


9.2 Create Additional Pay

Purpose: To create additional pay in ctcLink.

Audience: Payroll Specialists.

 You must have at least one of these local college managed security roles:

- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing
- ZZ SS Payroll

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Create Additional Pay

Navigation: NavBar > Navigator > Payroll for North America > Employee Pay Data USA > Create Additional Pay

1. The **Create Additional Pay** search page displays.
2. Enter the **Empl ID**.
3. Select the **Search** button. Search results display.
4. Select the **Empl Record** from the search results.

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-6 of 6

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
101000006	0	J...			(blank)	(blank)	(blank)
101000006	1	J...			(blank)	(blank)	(blank)
101000006	2	J...			(blank)	(blank)	(blank)
101000006	3	J...			(blank)	(blank)	(blank)
101000006	4	J...			(blank)	(blank)	(blank)
101000006	5	J...			(blank)	(blank)	(blank)

- The **Create Additional Pay** page displays.
- Enter the desired information into the **Earnings Code** field.
- Enter the desired value into the **Addl Seq Nbr** field.
- Enter the desired information into the **Earnings** field.
- Enter the desired information into the **Goal Amount** field.
- Select the **OK to Pay** checkbox. (Note: **Applies to Pay Periods** section: to specify which pay period the additional pay will be applied to)
- Select the **Save** button.

Create Additional Pay

Employee Empl ID 101000005 Empl Record 5

Additional Pay Q | < | 1 of 1 | > | View All

*Earnings Code + -

Effective Date Q | < | 1 of 1 | > | View All

Effective Date + -

Payment Details Q | < | 1 of 1 | > | View All

*Addl Seq Nbr

Rate Code

Earnings

Hours

Goal Amount

Dep Check Nbr

☒ OK to Pay

End Date + -

Reason

Hourly Rate

Goal Balance

☐ Disable Direct Deposit

☐ Prorate Additional Pay

Applies To Pay Periods

☒ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

12. The process to create additional pay is now complete.
13. End of procedure.