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.

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

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