## **Create Summer Pay**

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

HRMS Portal							
Docs	HRMS Links	Support and Training	Availability	Administration			
Employ	yee Activitie Administrativ Demote Emp Hire Employe Leave of Abs Maintain Fun Maintain Job Maintain Pay Maintain TIM Mass Termini Mass Renew Promote Emp Return To Du Renew Contr Short Work B Suspend Emp Terminate Emp Terminate Emp	s Documents ve Post loyee ence ding (for non-TIME em Data Rate E Assignments ate Employees n Pay Rate Contract Dloyee uties ract vreak loyee mployee Dloyee	oloyees only)		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 hents Summer Pay • Maintain Position		

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

Create Summer Pay Document L	ookup <sub>?</sub>							
								* required field
			* Sele	ct the Id Type	Hoiversity Id			
			*		. 0002890246			
2				Conversity IL				
				search	cancer (cancer)			
					Ente	er Empl Id and o	click "Search'	,
One item found								
one item touria.			1	1				T
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	I 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 unitspecific 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.

Hire	▼ hide		
Person			
University ID	0002599957		
Name	Testing, Academic HR	Clipter of the Desition	
Preferred Name	Testing, Academic	Click on the Position	
Position		Lookup button	
* Effective Date	05/01/2009	1	
* Position Number			
Home Department			
		continue	
Notes and Attachments (0)	▶ show		
			* required



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:	
Campus (Business Unit):	
Jobcode:	<u> </u>
Position Type:	
Current Title:	
Department:	BL-CHEM S
Salary Plan:	AP S
Position Status:	
(search) (cle	cancel

2 items found. displaying all items.

position

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 "re	eturn										
alue" to	select th	e									

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

Hire	▼ hide
Person	
University ID	0002599957
Name	Testing, Academic HR
Preferred Name	Testing, Academic
Position	
* Effective Date	05/01/2009
* Position Number	00001144 (S)
Home Department	
Notes and Attachments (0)	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."

Action Reason Action Reason Action Reason Summer Academic Only (SAC) Job Data Responsibility Center Name ARTS & SCIENCES Position Type Academic (AC) Campus (Business Unit) UBLA Department CHEMISTRY (BL-CHEM) Jobcode Additional Pay: Acad Services (000275) Location BL Catalogue (AP) Salary Elan Additional Pay Acad Services (AP) Salary Crade Salary Crade Salary Crade Chemistry Resion Veckly (W) Regular/Temporary Femporary (T) Full/Part Time Regulary/Resion USA Tax Location BL Compensation Rate O Annual Rate Notes and Attachments (0) Partice Click "continue" Click "continue"	Job Data		▼ hide				
Action       Hire (HIR.)         Action Reason       Summer Academic Only (SAC.)         Job Data       Responsibility Center Name       ARTS & SCIENCES         Position Type       Academic (AC.)         Campus (Business Unit)       UBLA         Department       CHEMISTRY (BL-CHEM.)         Job Data       Additional Pay: Acad Services (000276.)         Lecation       BL         Salary Flan       Additional Pay: Acad Services (AP.)         Salary Grade       Salary Grade         Mork Period       Weekly (W.)         Regular/Temporary       Temporary (T.)         Employee Type       Salaried (S.)         Compensation Rate       O.         Pay Group       Al2         Compensation Rate       Center the "Additional Pay: Academic Services" position number         Additional Pay Position       Kencempt (N.)         Notes and Attachments (0)       Payson	Action Resson						
Action Reason Action Reason Sub Data Red Tit (TMA) Action Reason Responsibility Center Name ARTS & SCIENCES Position Type Academic (AC) Campus (Business Unit) UBLA Department CHEMISTRY (BL-CHEM) Academic (AC) Campus (Business Unit) Debcdde Additional Pay: Acad Services (000276) Lecation BL Salary Plan Additional Pay Acad Services (000276) Lecation BL Salary Crade Standard Hours Work Period Weekly (W) Regular/Temporary (T) Additional Pay Acad Services (AP) Salary Crade Standard Hours Mork Period Notes and Attachments (0) Pay Croup Notes and Attachments (0) Pay Croup Click "continue"	Action Reason	Action	Hiro ( HID )				
Details       Responsibility Center Amage ARTS & SCIENCES       Responsibility Center Amage ARTS & SCIENCES       Center Academic (AC)       Center Academic (AC)       Center Academic (AC)       Center Academic (AC)       Debate       Academic (AC)       Debate       Academic (AC)       Debate       Academic (AC)       Debate       Additional Pay: Acad Services (000276)       Leave Tore academic Mediational Pay Acad Services (AP)       Salary Clad       Modely (W)       Regulator Means       Temporary (T)       Employee Type       Salarie (S)       FE       Compensation Rate		Action Beason	Summer Academic Only ( SA	C)			
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LUBIA         UBLA         Department         UBLA         Department         UBLA         Department         CHEMISTRY (BL-CHEM)         Department         Department         CHEMISTRY (BL-CHEM)         Department         Department         CHEMISTRY (BL-CHEM)         Department         Salary Plan         Additional Pay: Acad Services ( AP )         Salaridary Cade         More Regular/Temporary         Temporary (T)         Employee Type         Salaried (S)         Employee Type         Compensation Rate         Onono         Acad		Position Type	Academic ( AC )				
Department Department Subsect Additional Pay: Acad Services ( 000276 )         Location BL         Salary Grade         Salary Grade         Work Period         Weekly ( W )         Regular/Temporary         Full/Part Time         Regulatory Region         USA         Tax Location         BL         Compensation Frequency         Monthly ( M )         Pay Group         Alditional Pay Position         Additional Pay Position         Notes and Attachments (0)		Campus (Business Unit)					
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Location       BL         Salary Plan       Additional Pay Acad Services (AP)         Salary Grade       Mork Period         Work Period       Weekly (W)         Regular/Temporary       Temporary (T)         Full/Part Time       USA         Tax Location       BL         Employee Type       Salaried (S)         FTE       0.00         Compensation Frequency       Monthly (M)         Pay Group       A12         Compensation Rate       0         Annual Rate       Enter the "Additional Pay: Academic         Holiday Schedule       HRNO         FLSA Status       Nonexempt (N)         Additional Pay Position       * Position Number         Click "continue"       Click "continue"		Jobcode	Additional Pay: Acad Services	s ( 000276 )			
Salary Plan       Additional Pay Acad Services (AP)         Salary Grade       Standard Hours         Work Period       Weekly (W)         Regular/Temporary       Temporary (T)         Full/Part Time       Salary Grade         Regular/Temporary       Temporary (T)         Full/Part Time       Salary Component (S)         Tax Location       BL         Employee Type       Salaried (S)         FTE       0.00         Compensation Frequency       Monthly (M)         Pay Group       A12         Compensation Rate       0         Annual Rate       Enter the "Additional Pay: Academic         FLSA Status       Nonexempt (N)         Additional Pay Position       * Position Number		Location	BL				
Salary Grade         Standard Hours         Work Period         Weekly (W)         Regular/Temporary         Full/Part Time         Regulatory Region         USA         Tax Location         BL         Employee Type         Salaried (S)         Employee Type         Salaried (S)         Compensation Frequency         Monthly (M)         Pay Group         A12         Compensation Rate         O         Annual Rate         Holiday Schedule         HRNO         FLSA Status         Nonexempt (N)         Additional Pay Position		Salary Plan	Additional Pay Acad Services	(AP)			
Standard Hours         Work Period       Weekly ( W )         Regular/Temporary       Temporary (T)         Full/Part Time       Employee Type         Regulatory Region       USA         Tax Location       BL         Compensation Frequency       Monthly ( M )         Pav Group       A12         Compensation Rate       0         Holiday Schedule       HRNO         FLSA Status       Nonexempt ( N )         Additional Pay Position       *         Notes and Attachments (0) <ul> <li>Pshow</li> <li>Click "continue"</li> </ul>		Salary Grade					
Work Period     Weekly ( W )       Regular/Temporary     Temporary ( T )       Full/Part Time     Imporary ( T )       Regulatory Region     USA       Tax Location     BL       Employee Type     Salaried ( S )       FIE     0.00       Compensation Frequency     Monthly ( M )       Pay Group     A12       Compensation Rate     0       Annual Rate     Enter the "Additional Pay: Academic Services" position number       Additional Pay Position     Imployee Type		Standard Hours	ours				
Regular/Temporary       Temporary (T)         Full/Part Time       Image: Compensation Present of Compensation Frequency         Salaried (S)       Image: Compensation Frequency         Compensation Frequency       Monthly (M)         Pay Group       A12         Compensation Rate       0         Annual Rate       Enter the "Additional Pay: Academic Services" position number         Additional Pay Position       * Position Number         * Position Number       Image: Compensation Pay Complexity (S)         Notes and Attachments (0)       * show         Click "continue"		Work Period	Weekly (W)	/eekly ( W )			
Full/Part Time         Regulatory Region       USA         Tax Location       BL         Employee Type       Salaried (S)         Compensation Frequency       Monthly (M)         Pay Group       A12         Compensation Rate       0         Annual Rate       Enter the "Additional Pay: Academic         FLSA Status       Nonexempt (N)         Additional Pay Position       Nonexempt (N)         * Position Number       Continue         Notes and Attachments (0)       Fishow		Regular/Temporary	Temporary (T) USA BL Salaried (S) 0.00 Monthly (M) A12				
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       Enter the "Additional Pay: Academic Services" position number         Additional Pay Position       Nonexempt (N)         Additional Pay Position       Image: Continue         Notes and Attachments (0)       Image: Show         Click "continue"       Click "continue"		Full/Part Time					
Tax Location       BL         Employee Type       Salaried (S)         FTE       0.00         Compensation Frequency       Monthly (M)         Pay Group       A12         Compensation Rate       0         Annual Rate       Enter the "Additional Pay: Academic Services" position number         Additional Pay Position       Nonexempt (N)         Additional Pay Position       Image: Continue         Notes and Attachments (0)       Image: Show         Click "continue"       Click "continue"		Regulatory Region					
Employee Type       Salaried (S)         FTE       0.00         Compensation Frequency       Monthly (M)         Pay Group       A12         Compensation Rate       0         Annual Rate       Enter the "Additional Pay: Academic         Holiday Schedule       HRNO         FLSA Status       Nonexempt (N)         Additional Pay Position       Services" position number		Tax Location					
FTE       0.00         Compensation Frequency       Monthly ( M )         Pay Group       A12         Compensation Rate       0         Annual Rate       Enter the "Additional Pay: Academic Services" position number         Additional Pay Position       Services" position number         * Position Number       Continue         Notes and Attachments (0)       Pshow		Employee Type					
Compensation Frequency       Monthly ( M )         Pay Group       A12         Compensation Rate       0         Annual Rate       Enter the "Additional Pay: Academic         Holiday Schedule       HRNO         FLSA Status       Nonexempt ( N )         Additional Pay Position       Services" position number         * Position Number       Continue         Notes and Attachments (0)       Flow         Click "continue"       Click "continue"		FTE					
Pay Group A12         Compensation Rate         Annual Rate         Holiday Schedule         HNO         Enter the "Additional Pay: Academic Services" position number         Additional Pay Position         * Position Number         Notes and Attachments (0)         Flock "continue"		Compensation Frequency					
Compensation Rate       0         Annual Rate       Enter the "Additional Pay: Academic         Holiday Schedule       HRNO         FLSA Status       Nonexempt (N)         Additional Pay Position       Services" position number         * Position Number       Click "continue"		Pay Group					
Annual Rate Holiday Schedule HRNO FLSA Status Nonexempt (N) Additional Pay Position * Position Number Notes and Attachments (0) Flock "continue"		Compensation Rate	0				
Holiday Schedule       HRNO         FLSA Status       Nonexempt (N)         Additional Pay Position       Services" position number         * Position Number       *         Notes and Attachments (0)       Fhow         Click "continue"		Annual Rate		Enter the "Additional Days Acadamia			
FLSA Status       Nonexempt (N)       Services" position number         Additional Pay Position       * Position Number       *         * Position Number       *       *         Notes and Attachments (0)       >       Show         Click "continue"       *		Holiday Schedule	HRNO	Enter the Additional Pay: Academic			
Additional Pay Position  * Position Number  Notes and Attachments (0)  Show  Click "continue"		FLSA Status	Nonexempt ( N )	Services" position number			
* Position Number      * Ontinue  Notes and Attachments (0)      * Show      Click "continue"	Additional Pay Positi	ion					
Notes and Attachments (0)  P show  Click "continue"		* Position Number	· · · · · · · · · · · · · · · · · · ·				
Notes and Attachments (0)  Click "continue"				continue			
Notes and Attachments (0) Click "continue"							
Click "continue"	Notes and Attachmen	its (0)	▶ show	/			
				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 Devlomt	Click on the Earn Code
Additional Pay Reason	Summer AC1 Research	drop down
* <u>Earn Code</u>	✓ Summer AC1 Teaching 🖌	
* Additional Pay Reason	Summer AC2 Administration Summer AC2 Curriculum Devlpmnt	
* Effective Date	Summer AC2 Research	
Additional Pay	Summer AC2 Teaching	
* <u>Earnings End Date</u>	07/17/2009	
Standard Hours	0.00	
* <u>Total Amount</u>	5,000.00	
Begin Date		
End Date		
Pay Per Period	1,666.67 [Calc Pay Per Period]	
	(	continue

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	6		
University ID	0003080760		
Name	Testing, Buddy		
Preferred Name	Testing, Buddy		
Rcd#	0		
Additional Sequence	1		
* Position Number	Additional Pay: Acad Services ( 0000114	4)	
Jobcode	Additional Pay: Acad Services ( 000276		
Campus (Business Unit)	IUBLA		
Department	CHEMISTRY ( BL-CHEM )		
Additional Pay Reason			
* Earn Code	Summer AC1 Teaching	Click on the Additional	
* Additional Pay Reason	/	Pay Reason	
Additional Pay	First Four Weeks (BI1)		
* Earnings End Date	Third Four Weeks (BI3)		
Standard Hours	First Six Weeks (BI4)		
* Total Amount	Second Six Weeks (BIS) First Eight Weeks (BS1)		
Begin Date	Second Eight Weeks (BS2) Irregular Schedule (IRR)		
End Date	Twelve Weeks (BS3)		
Pay Per Period	0.00 [Calc Pay Per Period]		
		continue	

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

▼ hide	
_	_
Summer AC1 Teaching ( S1T )	Enter the Voucher Code
CHEM - 1024700 ( 3579 -) 🕚	
No	Click on "add
2010	accounting line"
add accourt	nting line remove earning
	Inde Summer AC1 Teaching (S1T) CHEM - 1024700 (3579) No 2010 add accourt

Enter "Accounting Line" information: "Account" and "Percent".

Additional Pay Earning	▼ hide		
Earning			
Earn Code	E Summer AC1 Teaching ( S1T )		
* <u>Voucher Code</u>	2 CHEM - 1024700 ( 3579 ) 🕙		
CSF Tracker	r No		
Object Code	<u>de</u> 2010		
	add accounting line remove earning		
Accounting Line			
Cha	Chart BL Enter account number		
Or			
* Accour	unt 1024700 S		
Sub Accourt			
Sub Object	Sub Object     Sub Object       Project Code     Sub Object		
Project Cod			
Org Ref I	d Enter percent		
* Percent 100			
remove accounting line			

If appropriate, add a note and click the "add" button.

Notes and J	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 gDoc.	(Choose File) no file selected	add
				CANCEL	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"