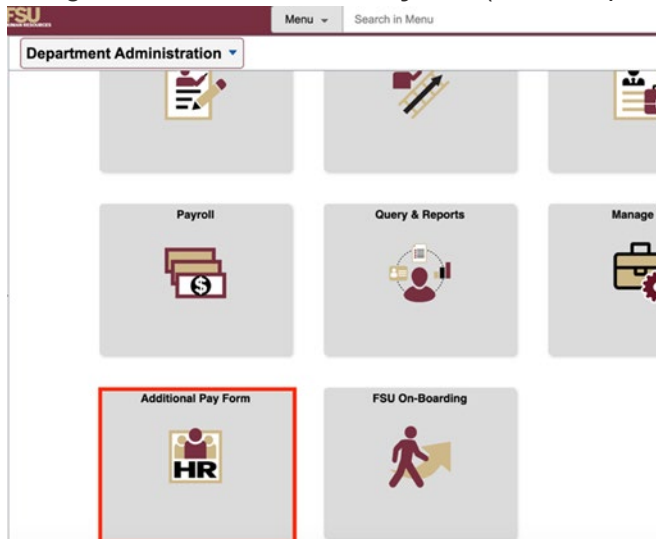


Create/View Electronic Additional/One-Time Pay Form

Learn how to create an electronic Additional/1xpayment for an active FSU employee. **To create additional pay forms, users will need the FSU_HR_DEPARTMENT_USER role.**

*For new hires, rehires, or additional one time pay records, please review the **New Hire/Rehire One Time Pay** and **Additional Record One Time Pay** job aids located on the HR website.*

1. Sign in to www.my.fsu.edu with your FSUID and password and navigate to the HR-OMNI application.
2. Navigate to the **Additional Pay Tile** (HR-> Department Admin-> Additional Pay Tile)



3. After clicking on the Additional Pay tile, you will be able to **Create an Additional Pay** by clicking the **Add** button on the screen.

 A screenshot of the 'Create New Additional Pay Form' screen. The page has a dark red header with '< Department Administration' on the left and 'Search/Create Form' on the right. On the left side, there is a 'Search Existing Forms' section with several search criteria: 'Form ID', 'Empl ID', 'EMPL_RCD', 'Form Status' (a dropdown menu), 'Last Name', 'First Name', and 'Dept Description'. On the right side, under the heading 'Create New Additional Pay Form', there is a prominent red button with a white plus sign and the word 'Add' next to it.


- Enter the **Employee ID** and the **Record number** of the employee and click **Add**.

Search/Create Form

Form ID NEXT

Empl ID*

Employee Record*

* Empl ID must be entered first, followed by Empl Record.

- Verify the employee's information at the top of the Additional One Time Pay form.

ADDITIONAL/ONE TIME PAY FORM

One-Time Pays are to be used for occasional or sporadic employment, which means infrequent, irregular or occurring in scattered instances. The occasional or sporadic assignment must not be within the same general occupational category as the employee's regular work performed during regular work hours.

Form ID:NEXT Status:

| Employee Information | |
|---|---|
| Name | Employee ID |
| Citizenship Status Non Resident Alien | Empl Record 0 |
| Department Physics | Job Code W9185 Graduate Assistant in Teaching |
| Position Number | Pay Group OPS |
| Employee Type OPS - Regular (Non Faculty) | Empl Class OPS |

Department Information

- If the form is for a salaried employee (Staff or Faculty), a **VP Approver** USERID will need to be entered.

Department Information

Dept Rep Email mdavis6@psinvalid.fsu.edu Dept Rep Name Laquila Davis

*VP Approver

- Enter the Additional Pay Payment Justification information for the One Time Pay form:
 - Earning Description:** Select the Earnings Code that best fits the payment type.
 - Pay Period Begin Date:** This date is the first day of the current pay period that the additional pay should pay out.
 - Pay Period End date is not required.**
 - Amount:** Is the amount of pay per pay period that the employee should be paid.
 - Goal Amount:** Is the total amount being paid to the employee. If the payment is a one-time payment, the amount and goal amount should be the same. If the payment is a reoccurring payment, the goal amount is the overall total.

Payment Justification

**If override current funding is No, the earnings will be distributed according to the employee's department budget table. Indicate the reason for which this payment is due below:*

| | |
|---|--|
| *Earning Description <input type="text"/> | Earnings Code <input type="text"/> |
| *Pay Period Begin Date <input type="text"/> | Pay Period End Date <input type="text"/> |
| Amount <input type="text"/> | Goal Amount <input type="text"/> |

8. Enter in funding code(s) being used for the Additional Pay
 - If the additional pay will use a current employee’s existing funding information, no funding details are required.
 - If different funding should be used for the additional pay, click **‘Yes’ Override Current Funding** and enter the funding source for this payment.
 - If you need to add multiple funding codes, click the plus sign to add a row.

All OPS one time pay records (OTP empl class) are required to add in funding to the form. Please click “Yes” to provide the funding information in the Override funding fields.

Override Current Funding

Override Current Funding? Yes

Override Funding 1 row

| Fund Code | Percent of Distribution | Combination Code |
|-----------|-------------------------|------------------|
| 1 | | |

+

9. Upload applicable attachments and provide payment justification.
 - If additional documentation is required for the payment, click **Add Attachment** to upload supporting documents.
 - In the **Requestor’s Justification** box, provide details for the additional payment. Please include a detailed description of what the payment is for, applicable dates, and justification.
 - If completing an OPS one-time payment form, it is helpful to answer the following questions in the justification box:
 - i. Is this work occasional or sporadic? Provide a detailed description of the dates of work including duration and frequency.
 - ii. What are the duties performed? If applicable, explain how are the duties distinct from the employee’s primary record.

File Attachment

Add Document

No Document has been attached.

Add Attachment

Requestor’s Justification

10. Submit the form.
 - After completing required fields, click Submit to submit the form for approval.
 - If you need to save a partially completed form before submitting, click the Save button, to save an in-progress form.

- If you need to discard a form, click Return, to return to the previous screen.

Requestor's Justification

Requestor's Justification History

Save Submit Return Resubmit

11. Adding additional approvers and reviewers to the form, if applicable.

- Once a form has been submitted, the initiator can view the approval chain at the bottom of the page. If any additional approvers or reviewers are needed, click the “+” button to insert.

FSU Additional Pay Form

Form ID=135, Employee ID=200800512, Empl Rcd=0 Pending

FSU_ADDL_FORM

Pending Not Routed

Department Manager + Multiple Approvers EDM Admin

12. Viewing the Additional Pay approvals

- After submitting a form, users can check the status by searching on the Additional Pay Form tile.
 - To view a form that has not had any approvals completed, search using “Submitted” form status.
 - To view a form that has been approved by 1 or more approvers, search using “Pending” form status.

Search Existing Forms

Form ID

Empl ID

EMPL_RCD

Form Status

Submitted

Last Name

First Name

Dept Description

Search Clear

Create New Additional Pay Form

1 results found.

+ Add

| User | Form ID | Employee ID | Empl Record | Form Status |
|------|---------|-------------|-------------|-------------|
| | 135 | 200800512 | 0 | Submitted |

13. Once a form has been fully approved, verify the payment information on applicable Active Employees and Cost Center Reports.