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

Links
[1] https://www.cu.edu/hcm-community/issue-additional-pay
[5] https://www.cu.edu/docs/sbs-approving-transactions
[6] https://www.cu.edu/docs/additional-pay-form