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.

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HCM Community

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