Records Management

UM System Forms
Human Resources Forms
Completion Instructions For Additional Pay

Please refer to campus specific instructions for details related to processing summer pay.

The information in fields 1 through 7 refers to the information in the job data for the record # or appointment to which the Additional Pay From is tied.

1. Check the box indicating what type of title the employee holds for the job that is associated with the Empl.

   Rcd. # on this form. For Academic employees include annual salary.

2. Pay Frequency - Check the box indicating the pay frequency for the primary appointment.

3. Benefit Status – Check the box indicating the benefit status for the primary appointment.

4. Enter the name of the individual consistent with the HR PeopleSoft data. (Confirm using PS HR Search in

   Web Apps or through PS HR if your security allows.)

5. Enter the employee's eight-character identification number, include the employee record number. The

   record number indica bu.2.mc 5becor(bu.2opo data wirut2(d be assoord n TJEMC /P AMCID 23 BDC 0.0034 Tc 0 Tw -2.256 -

to an employee is known, the goal amount (Field #13)

field blank except when terminating additional pay.

15. If the total amount of additional pay is known, enter the dollar amount, otherwise leave blank. For one-time payments, this field will match the amount in Field #11 Earnings.

16. Leave blank. This field is for HR use only.

17. Enter the five-character code that identifies the home campus/business unit associated with the line of funding.

    Choose one: COLUM, HOSPT, KCITY, ROLLA, STLOU, UOEXT, UMSYS or UWIDE.

18. Enter the code that identifies the department, or sub-department associated with the line of funding (e.g. CHUMNRESSV).

19. Enter the four-character code that is assigned to the employee's specific job title (e.g. 8614).

20. Enter the five-character code that is the shorthand key for the Chartfield string (except account). This code represents the source of funding.

21. Enter the six-character code associated with the job code recorded in Field #17. The account indicates the classification of the salary and wage expenditure in the General Ledger, (e.g. 706300).

22. Enter dates the work was performed.

23. Enter any special instructions in this section

24. Enter the state and city where the work is to be performed if that location differs from the tax location associated with the Empl. Rcd. #.

25. Signatures as defined by Delegation of Authority in HR policy HR-201.