Online Additional Pay

myHR Administration

Submitting an Additional Pay Request Online

Any user with access to Additional Pay, including approvers, may initiate an additional pay request. All users have the ability to request payment to *any* employee, regardless of the department or school/unit in which the employee resides.

Log in to myHR at www.northwestern.edu/myhr with your NetID; then navigate to Classic View:
Click the COMPASS ICON (top right corner) > CLASSIC VIEW

Additional Pay Request Page:
MAIN MENU > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > ADDITIONAL PAY REQUEST

1. Click Add .

2. Enter a the 7-digit **Empl ID** for the employee you are paying, or click to search by name.

Note: Only those employees/appointments eligible to receive additional pay may be selected (e.g. temporary employees or unpaid employees cannot be chosen).

3. In the **Record** box, click and select the job record for which the pay will be applied.

4. Select the appropriate **Earnings Code** from the drop-down list.

Note: Some codes require additional information; when necessary, required questions will appear.

5. Provide a brief description (maximum 50 characters) in the **Describe Services Provided** box.

Note: If entering payment with an NMG earnings code, you must include the four-digit cost center in this box, using the format CC: xxxx.

6. Enter the **Service Begin Date** and **Service End Date**, indicating the dates for which Additional Pay is being provided.

Notes: Dates cannot span more than 12 months (for monthly employees/grad students) or 6 months (for biweekly employees, except mobile allowances). You cannot enter future dates for requests to biweekly employees *or* requests funded by a sponsored account. To provide multiple payments to biweekly employees, you may wish to split your requests, entering a separate request each pay period.

7. Enter the **Earnings per Period** that you wish to pay.

8. Enter the **# of Payments**. This can be one of two options:

- Enter "1" if the payment is only for one pay period, *or* if you want the total payment to be provided in one lump sum upon completion of service.
- Enter the number of pay periods spanned by the **Service Dates** to have payments paid out on each paycheck (e.g. for monthly payout of a Mobile Communications Allowance).

9. If entering a payment for a biweekly employee, enter the **Total Hours Worked** for the entire service period.

10. Select the checkbox if you wish to **Encumber this Additional Pay**.

11. Select the checkbox if you wish to **Gross Up this Request.**

Note: When selecting this option, a include a completed Gross Up Estimation form is required.

12. Enter your **Funding Source(s)**. Please note:

- Funding must be active for the **Service Dates** you have entered. When entering a sponsored account, the "Funding End Date" will appear.
- Clicking the next to the **Account** box will display available account codes for the employee. Only these accounts may be used.
- If using any sponsored account, a Sponsored Justification Form is required (except for research subject fees).
- The **Distribution Percent** of all funding sources must sum to 100.

13.	If necessary, **Upload Documents** to support your transaction. To upload a document, select a **Document Type** and click **Upload** to find the file on your computer. *Note:* Error messages will remind you to upload required documentation when needed.
14.	→ To save your transaction *without* initiating workflow, click **Save**. → To submit your request for approval, click **Submit**. Upon submission, a **Projected Payment Date** will display along with the required **Approval Workflow**. If any information or documents are missing, you will be notified with pop-up messages.

Reviewing Additional Pay Requests, Statuses, and Approval Process

Log in to myHR at www.northwestern.edu/myhr with your NetID; then navigate to Classic View:
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1.	Click the **FIND AN EXISTING VALUE** tab.
2.	By default, your "Pending" transactions are selected. *Note:* To see your transactions by another status, change the **Approval Status** drop-down box.
3.	Click **SEARCH**.
4.	Results will display basic details about each request, including its place in the Approval workflow. To review a request or locate the approvers, click a result.

Approving Additional Pay Requests

All requests must be fully approved within **30 days of the date of initial entry**. Requestors will be notified via email of any outstanding transactions after 14 days, 21 days, and again in 30 days before the un-approved transaction is deleted.

Log in to myHR at www.northwestern.edu/myhr with your NetID; then navigate to Manager Self Service:
Click the SELF SERVICE drop-down (top center) > Click MANAGER SELF SERVICE

Additional Pay Approval Page:
APPROVALS > ADDITIONAL PAY

1.	Select the name of an employee to review/approve the request.
2.	Review all details and open/review attachments if necessary.
3.	→ To approve the transaction, click Approve. → To deny the transaction, you first must enter a comment by clicking View or Enter Comment and specifying the reason for denial. Enter and save your comment, then click Deny to send the transaction back to the requestor.

Other Additional Pay Pages

To see all past online Additional Pay payments to an employee, including actual pay dates, visit:
MAIN MENU > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > ADDITIONAL PAY PAYMENT HISTORY

To assign school or department approvers (available to any existing Additional Pay approver), visit:
MAIN MENU > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > ADDITIONAL PAY ASSIGN APPROVER