



PROCESSING AN ADDITIONAL PAY FORM (APF)

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Overview

The electronic Additional Pay Form (eAPF) is used to process payments in prescribed circumstances within University policies, handbooks and collective bargaining agreements. The form is available in PeopleSoft HCM.

Additional Pay Reason Codes

The eAPF's approval workflow is determined based upon the "reason" identified for paying the employee. Please see the [Additional Pay Reason Code User Guide](#) to determine the appropriate reason code and identify possible applicable earnings codes.

Please contact Human Resource Services at 802-656-3150 or hrsinfo@uvm.edu for additional assistance in determining the appropriate reason code.

Approval Workflow Definitions

Below are the definitions associated with the additional pay approval workflow. The approval workflow is driven by the reason for the eAPF payment. Please see the [eAPF Approval Workflow document](#) and the [Approval Workflow](#) section of this document for additional details. To request access to the electronic additional pay request form and approval workflow, please submit a [PeopleSoft Access Request](#) with your supervisor and Dean/Division level HR Representative approval.

Department Initiator

- The department initiator is responsible for accurately entering all information required into the eAPF as described in this document and applicable University policies, operating procedures and guidelines. The department initiator will adHoc the appropriate parties based on the [approval workflow by reason code](#).

Unit Approver

- The unit approver is typically the lead Human Resource Representative for a division or college/school (dean/director level approver). These approvers should review ALL information entered into the eAPF and ensure that the appropriate individuals have been included as adhoc approvers in the workflow.

Home Department

- The Home Department is required to approve certain eAPFs when an employee has a primary faculty or staff job that is full-time (typically 0.75 FTE+.) The purpose of this is to ensure that the full-time employee's department is aware that the employee is working in multiple capacities at the University and following applicable University policies, handbooks and collective bargaining agreements. In order for the home department to be included in the approval workflow the department initiator or unit approver must add them as an adhoc approver.

Human Resources & Faculty Services

- Human Resources or Faculty Service approval is required based for some reason codes. The eAPF will automatically be routed to the HR & Faculty Services Approval Inbox based upon the reason code selected by the initiating department.



Cost Accounting Services (CAS)

- The approval workflow will include Cost Accounting Services when the GCA01 chart-string is used on the eAPF.

Graduate College

- The graduate college is included in the workflow for any employee that has a primary job that is a graduate student appointment (GA, GTA, GRA.) The eAPF will automatically be routed to the Graduate College Approval Inbox based upon the reason code selected by the initiating department.

Payroll Services

- Payroll Services process the eAPFs once the approval workflow has been completed.

Creating an electronic Additional Pay Request

Prior to submitting the eAPF:

Ensure Active Record in PS: The department initiator must ensure the record which the employee is to be paid on must be active in PeopleSoft.

- **For temporary or non-employee forms** that require payment on an additional pay form, payroll services will email the supervisor indicated on the form once the record is active in PeopleSoft.

Review Primary Job: If the individual has multiple jobs review their primary job. The primary job is the body of work that makes up MOST of the employee does at the University. “Primary job” means the principal, main, majority of the entire body of work that the employee performs at the University of Vermont. The employee’s primary job drives their FLSA status at the University and determines how the employee may be paid under FLSA. The employee’s primary job should be a paid job (an NPC appointment should not be an employee’s primary appointment if they have additional paid records.) If the employee’s primary job needs to be update please email Payroll Service at payroll@uvm.edu.

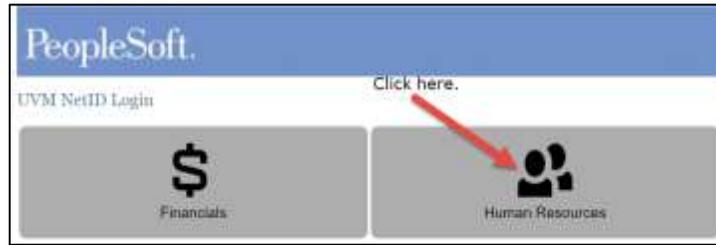
Review Compensation: the compensation amount should be based upon the work that the employee has completed and should be determined based on the appropriate University policies, handbooks and collective bargaining agreements. For assistance in determining the appropriate compensation, please contact Human Resource Services at hrsinfo@uvm.edu or 802-656-3150 prior to submitting any payment information.

Other General Guidelines

- The employee and a responsible official of the initiating department have agreed on the details as described on the eAPF.
- The initiating department submits the eAPF for consideration within the payroll deadlines as they apply to the record that the employee is being paid on.
- The chartstring(s) funding the additional pay must be valid lid budgets in the PeopleSoft Chart of Accounts

Electronic Additional Pay Form Request

1. Log into [PeopleSoft](#) Human Resources using NetID and Password.



2. Navigate to the Additional Pay Request. Main Menu>Manager Self-Service>UVM Online Forms> UVM Additional Pay Requests> Additional pay Request.



Please note: the additional pay form requires may also be found on the HR Business Manager Work Center.

3. Use the search criteria to find the employee you are submitting the additional pay form for.
 - o Only active, paid, semi-monthly and active, paid, bi-weekly kronos records will appear in the search results. (Most bi-weekly records, unpaid records and inactive records will not populate.)

Search Criteria

Empl ID:

First Name:

Last Name:

Department:

Employee Class:

4. Select the record that you would like to pay the employee on.

Search Criteria

Empl ID:

First Name:

Last Name:

Department:

Employee Class:

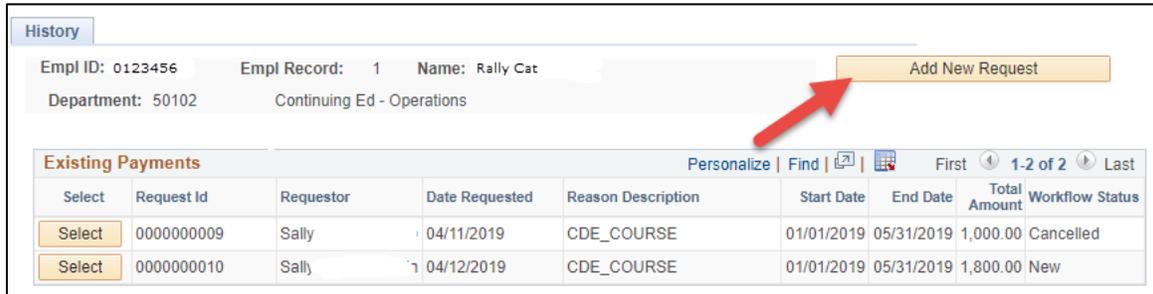
Search Results

Select	Empl ID	Name	Empl Record	Position Number	Department	Description	Job Code	Description	Empl Class	FLSA Status
<input type="button" value="Select"/>	0123456	Rally Cat	0	999991	11305	Human Resource Services	3031	Administrative Professional	12S	No FLSA Required
<input type="button" value="Select"/>	0123456	Rally Cat	1		50102	Continuing Ed - Operations	1002	Exempt Temporary Employee	TMP	No FLSA Required
<input type="button" value="Select"/>	0123456	Rally Cat	2		50102	Continuing Ed - Operations	8000	Temporary CE	TMP	No FLSA Required

5. All electronic additional payment requests that have been submitted for that employee will populate.



- a. Create a new request, select the “Add New Request” button.



- b. To view an existing request choose the “Select” button on that request.



- 6. Complete all the applicable fields. Required fields will include *.
 - a. **Action:** Select what you would like to do with the eAPF. Most often you will be submitting the eAPF for approval.
 - b. **Reason Code:** See the [Additional Pay Form Reason Code document](#) for details on when to use each reason code and their potential earnings codes.
 - c. **Start & End of Work:** Indicate the time period the work was performed. The number of pay periods will automatically calculate. Employees must be paid over the time that they have work. For non-employees (e.g., paid student leaders, paid volunteers, etc.) and for non-work payments to employees (e.g., intellectual property, taxable allowance, etc.) This should be the pay period that they should be paid in.
 - d. **Description:** A description of the work or payment is required. If insufficient detail is provided the eAPF will be returned to the initiator.
 - e. **Course Code & Title:** These fields must be completed when the payment is for teaching a course. If multiple courses are being paid on one eAPF, include all of the course codes and titles within the “description” section.
 - f. **ACA Hours:** One of the three ACA hours fields MUST be completed. Must be included any time that “work” is being performed. If no work is being performed indicate “0” in total hours worked. E.g., Relocation allowance is not work and ACA hours should be “0”.
 - i. **Applied FTE:** Use FTE to determine ACA hours if the employees is working a standard number of hours per week. E.g., a temp exempt employee is scheduled to work 20 hours per week. The FTE would be 0.5.
 - * Reminder: Standard hours for:
 - Temporary employees are 40 hours per week.
 - Staff are either 37.5 or 40 hours per week depending on applicable handbook or bargaining agreement.



- Faculty are 37.5 hours per week.
- ii. **Total Credit Hours:** Use this field when the employee being paid for teaching a credit bearing course. The ACA hours will calculate per pay period based upon the formula (credit hours x 3.33) +1 = ACA hours per week (then the value is translated into a per pay period value.)
- iii. **Total Hours:** Use this field is the employee is working a limited or predetermined number of hours for the payment and credit hours or FTE do not apply.
- g. **User Guide & Salary Calculator Icon:** Click the icons to navigate to the HR User Guide webpage or the Salary Calculator.



Additional Pay Request ID: NEW
 Entered By: kbedel Kaitlyn Rooney Entered On: 04/15/2019
 Requesting Department: 11305 Human Resource Services Approval Status: New Request In Progress

Rally Cat Employee ID: 0123456

Employee Primary Job Information			Payment Job Information		
Employment Record: 0	FTE: 1.000000	Employee Record: 1	Jobcode/Title: 1002 Exempt Temporary Employee	FLSA: No FLSA	
Jobcode/Title: 3031 Administrative Professional	FLSA: No FLSA	Department: 50102 Continuing Ed - Operations	Pay Group: SM1	Union Code: NU	
Home Department: 11305 Human Resource Services	Pay Group: SM1	Employee Class: TSP	Salary: \$60,000	Officer Code: N	

Payment Information

*Reason for Payment: [Dropdown] *Start of Work: [Date] *End Date of Work: [Date]
 Total Amount: \$0.00 Pay Period Amount: \$0.00

*Description of Work: [Text Area]

Applied FTE: 0.000000
 Total Credit Hours: 0.00 (for APF teaching only) Course Code: [Text] Course Title: [Text]
 Total Hours: 0.00 (for APF non-teaching & non-FTE)
 ACA Hours: 0.00 (per pay period)

Payment Detail Find First 1 of 1 Last

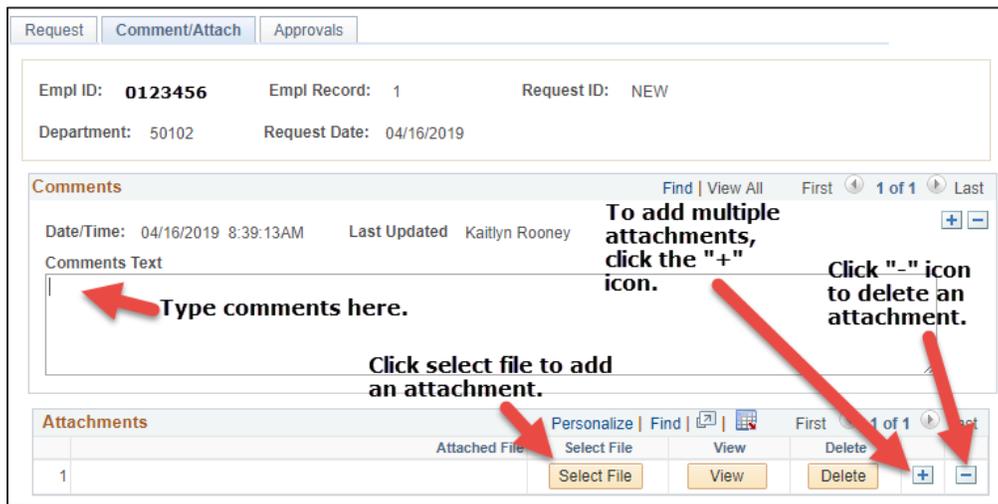
*Earnings Code: [Text] *Amount to pay: 0.00 Pay Period Amount: \$0.00 Total %: 0.00

Distribution									
Percent of Distribution	Combination Code	Account	Operating Unit	Department	Fund	Source	Function	Business Unit	Pro
1									

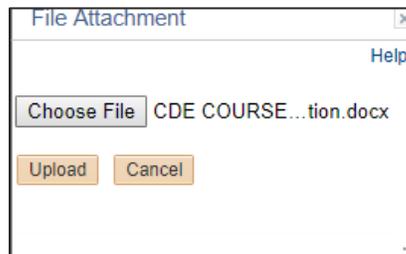
Add Comments/Attachments by clicking on the Comment/Attach Tab



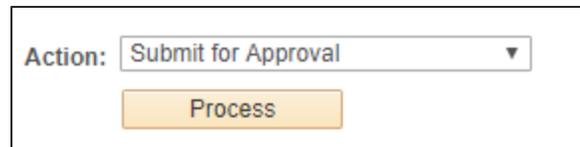
- a. To add an attachment click "Select File."



- b. Click "Choose File" then select the file and click "Upload" icon.



- 7. To submit the APF for approval, go to the "Request" tab and change the action to "Submit for Approval" and click the process icon.



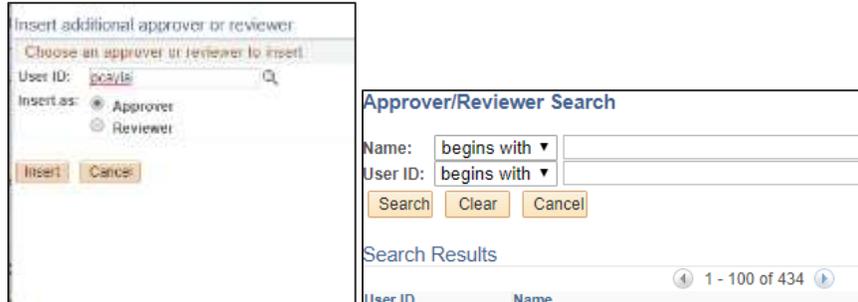
- 8. The initiator can add adhoc after submitting the ePAR for processing. The eAPF will automatically move to the Approvals Screen.

- a. Click the "+" button where you would like to approval to occur in the workflow.

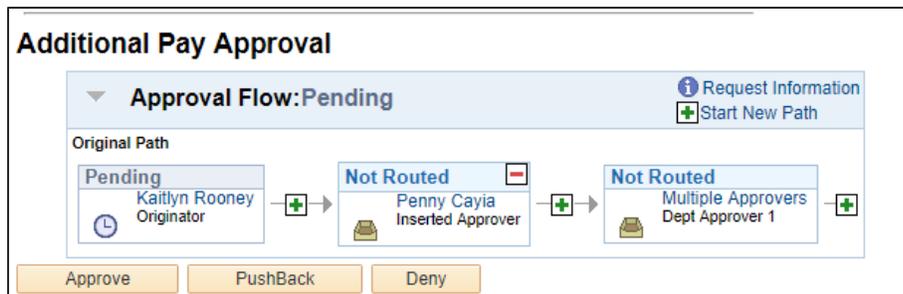




- b. Enter the user ID (netID) of the approver you would like to add to the workflow or click the magnifying glass icon and use the search functionality to find the approver.



- c. Click "Insert." The approver should now be indicated in the workflow.



- 9. Once you have submitted the eAPF and ensured that the workflow includes the correct approvers the initiator must approve the request to move the eAPF forward in the workflow. Click the "Approve" button.

Searching & Approve eAPFs

- 1. Log into [PeopleSoft](#) Human Resources using NetID and Password.



- 2. Navigate to the Additional Pay Request. Main Menu>Manager Self-Service>UVM Online Forms> UVM Additional Pay Requests> Additional Pay Inquiry /Approve

Main Menu > Manager Self Service > UVM Online Forms > UVM Additional Pay Requests > Additional Pay Inquiry and App

- 3. Locate the additional pay based upon the applicable search criteria.



- Click the “Select” button on the additional pay you would like to review/approve.

Select	Approval Inbox	Status	Request ID	Request Date	Requester	Empl ID	Empl Rod	Name
Select	NA	Cancelled	090000009	34/11/2019	Sally Libby-Bandaru	0123456	1	Rally Car
Select	NA	Approved	090000010	34/12/2019	Sally Libby-Bandaru	0123456	1	Rally Car
Select	Other Approvals Pending	Pending	090000012	34/15/2019	Kaitlyn Rooney	0123456	1	Rally Car

Approval Workflow & Adding Adhoc Approvers

The approval workflow is driven by the reason code associated with the payment. Please see the [eAPF Approval Workflow document](#) and the [Approver Definitions](#) section of this document for additional details. To request access to the electronic additional pay request form and approval workflow, please submit a [PeopleSoft Access Request](#) with your supervisor and Dean/Division level HR Representative approval.

Approving, Denying & Pushing back an eAPF

- Use additional pay inquiry to locate the additional pay you would like to approve and/or add an adhoc approver to. See the [Searching for eAPFs](#) section for additional details.
 - If you are looking for any eAPFs that require your approval search based upon status “pending” the sort your approval inbox “Needs your approval”.
- Select the “Approvals” tab.
 - Approve: Approving the eAPF will move the eAPF forward in the workflow to the next approver.

Department Approvers Initiating an ePAF: Will need to approve the eAPF twice to move the eAPF in the workflow as eAPF does not include auto-approver functionalities. The first approval is as the initiator, the second is as the department approver.



- b. Deny: Denying the eAPF will move the eAPF to back to the initiator.
- c. Push back: Pushing the eAPF back will send the eAPF to the approval inbox of whomever is one step back in the workflow. The unit approver should never push back the eAPF to the initiator, (this will break the form.) In these cases the unit approver should “deny” the eAPF. E.g., If a workflow is initiator, business unit approver, home department, human resources and the eAPF is pushed back from human resources, it will now be in the home department’s approval inbox.

Please note: Adhoc approvers should be added before you approve the eAPF to ensure the workflow includes all approvers in the appropriate order. See the [Adding Adhoc Approvers](#) section for additional details.



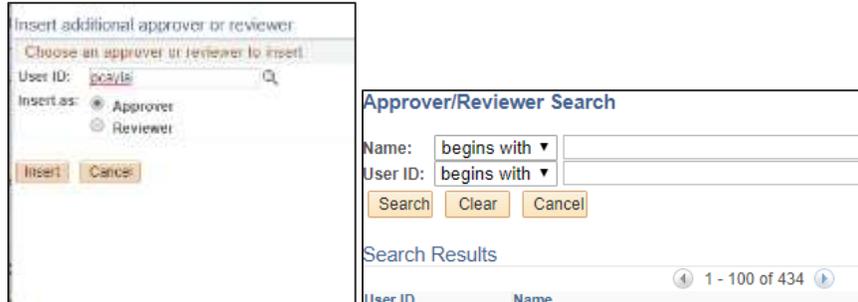
Adding Adhoc Approvers to the Approval Workflow

- a. Use additional pay inquiry to locate the additional pay you would like to approve and/or add an adhoc approver to. See the [Searching for eAPFs](#) section for additional details.
- b. If you are looking for any eAPFs that require your approval search based upon status “pending” the sort your approval inbox “Needs your approval”
- c. Select the “Approvals” tab.
- d. Click the “+” button where you would like to approval to occur in the workflow.

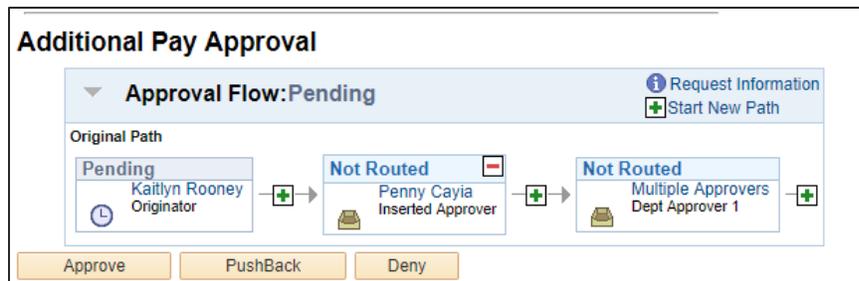




- e. Enter the user ID (netID) of the approver you would like to add to the workflow or click the magnifying glass icon and use the search functionality to find the approver.



- f. Click "Insert." The approver should now be indicated in the workflow.



Paper Additional Pay Form Needed

Paper additional payments should be submitted ONLY when an eAPF is not an option. The limited situations when a paper additional pay form is need are included below.

- When paying a blended rate to a bi-weekly, non-exempt employee.
- When paying an non-exempt employee a straight time rate time over 40 hours due to overtime rule exclusions with prior approval from Human Resources AND Office of General Council e.g., Agricultural overtime exemption.
- When paying an employee an additional pay form that requires earnings code 513 or 514 which indicates that the payment is with dues (this is very rare, and only occurs for a couple of UA employees each year.)

Additional Pay Revisions Submission

See the [Retro Additional Pay Document](#) for full details.

Frequently Asked Questions

Should the APF be submitted before the work starts?

Due to the review process and processing time involved with additional payments, initiating departments should initiate APFs prior to the established HR deadline for the first payroll the employee needs to be paid in.



Why does an explanation have to be submitted for retroactive payments?

Normally, the time involved in the work of the additional pay is known prior to the work starting. The explanation will help the University understand the reasons for the exceptions to the process and implement corrective action.

Resources

If you have questions about information in this user guide, please e-mail [Payroll Services](#).

Helpful Links

- [Additional Pay Reason Code User Guide](#)
- [Additional Pay Workflow Guide](#)
- [Human Resources How to Guide's Webpage](#)
- [Hiring Guide: Temporary Employee & Non-Employees with Approved Stipends](#)

Relevant UVM Departments

- [Payroll Services](#)
- [Cost Accounting Services](#)
- [Faculty Services](#)
- [Human Resource Services](#)