ▶ Last

*Earnings Code: SP Summer Pay OR *Earnings Code: SS Summer School

Effective Date Find | View All First ◀ 1 of 1 ▶ Last

Effective Date: 5/17/2020

Payment Details Find | View All First ◀ 1 of 1 ▶ Last

*Addl Seq #: 1 End Date: 6/30/2020

Earnings: \$900.00 Hours: Hourly Rate: Goal Amount: \$2,700.00 Goal Balance: Sep Chk #: OK to Pay

Applies to Pay Periods: First Second Third Fourth Fifth

Compensation Rate/Frequency: \$97,301.000000/ Annual
 Standard Hours: 37.50
 Employee Type: Salaried

Account Code

Account Code: ACCT-FD-DEPT-PRG-CLS-PROJECT Edit Account Code

- Type or select from list the **Earnings Code** for Summer Pay (SP) or Summer School (SS).
Note: 12mo = Contact HR Service Manager.
 - 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.
 - Enter **Effective Date** *per the summer payday memo*.
 - 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.
 - After saving, if an end date is needed to stop the payments, contact Payroll via e-mail at (payroll@clemsont.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@clemsont.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

John Doe EMP ID: 000000 Empl Rcd #: 0

Additional Pay		Find View All	First 4 of 4 Last
'Earnings Code:	SS Summer School	1 st Summer Session	+ -
Effective Date		Find View All	First 1 of 5 Last
Effective Date:	5/17/2020	+ -	+ -
Payment Details		Find View All	First 1 of 2 Last
'Addl Seq #:	1	End Date:	6/30/2020 + -

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@clemsun.edu.