

Additional Pay Workflow FAQs

What is Additional Pay Workflow?

It is a new tool that allows transactions that use the Additional Pay Table to be directly data entered by departments for regular and temporary staff. Additional Pay Workflow automates the current paper process for data entry, review and approval of Additional Pay transactions. Automation of this paper process is an expansion of the functionality that was developed during the Department Budget Earnings (DBE) Workflow project.

What are the benefits of this new process?

The primary benefit is that automation of Additional Pay transactions will eliminate duplicative data entry between department users and HR, thereby increasing accuracy. This new process will decrease the time it takes for a change to be posted to an employee's record (since we will no longer need to account for campus mail-delivery time between departments and HR). It will also allow departments to track Additional Pay transactions electronically, and will confirm when a transaction has posted to an employee's record via an e-mail sent to the designated departmental contact person.

When does this new process go into effect?

November 18, 2011 is the last day that paper submittal forms for most Additional Pay transactions will be accepted. Subsequent Additional Pay transactions should be entered electronically (except for those earnings codes that will continue to be processed via the paper submittal form, as detailed below).

How do I get access to the system?

Access to Additional Pay Workflow functionality in MPathways is granted via the Online Access Request System (OARS). The link to request access is <http://www.mais.umich.edu/access/accessprocess.html>. Should you have questions regarding levels of access or the OARS process, contact Gayle Thompson, MPathways Unit Liaison for the Hospitals and Health Centers.

Is there required training?

Yes, in order to complete Additional Pay Workflow transactions online, users will need to complete online training which may be accessed via MyLinc in MPathways at <https://wolverineaccess.umich.edu/>. The necessary online class is HRS220. Access is granted after training is completed. (Users have reported completion of training in as little as 10-15 minutes.)

What levels of access are available?

There are three levels of access available for departmental users: *Updater*, *Approver*, and *Viewer*. Your level of access in the electronic Additional Pay Workflow process may mirror your level of responsibility for the current paper process. For most departments, those who currently complete submittal forms in MPathways will need to have *Updater* level access to perform this function in the future, and those who currently sign off on the paper submittal forms will need to have *Approver* level access. *Viewer* access is available for any person who needs to be aware of and reference Additional Pay Transactions, but will not need to approve transactions.

Who should I list as approvers?

Any person who has fiduciary responsibility within a department and/or who currently serves as an authorized signer for the paper Additional Pay submittal forms may need *Approver* level access for the new electronic process. (The system allows there to be up to 10 approvers. However, it is recommended that departments limit the number of departmental approvers to those necessary to assure internal controls because multiple approvers may slow the process.) Similar to the current paper process, the last approver listed must be a Central Office Human Resources Representative, who will provide final approval. Unless otherwise instructed by your HR Representatives, this final approver should be your assigned Employment Process Coordinator. (For a list of EPCs, please refer to http://www.med.umich.edu/umhshr/doc/SVC_AREA_LISTING_DEPT_ORDER.pdf)

**Note, unless directed by your Corporate Officer, it is not necessary to list Corporate Officers as approvers in the system. As with the current paper process, proof of Corporate Officer approval may be sent via e-mail to your EPC/HR Representative, or Corporate Officer e-mails may be copied and pasted into the comment section on the Additional Pay Transaction Workflow screen.*

What do I do if one of my assigned approvers is on vacation?

If one of your assigned departmental approvers is on vacation, you may contact your EPC and s/he has the ability to reset your assigned approvers in the system. This will allow your pending Additional Pay Workflow transaction to be completed by alternate approvers. (If your normally assigned EPC is on vacation when an Additional Pay Workflow transaction needs review, appropriate back-up coverage will be provided and you will be notified of an alternative contact.)

Can I view pending approvals?

Yes. The Additional Pay Data Selection page in MPathways may be accessed to search for Additional Pay transactions. Users who have access to Additional Pay Workflow may use this page to search for Additional Pay transactions via several selection criteria (including EMPID, Appoint Dept ID, Funding Dept ID, ShortCode, Creator's Uniquename, etc.). This page will indicate if an Additional Pay transaction is "pending" or "approved", as well as provide detail on the transaction and the assigned approvers.

What if the employee works for two different departments?

If an employee has one appointment, but receives funding from two or more departments, the appropriate Approver(s) from each department should be added to the Additional Pay Workflow Transaction Approvers group box. (The appropriate EPC/HR Representative approver is the person that is assigned to the appointing department of the employee, and s/he should be listed as the last approver.) In the case of dual appointments (such as an employee who holds two separate 50% appointments in two different departments), each department may separately create and approve Additional Pay related to the appointment it oversees.

How do I audit Additional Pay Workflow transactions?

The Additional Pay Data Selection page in MPathways may be accessed to search for Additional Pay transactions. Users who have access to Additional Pay Workflow may search for Additional Pay transactions via several selection criteria (including EMPID, Appoint Dept ID, Funding Dept ID, ShortCode, Creator's Uniquename, etc.). In addition, persons with fiduciary responsibility within departments should be listed as approvers for individual Additional Pay Workflow transactions and should audit payments via gross pay registers, in order to assure appropriate review and reconciliation of funds paid to employees.

Key points to remember when completing Additional Pay Workflow Transactions:

- **End dates**—All Additional Pay transactions must have an end date of 12 months or less. After the designated end date, Additional Pay may be reviewed for renewal.
- **Update/Add/Delete Rows**—For the most part, it will be necessary to add new rows for each transaction initiated. In a very small number of transactions you may need to delete or change an existing row. If you find that an Additional Pay transaction is incorrect (wrong shortcode, payment amount, effective dates, end dates, etc.), you should update the transaction. If you find that an Additional Pay transaction should not have occurred at all, you should delete it. However, if your actions will result in an employee being overpaid, you must contact payroll to work through the normal overpayment recovery processes. This ensures we address the overpayment within the guidelines of University policy and do not exceed legal limits.

Note: it may take up to 10 business days for any transfer of funds resulting from a shortcode change. The transaction will show up on your Off-cycle/Correction Gross Pay Registers, showing results of the Off-cycle payroll that runs every Thursday.

- **Negative Payments/Deductions**—Although the system technically allows users to enter negative amounts, department users should not do so. Instead, please update previous Additional Pay transaction rows as necessary (delete the row, change the payment amount, etc.) and contact the appropriate Payroll Assistant to identify a deduction and repayment strategy for the employee.
- **Earnings Codes Not Done Online**—Please continue to process Additional Pay related to FEL and RES payments via submittal forms. HAS payments should be completed via the Special Payment Form.
- **Submission Deadlines**—Departments should enter Additional Pay transactions into the system 1 week prior to the payroll cut-off for the employee, in order to ensure that the appropriate EPC/HR Representative has time to review and approve.

Where can I go for instructions and additional information?

For more information regarding UMHS Additional Pay guidelines, please contact your assigned EPC or HR Representative. For technical assistance with Additional Pay Transactions, please contact the ITS Service Center at 764-HELP. In addition, please note that the following online resources are available for your reference via MyLinc at <https://wolverineaccess.umich.edu/> :

- Create an Additional Pay Workflow Transaction—Step-by-Step Procedure and Guided Simulation
- Find an Additional Pay Workflow Transaction—Step -by-Step Procedure
- Review and Approve/Deny an Additional Pay Workflow Transaction—Step -by-Step Procedure
- HR Workflow Data Selection—Step-by-Step Procedure