

## **Issue Additional Pay** <sup>[1]</sup>

Issue additional pay in a snap.

The Additional Pay transaction adds a bonus, moving/relocation reimbursement or incentive pay to an employee's wages.

There are two types of additional payments:

- **A one-time payment** issues **once during a pay period** and ends on or after the pay end date.
- **A recurring payment** issues a payment over **more than one pay period**.

Step-by-Step: [Making an additional one-time payment](#) <sup>[2]</sup>

Step-by-Step: [Making an additional recurring payment](#) <sup>[3]</sup>

Quick Reference Guide: [View completed ePAR transactions](#) <sup>[4]</sup>

Step-by-Step: [Approving transactions](#) <sup>[5]</sup>

Form: [Additional Pay Form](#) <sup>[6]</sup>

Job Aid: [Transaction Pages and Action Reasons](#) <sup>[7]</sup>

### **Tips and Tricks**

- Both one-time and recurring payments must be approved. Once approved, one-time payments feed into Reported CU Time, while recurring payments feed into payroll and are stored in the HCM additional pay page.
- A one-time payment needs to have an end date so it's included in the next pay cycle.
- Recurring payments require both a monthly amount and a goal amount. You can split this payment between more than one speedtype to create two separate additional pay transactions.

**Groups audience:**

HCM Community

**Right Sidebar:**

HCM: Resources Key  
HCM: Feedback  
HCM: Document Library  
HCM: Submit a Ticket

---

**Source URL:**<https://www.cu.edu/hcm-community/issue-additional-pay>

#### **Links**

[1] <https://www.cu.edu/hcm-community/issue-additional-pay> [2] <https://www.cu.edu/docs/sbs-additional-pay-entering-one-time-payment> [3] <https://www.cu.edu/docs/sbs-additional-pay-entering-and-reviewing-recurring-payments> [4] <https://www.cu.edu/docs/qrg-view-completed-epar-transactions-and-track-their-status> [5] <https://www.cu.edu/docs/sbs-approving-transactions> [6] <https://www.cu.edu/docs/additional-pay-form> [7] <https://www.cu.edu/docs/jaid-transaction-pages-action-reasons>