Payroll: Additional Pay

Examples
Stipends, STAR Awards, clinical incentives, BYA/BYN contracts, moving expenses, perquisites, etc.

Decision Points
1. UCB Initiator
2. UCB Approver(s)

Templates
• One-Time Additional Pay; Approve One-Time Pay
• Recurring Additional Pay; Approve Recurring Pay

Data needed for transactions

<table>
<thead>
<tr>
<th></th>
<th>One-Time Pay</th>
<th>Recurring Additional Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Validation</td>
<td>• Earn Code</td>
<td>• Earn Code</td>
</tr>
<tr>
<td></td>
<td>• Chart fields (only appear if request to override is checked)</td>
<td>• Effective Date</td>
</tr>
<tr>
<td></td>
<td>• Pay End Date</td>
<td>• End Date</td>
</tr>
<tr>
<td></td>
<td>• Earnings Begin Date</td>
<td>• Reason</td>
</tr>
<tr>
<td></td>
<td>• Earnings End Date</td>
<td>• Applies to Pay Period</td>
</tr>
<tr>
<td>Freeform Entry (no validation)</td>
<td>• Earning Amount</td>
<td>• Pay Period Amount</td>
</tr>
<tr>
<td></td>
<td>• Overriding Chart fields checkbox</td>
<td>• Goal Amount</td>
</tr>
<tr>
<td></td>
<td>• Gross Up checkbox</td>
<td>• Prorate Additional Pay checkbox</td>
</tr>
<tr>
<td></td>
<td>• Initiator Comments</td>
<td></td>
</tr>
</tbody>
</table>

For the Additional Pay templates, approvers see all of the fields that the initiator filled out, but cannot edit any of them.

Have a question about UCPath? Email us at ucpathberkeleyinfo@lists.berkeley.edu
Guiding Principles

Sponsor Alignment
- Develop efficiency in end-to-end business process
- Use UCPath delivered functionality
- Minimize additional cost
- Eliminate double data entry

Diverse Campus Stakeholders
- Involve both academics and staff (at multiple levels)
- Maintain a customer focus

Disciplined Process
- Ensure implementation focus
- Use UCPath delivered templates and approval workflow
- Document decisions for clarity and commitment

Openness to Change
- Maintain enterprise-wide perspective
- Be open to process and role changes
- Be transparent with communications