Purpose: This document will show you how to enter a Non-Base Compensation payroll amount into PeopleSoft using ePAF.

Use it to enter payments for these reasons:
- Retro pay
- Lump sum payment
- Supplemental exceptions
- Resident extra duty
- On call payments
- Shift differential
- Incentive earnings / Sponsored programs - (Faculty only)
- Incentive earnings - others

It should not be used for these reasons:
- PPP (Professional Practice Plan)
- Paid Leave payout and Terminal Pay
- Overtime
- Temporary employees

Steps

1. Log in to PeopleSoft and navigate (as shown below) to the ePAF Home Page

![Start a New ePAF](image)

2. When you reach the Electronic Personnel Action Form (ePAF) Home Page screen, click "Start a New ePAF" (as shown below)
3. When you reach the Start a New electronic Personnel Action Form (ePAF) screen, click "Add Additional Pay" (as shown below)

4. When you reach the Additional Pay Employee Search screen (as shown below), type the Employee ID number in the "Empl ID" field, then click Search.
5. Enter the First Payment Date, Earnings Code, Department, Monthly Amount, Work Begin Date, and Work End Date

<table>
<thead>
<tr>
<th>Form Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pay Group:</strong> EOM Regular End Of Month</td>
</tr>
<tr>
<td><strong>First Payment Date:</strong> 12/01/2013</td>
</tr>
<tr>
<td><strong>Earnings Code:</strong> 030</td>
</tr>
<tr>
<td><strong>Department:</strong> ADM251</td>
</tr>
<tr>
<td><strong>Number of Payments:</strong> 1</td>
</tr>
<tr>
<td><strong>Monthly Amount:</strong> 100.00</td>
</tr>
<tr>
<td><strong>Work Begin Date:</strong> 12/01/2013</td>
</tr>
</tbody>
</table>

6. Enter the 9 digit Account Code. You must include all leading zeros

Tip: If you need to create a new account code, refer to the HR ePAF Reference Guide

<table>
<thead>
<tr>
<th>Additional Pay Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HR Account Code</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

7. Click the check box in the Form Messages area to acknowledge your certification of the action

<table>
<thead>
<tr>
<th>Form Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Message Text</strong></td>
</tr>
<tr>
<td>✅ Payroll Coordinators Message</td>
</tr>
</tbody>
</table>
8. Optional: You can upload a document and attach it to the ePAF. You can also add comments.

9. Review the information you have entered to ensure that is correct, then click submit.

10. The following message will pop up, click yes to confirm.

Submit this form? (20002,27)
The form will be directed to the next approver, if any.

[Yes] [No]

For more information, contact Payroll Services at 271-2055.