

9.2 Adding Additional Pay Entries

Purpose: Use this document as a reference for how to add additional pay entries in ctcLink.

Audience: Payroll Administrators.

! 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.

NOTE: Additional Pay entries are not one-time pay entries. Pay entries can be continuous payments based on how the data is entered on this screen. Use the End Date and/or Goal Amount fields to limit the number of payments for this entry.

Add Additional Pay Entries

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 appropriate information in the **Empl ID** field.
3. Select the **Search** button.

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](#)

4. The **Create Additional Pay** page displays.
5. Enter the additional pay data or select Add a Row **[+]** button to add a new row.
6. Select the **OK to Pay** checkbox.

Create Additional Pay

Employee

Empl ID 101000000

Empl Record 2

Additional Pay

*Earnings Code

+

Effective Date

Effective Date 10/16/2018

+

Payment Details

*Addl Seq Nbr

Rate Code

Earnings

Hours

Goal Amount

Sep Check Nbr

☐ OK to Pay

End Date

Reason Not Specified

Hourly Rate

Goal Balance

☐ Disable Direct Deposit

☐ Prorate Additional Pay

Applies To Pay Periods

7. Select the **Save** button.

Applies To Pay Periods

☒ First☒ Second☐ Third☐ Fourth☐ Fifth

▶ Job Information

▶ Tax Information

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History

Correct History

8. The process to add additional pay entries is now complete.
9. End of procedure.