

Issue Additional Pay ^[1]

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](#) ^[2]

Step-by-Step: [Making an additional recurring payment](#) ^[3]

Quick Reference Guide: [View completed ePAR transactions](#) ^[4]

Step-by-Step: [Approving transactions](#) ^[5]

Form: [Additional Pay Form](#) ^[6]

Job Aid: [Transaction Pages and Action Reasons](#) ^[7]

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
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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>