Getting Started

UCPath enables you to enter additional pay in addition to an employee’s regular base compensation.

You access these pages from the Self Service Transactions Links page.

There are two links you can choose from for additional pay:

- One-Time Payments (One-time only)
- Additional Pay (Recurring over multiple pay periods)

Reminder: Prior to beginning Additional Pay Transactions, look up the employee’s job data information.

Navigate to the Self Service Transaction Links page from your homepage on the Portal.
Select the **One-Time Payments** link to submit a one-time payment request.

Select the **Additional Pay** link to submit an additional pay for recurring payments.

When you select either of these links, you must first search for the employee. Both search pages look similar:

Enter the Employee’s ID number, then click the **Get Employees** button to retrieve the employee details. You can click on the employee’s name link to enter the appropriate pages and initiate the transaction.
Things to Remember:

- One-time is loaded to the paysheet and is applied to a single payroll cycle.
- You can submit a one-time payment that is retroactive.
- You can override FAU/chartfield values; update only if directed. Available override fields are: Dept ID and original account string.
- You cannot enter a future-effective date in the Earnings Begin field.
- Select the Gross-Up check box to indicate that the employee should be reimbursed for the taxes paid on this one-time payment. This is rarely used; select this check box only if directed.
- You can insert a new row in the New One Time Payments section by clicking the + button.
Things to Remember:

- **Additional Pay** is used to submit recurring additional pay requests (new) or modifications (existing) over multiple consecutive pay periods in a payroll cycle.

- Unlike the one-time payments that are processed to pay sheets at the time of a payroll run, recurring additional pay is processed and stored in the **Create Additional Pay** component in UCPath. The data is loaded each pay period to the employee’s pay sheet without further processing by UCPC.

- Payment continues automatically until a trigger is reached in the **Create Additional Pay** component, either by an end date or a goal amount being reached.

- **Goal Amount**: Specifies a maximum amount to pay out. UCPath issues the additional pay amount to the employee until the amount entered has been reached.

Click the **Submit** button to submit the transaction for review and approval.