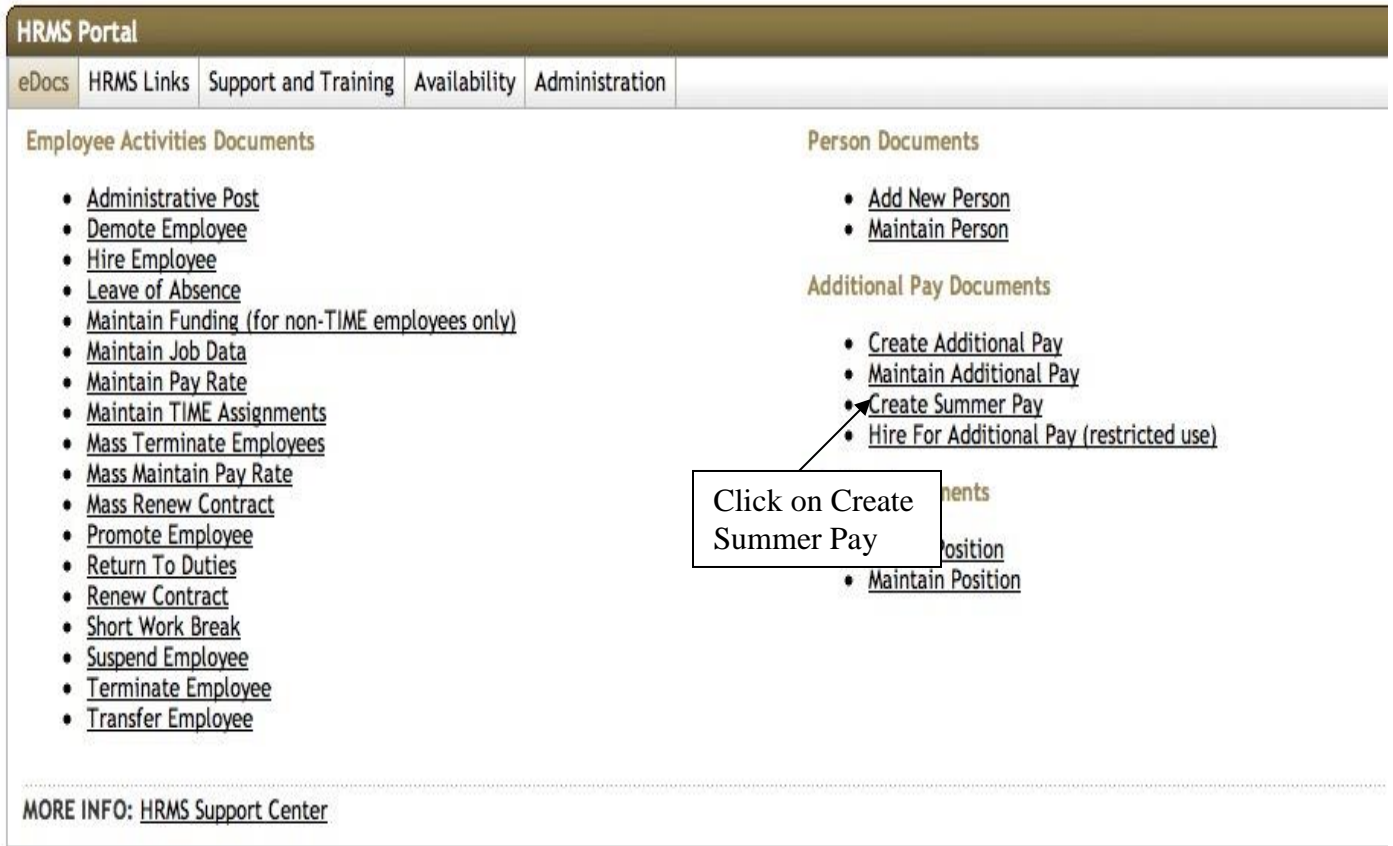


Create Summer Pay

Click the “Create Summer Pay” document link under the “Additional Pay Documents” section to initiate the eDoc.



The screenshot shows the HRMS Portal navigation menu. The 'Additional Pay Documents' section is highlighted, and a callout box points to the 'Create Summer Pay' link.

HRMS Portal

eDocs | HRMS Links | Support and Training | Availability | Administration

Employee Activities Documents

- Administrative Post
- Demote Employee
- Hire Employee
- Leave of Absence
- Maintain Funding (for non-TIME employees only)
- Maintain Job Data
- Maintain Pay Rate
- Maintain TIME Assignments
- Mass Terminate Employees
- Mass Maintain Pay Rate
- Mass Renew Contract
- Promote Employee
- Return To Duties
- Renew Contract
- Short Work Break
- Suspend Employee
- Terminate Employee
- Transfer Employee

Person Documents

- Add New Person
- Maintain Person

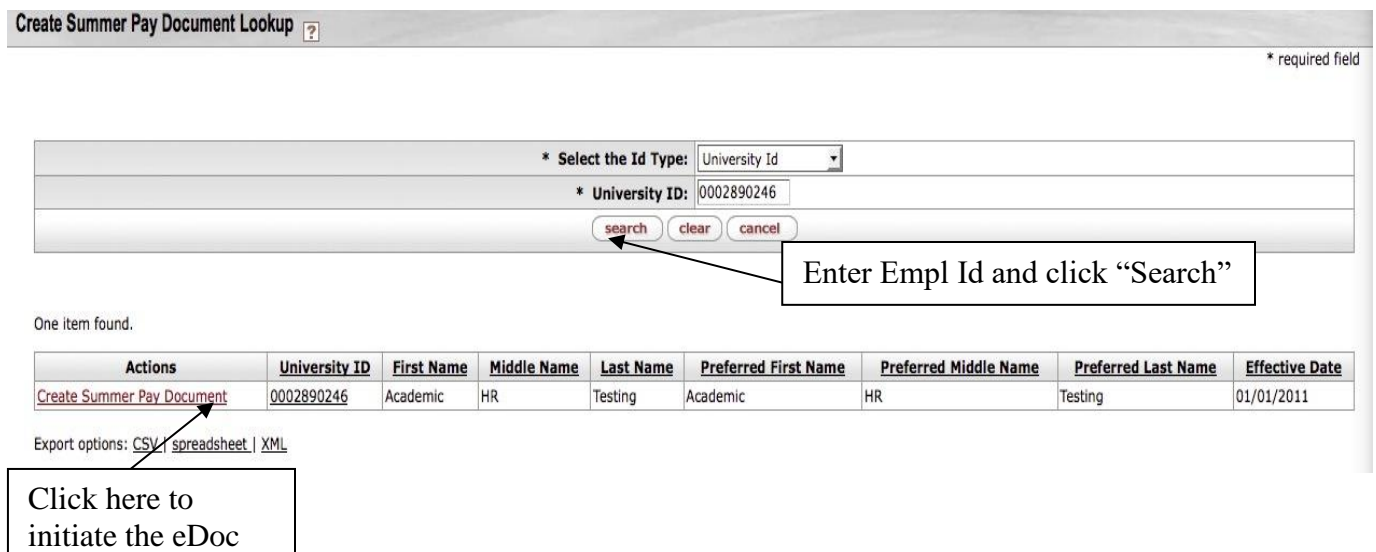
Additional Pay Documents

- Create Additional Pay
- Maintain Additional Pay
- Create Summer Pay**
- Hire For Additional Pay (restricted use)

Click on Create Summer Pay

MORE INFO: [HRMS Support Center](#)

Enter the University ID of the person being appointed. Select “Search” and then click “Create Summer Pay Document” under the Actions column.



The screenshot shows the 'Create Summer Pay Document Lookup' form. The 'University ID' field is populated with '0002890246'. The 'search' button is highlighted, and a callout box points to it. Below the form, a table displays the search results, and a callout box points to the 'Create Summer Pay Document' link in the 'Actions' column.

Create Summer Pay Document Lookup ? * required field

* Select the Id Type: University Id

* University ID: 0002890246

search clear cancel

Enter Empl Id and click “Search”

One item found.

Actions	University ID	First Name	Middle Name	Last Name	Preferred First Name	Preferred Middle Name	Preferred Last Name	Effective Date
Create Summer Pay Document	0002890246	Academic	HR	Testing	Academic	HR	Testing	01/01/2011

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Click here to initiate the eDoc

The effective date defaults in as 5/1/YYYY and cannot be updated. The position number is your unit-specific summer only position or the “Additional Pay: Academic Services” position for AC1 faculty. Confirm that a pooled summer position exists for each salary plan you will be assigning summer pay to within your department. If the position number is unknown, click the “Position Lookup” button to look up the position number.


- AC1 – No specific summer position; use the “Additional Pay: Academic Services” pooled position number.
- AC2 – Visiting Faculty Summer Only
- AC3 – Associate Instructor Summer Only, Graduate Assistant Summer Only, Research Assistant Summer Only
- WSG – Work-Study Graduate Assistant Summer Only, etc.

Create Summer Pay Document ?	Doc Nbr: 1161228	Route Status: INITIATED
	Initiator: Shah, Akash Narendra	Created: 12:38 PM 02/24/20

For Appointed Positions (AC-1), select the departmental Additional Pay position (AP salary plan) desired. For Pooled Positions (AC-2, 3, 4, WSG), select the departmental Summer Only position desired.

[expand all](#) [collapse all](#)

Hire
▼ hide

Person	
University ID	0002599957
Name	Testing, Academic HR
Preferred Name	Testing, Academic
Position	
* Effective Date	05/01/2009
* Position Number	<input type="text" value=""/> 
Home Department	

continue

Notes and Attachments (0)
▶ show

Click on the Position Lookup button

* required field

cancel close

On the “Position Lookup” screen, enter the Department ID and Salary Plan for the position number. Then click “search.” After the positions come up, click “return value” in the “Return Value” column.

Position Lookup * required field

Position Number:	<input type="text"/>
Campus (Business Unit):	<input type="text"/>
Jobcode:	<input type="text"/>
Position Type:	<input type="text"/>
Current Title:	<input type="text"/>
Department:	BL-CHEM
Salary Plan:	AP
Position Status:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

2 items found, displaying all items.

Return Value	Position Number	Effective Date	Current Head Count	Current Title	Position Type	Campus (Business Unit)	Department	Jobcode	Work Period	Salary Plan	Salary Grade
return value	00001144	01/01/1901	41	Additional Pay: Acad Services	AC	IUBLA	BL-CHEM	000276	W	AP	

Click “return value” to select the position

Once the “Position Number” has been entered, click the “continue” button.

Create Summer Pay Document ?

Hire hide	
Person	
University ID	0002599957
Name	Testing, Academic HR
Preferred Name	Testing, Academic
Position	
* Effective Date	05/01/2009
* Position Number	00001144
Home Department	
<input type="button" value="continue"/>	
Notes and Attachments (0) show	

Click “continue”

If the University ID does not have an existing summer job, you will see the Job Data section. If there is an existing summer job, the Job Data section won't be shown and you will see the "Additional Pay Position" section. Enter the second position number which is **always** your department's "Additional Pay: Academic Services" position number. Then click "continue."

Job Data hide

Action Reason

Action	Hire (HIR)
Action Reason	Summer Academic Only (SAC)

Job Data

Rcd#	2
Responsibility Center Name	ARTS & SCIENCES
Position Type	Academic (AC)
Campus (Business Unit)	IUBLA
Department	CHEMISTRY (BL-CHEM)
Jobcode	Additional Pay: Acad Services (000276)
Location	BL
Salary Plan	Additional Pay Acad Services (AP)
Salary Grade	
Standard Hours	
Work Period	Weekly (W)
Regular/Temporary	Temporary (T)
Full/Part Time	
Regulatory Region	USA
Tax Location	BL
Employee Type	Salaried (S)
FTE	0.00
Compensation Frequency	Monthly (M)
Pay Group	A12
Compensation Rate	0
Annual Rate	
Holiday Schedule	HRNO
FLSA Status	Nonexempt (N)

Additional Pay Position

* Position Number	<input type="text"/>
--------------------------	----------------------

continue

Notes and Attachments (0) show

Enter the "Additional Pay: Academic Services" position number

Click "continue"

Select the Earn Code as desired from the “Earn Code” drop down menu.

Additional Pay ▼ hide

Information

University ID	0002599957
Name	Testing, Academic HR
Preferred Name	Testing, Academic
Rcd#	2
* Position Number	Additional Pay: Acad Services (00001144)
Jobcode	Additional Pay: Acad Services (000276)
Campus (Business Unit)	Summer AC1 Administration
Department	Summer AC1 Curriculum Devlpmt

Additional Pay Reason

* Earn Code	▼ Summer AC1 Teaching
* Additional Pay Reason	Summer AC2 Administration
* Effective Date	Summer AC2 Curriculum Devlpmt
	Summer AC2 Research
	Summer AC2 Teaching

Additional Pay

* Earnings End Date	07/17/2009
Standard Hours	0.00
* Total Amount	5,000.00
Begin Date	
End Date	
Pay Per Period	1,666.67 [Calc Pay Per Period]

continue

Click on the Earn Code drop down

After selecting the “Earn Code”, select the “Additional Pay Reason” from the drop down menu. Enter the “Effective Date” and “Earnings End Date” if IRR is selected. If any other session is selected, the dates will automatically default in based on the session picked. Fill in the other applicable fields and click “continue”.

Additional Pay ▼ hide

Information

University ID	0003080760
Name	Testing, Buddy
Preferred Name	Testing, Buddy
Rcd#	0
Additional Sequence	1
* Position Number	Additional Pay: Acad Services (00001144)
Jobcode	Additional Pay: Acad Services (000276)
Campus (Business Unit)	IUBLA
Department	CHEMISTRY (BL-CHEM)

Additional Pay Reason

* Earn Code	Summer AC1 Teaching
* Additional Pay Reason	<div style="border: 1px solid black; padding: 2px;"> ✓ First Four Weeks (BI1) Second Four Weeks (BI2) Third Four Weeks (BI3) First Six Weeks (BI4) Second Six Weeks (BI5) First Eight Weeks (BS1) Second Eight Weeks (BS2) Irregular Schedule (IRR) Twelve Weeks (BS3) </div>
* Earnings End Date	
Standard Hours	
* Total Amount	
Begin Date	
End Date	
Pay Per Period	0.00 [Calc Pay Per Period]

Click on the Additional Pay Reason

[continue](#)

Add “Additional Pay Earning” by entering the “Voucher Code” and then click the “add accounting line” button to add an accounting line.

Additional Pay Earning ▼ hide

Earning

Earn Code	Summer AC1 Teaching (S1T)
* Voucher Code	CHEM - 1024700 (3579)
CSF Tracker	No
Object Code	2010

Enter the Voucher Code

Click on “add accounting line”

[add accounting line](#) [remove earning](#)

Enter “Accounting Line” information: “Account” and “Percent”.

Additional Pay Earning hide

Earning

Earn Code	Summer AC1 Teaching (S1T)
* Voucher Code	CHEM - 1024700 (3579)
CSF Tracker	No
Object Code	2010

add accounting line remove earning

Accounting Line

Chart	BL
Org	CHEM
* Account	1024700
Sub Account	
Sub Object	
Project Code	
Org Ref Id	
* Percent	100

remove accounting line

Enter account number

Enter percent

If appropriate, add a note and click the “add” button.

Notes and Attachments (1) hide

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			Add a note here and click "add" on the right under "Actions" to add it to the eDoc.	Choose File no file selected CANCEL	add

Click “add”

Once you have reviewed the eDoc, you can click “submit” and then “close” the eDoc when you see that the eDoc has been submitted and is in “Enroute” status.

submit save blanket approve close cancel

Click “submit”

Click “close”