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 – (Fac Only)
- Incentive earnings - others

It should not be used for these purposes:
- PPP (Professional Practice Plan)
- Paid Leave Pay out and Terminal Pay
- Overtime
- Temporary Employees

Steps

1. We will assume you have already logged on.
   Click Department Self Service in the Left Menu.
2. Click ePAF Home Page.

3. You will see the Electronic Personnel Action Form (ePAF) Home Page. Click Start a New ePAF.
4. On the next screen, scroll down and click **Add Additional Pay**.

5. You will now see the Additional Pay Employee Search page. Type the employee ID number in the **EmpID** field.
6. Click Search.

7. Scroll down and enter the Effective Date.
8. Click the Magnifying Glass next to the Earnings Code field to see the Look Up Table.

Note: If you need additional information regarding these codes, click the “Which Code Do I Use?” link.

9. Select an Earnings Code from the Look Up Table.
10. Enter your **Department Number**. If you need help, use the Look Up Table.

11. Enter the **Monthly Amount**.
12. Optional: If this is a recurring payment for the same amount, you can enter the Goal Amount.

   NOTE: The goal amount will reset to zero at the end of each fiscal year. If you choose to enter a goal amount it will only go through the ePAF approval process one time until the goal amount is met or the fiscal year ends.

13. Scroll down and enter the Work Begin Date and Word End Date.
14. Enter the 9 digit **Account Code**. Remember to include all the leading zeros.

Note: If you need to create a new account code, refer to the HR ePAF reference guide available on the HR web site at: [http://hr.ou.edu/Documents/Files/ePAF_Reference_Guide_2009.pdf](http://hr.ou.edu/Documents/Files/ePAF_Reference_Guide_2009.pdf).

15. Click the **Check Box** in the Form Messages area to acknowledge your certification of the action.
16. Optional: You can upload a document and attach it to the ePAF. You can also add comments.

17. Look over the information you have entered to ensure that is correct, then click Submit.
18. Click Yes to Confirm.

You have now entered a Non-Base Compensation payroll form. This ePAF will now go on to the next approver.

For more information, contact the payroll office at 271-2055.