

Summer Pay Set Up

How to pay employees who are less than 12 months during the summer

Summer Earnings Codes

- H05—Summer Salary With Retirement
- H06—Summer School
- H55—Summer Salary Without Retirement

- Other Earnings Codes:
 - H08—Distance Ed
 - H50—Summer Distance Ed

Summer Pay-Multiple Pay Periods

- Summer Pay over multiple pay periods is entered on the Additional Pay Page BEFORE paysheet creation!!
- Effective sequence number is important in cases of multiple payments of the same type for same pay period
- ALWAYS enter 1 in separate check box!



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Additional Pay

EMP ID: Empl Rcd #: 0

Additional Pay Find | View All First 2 of 2 Last

*Earnings Code: H05 Summer Salary

Effective Date Find | View All First 1 of 1 Last

Effective Date: 05/16/2007

Payment Details Find | View All First 1 of 1 Last

*Addl Seq #:	1	End Date:	
Rate Code:		Reason:	Not Specif
Earnings:	\$100.00	Hours:	
Goal Amount:	\$600.00	Goal Balance:	
Sep Chk #:	1	<input type="checkbox"/> Disable Direct Deposit <input type="checkbox"/> Prorate Additional Pay <input checked="" type="checkbox"/> OK to Pay	
Applies to Pay Periods: <input checked="" type="checkbox"/> First <input checked="" type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth			
▶ Job Information			
▶ Tax Information			

Funding Override

- If new combo code is not entered in job data override box on Add'l Pay, default funding from DBT will be used for summer payment



Create Additional Pay

PeopleSoft

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Rate Code: Reason:

Earnings: Hours: Hourly Rate:

Goal Amount: Goal Balance:

Sep Chk #: Disable Direct Deposit Prorate Additional Pay OK to Pay

Applies to Pay Periods: First Second Third Fourth Fifth

Job Information

Compensation Rate/Frequency: / Annual

Standard Hours: 40.00

Employee Type: Salaried

Default Job Data

Position: 00019918

Business Unit: NDSU1 North Dakota State University

DeptID: 3140 Human Resources/Payroll

Job Code: 311035 Senior Payroll Specialist

Combination Code:

GL Pay Type:

Shift: N/A

Job Data Override

Position:

Business Unit:

DeptID:

Job Code:

Combination Code: S307303000R [Edit ChartFields](#)

GL Pay Type:

*Addl Shift: Use Job



Retirement Contributions

- Tax Information box should have “Subset/Ret” for both Benefit and General Deds if the payment should have retirement contributions (H05, H06 payments)
- Tax Information box should have “None/Blank” for both Benefit and General Deds if the payment should have no retirement contributions (H55)



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EMP ID: Empl Rcd #: 0

Additional Pay Find | View All First 2 of 2 Last

*Earnings Code: H05 Summer Salary

Effective Date Find | View All First 1 of 1 Last

Effective Date: 05/16/2007

Payment Details Find | View All First 1 of 1 Last

*Addl Seq #:	<input type="text" value="1"/>	End Date:	<input type="text"/>
Rate Code:	<input type="text"/>	Reason:	Not Specif
Earnings:	<input type="text" value="\$100.00"/>	Hours:	<input type="text"/>
Goal Amount:	<input type="text" value="\$600.00"/>	Hourly Rate:	<input type="text"/>
Sep Chk #:	<input type="text" value="1"/>	Goal Balance:	<input type="text"/>
<input type="checkbox"/> Disable Direct Deposit		<input type="checkbox"/> Prorate Additional Pay	
<input checked="" type="checkbox"/> OK to Pay			
Applies to Pay Periods: <input checked="" type="checkbox"/> First <input checked="" type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth			

Job Information

Tax Information

State:

Tax Periods:

Locality:

*Tax Method: Annualized

*Tax Frequency: Pay Grp's

*Benefit Deductions Taken: Subset

Benefit Ded Subset ID: RET

*General Deductions Taken: Subset

Summer Pay-One Time Payment

- Summer payments that are only for one pay period are entered directly on Payline Security AFTER paysheet creation
- Add an additional row to the payline security page, add Separate Check number, and enter earnings code and amount
- Override funding on Additional data link
- Enter retirement contributions on One Time Deductions tab

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1 0

Transaction Message **Check #** **Check Date** **Total Gross** **Net Pay**

No Message

Earnings Find | View 1 First 1-2 of 2 Last

OK to Pay Override Hourly Rate No Direct Deposit Gross-Up TL Records + -

Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Regular Salary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Earnings Begin/End Dates ***Shift** ***State** **Locality**

05/16/2007 05/31/2007 N/A ND

[Additional Data](#)

Other Earnings Customize | Find | View All | First 1 of 1 Last

*Code	Seq #	Rate Code	Hours	Rate	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK to Pay Override Hourly Rate No Direct Deposit Gross-Up TL Records + -

1

Sep Chk # / Reason: **Reg Rt Cd** **Reg Hrs** **OT Rt Cd** **OT Hrs** **Hourly Rate** **Regular Salary**

1 Not Specif

Earnings Begin/End Dates ***Shift** ***State** **Locality**

05/16/2007 05/31/2007 N/A ND

[Additional Data](#)

Other Earnings Customize | Find | View All | First 1 of 1 Last

*Code	Seq #	Rate Code	Hours	Rate	Amount
<input type="text"/> H05	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 2,000.00





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Additional Data

*Business Unit:	<input type="text" value="NDSU1"/>	*Tax Periods:	<input type="text" value="1"/>
*Department:	<input type="text" value="2765"/>	Annl Tax Prds:	<input type="text" value="18.00"/>
Job Code:	<input type="text" value="210002"/>	*Pay Frequency:	<input type="text" value="S"/> Semimnthly
Position:	<input type="text" value="00020450"/>	*Tax Method:	<input type="text" value="Annualized"/>
GL Pay Type:	<input type="text"/>	FICA Status:	<input type="text" value="N"/>
Combo Code:	S435002765FAR0004393F		Edit ChartFields



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OK to Pay

*Benefit Deductions Taken Ben Ded Subset *General Deductions Taken Genl Ded Subset

Subset CON Subset CON

One-Time Deduction Data Override Find | View All First 1 of 1 Last

*Plan Type: *One-Time Code: Override

Benefit Plan: Flat/Addl Amt:

*Ded Code/Class: Rate/Percent:

*Sales Tax: B None

*Deduction Calculation Routine: Flat Amount

Addl #: 1 Sep Chk / Reason

#

OK to Pay 1 Not Specif

*Benefit Deductions Taken Ben Ded Subset *General Deductions Taken Genl Ded Subset

Subset RET Subset RET

One-Time Deduction Data Override Find | View All First 1 of 1 Last

*Plan Type: *One-Time Code: Override

Benefit Plan: Flat/Addl Amt:

*Ded Code/Class: Rate/Percent:

*Sales Tax: B None

*Deduction Calculation Routine: Flat Amount

Tips/Tricks

- If employee is getting multiple types of payments (H05, H06 and H55) for the same pay period, retirement contributions need to be set to “Subset/Ret” for all, or no contributions will take

Tips/Tricks, Cont.

- If the summer salary form for multiple pay periods arrives late (shocking) and does not get entered before paysheet creation, the payment needs to be entered on BOTH Additional Pay and Payline Security. The Additional Pay page entry will not pick up with the nightly calc.
- Remember to use the sequence number on Payline Security in these cases!!!

After Pay Confirm

- After Confirm, the employee will have 2 checks on the paycheck data screen. One check will be a \$0 check that will have the regular dedts that need to be paid for the employee in the summer (health, life, EAP). The second check will be the summer salary/summer school payment.

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Pay Period End Date: =

Off Cycle ?

Page #: =

Line #: =

Separate Check #: =

Paycheck Number: =

EmplID: begins with

Name: begins with

Case Sensitive

[Basic Search](#)[Save Search Criteria](#)

Search Results

[View All](#)First 1-7

Company	Pay Group	Pay Period End Date	Off Cycle ?	Page #	Line #	Separate Check #	Form Identification	Paycheck Number	EmplID	Name
NDS	NDC	09/15/2007	N	76	1	0	ADVNDS	214853		
NDS	NDC	09/15/2007	N	76	1	1	ADVNDS	214854		
NDS	NDC	08/31/2007	N	75	1	0	ADVNDS	211491		
NDS	NDC	08/15/2007	N	65	1	0	(blank)	0		
NDS	NDC	07/31/2007	N	66	1	0	(blank)	0		
NDS	NDC	07/31/2007	N	66	1	1	ADVNDS	205652		
NDS	NDC	07/15/2007	N	66	1	0	(blank)	0		
NDS	NDC	07/15/2007	N	66	1	1	ADVNDS	202873		
NDS	NDC	06/30/2007	N	2068	1	0	(blank)	0		
NDS	NDC	06/30/2007	N	2068	1	1	ADVNDS	200053		
NDS	NDC	06/15/2007	N	68	1	0	(blank)	0		
NDS	NDC	06/15/2007	N	68	1	1	ADVNDS	197255		

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Paycheck Earnings Paycheck Taxes **Paycheck Deductions**

EmpID: Name:
 Company: NDS Pay Group: NDC Pay Period End: 07/31/2007 Page: 66 Line: 1 Separate Check:

Paycheck Information

Paycheck Status: Confirmed Paycheck Option: Check
 Issue Date: 08/15/2007 Paycheck Number:
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings: 0.00
 Taxes: 0.00
 Deductions: 0.00
 Net Pay: 0.00

Deductions

Customize | Find | View All | First 1-7 of 7 Last

Deduction Details 1 Deduction Details 2 Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
P10101	Dakota Plan EPO	Nontaxable	329.04	
P11102	CIGNA Dental Plan - Flex	Before-Tax		
P14102	Ameritas Vision Plan - Flex	Before-Tax		
P1Z103	EAP-Village Family Services	Nontaxable	0.71	
P20101	Basic Life Insurance	Nontaxable	0.14	1,300.00
HDSWAV	TIAA Disability Waiver	Nontaxable	2.63	8,750.00
HDSINC	TIAA Long Term Disab Income	Nontaxable	13.39	8,750.00

Garnishments

Net Pay Distribution

Customize | Find | View All | First 1 of 1 Last

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
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Review Paycheck



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Paycheck Earnings

Paycheck Taxes

Paycheck Deductions

EmplID: Name:
 Company: NDS Pay Group: NDC Pay Period End: 07/31/2007 Page: 66 Line: 1 Separate Check: 1

Paycheck Information

Paycheck Status: Confirmed Paycheck Option: Advice
 Issue Date: 08/15/2007 Paycheck Number: 205652
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings: 5,833.32
 Taxes: 603.66
 Deductions: 152.91
 Net Pay: 5,076.75

Earnings

Find | View All First 1 of 5 Last

Begin Date: 07/16/2007 End Date: 07/31/2007 Addl Line #: 1 Reason: Not Specified

Employment Record Number: 0 Benefit Record Number: 0

[Additional Data](#)

Salaried

Hours: 0.00
 Rate: 0.000000
 Earnings: 0.00
 Rate Code:

Hourly

Hours: 0.00
 Rate: 0.000000
 Earnings: 0.00
 Rate Code:

Overtime

Hours: 0.00
 Rate: 0.000000
 Earnings: 0.00
 Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate: FLSA Rate:
 State: ND Locality:

Other Earnings

Customize | Find | View All | First 1 of 1 Last

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount
H05	Summer Salary	Hourly Rate			194.00

Questions?????