

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

	One-Time Pay	Recurring Additional Pay
With Validation	<ul style="list-style-type: none">• Earn Code• Chart fields (only appear if request to override is checked)• Pay End Date• Earnings Begin Date• Earnings End Date	<ul style="list-style-type: none">• Earn Code• Effective Date• End Date• Reason• Applies to Pay Period
Freeform Entry (no validation)	<ul style="list-style-type: none">• Earning Amount• Overriding Chart fields checkbox• Gross Up checkbox• Initiator Comments	<ul style="list-style-type: none">• Pay Period Amount• Goal Amount• Prorate Additional Pay checkbox

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