Additional Pay Using Multiple Earnings Code
You will create a Multiple Earnings Code Additional Pay for Jean Poole.

1. Navigate through Nav Bar > Main Menu > Human Resources > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA.

2. Enter the Fiscal Year and desired Empl ID.

Department Budget Table USA
Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value

Search Criteria

Set ID = UFLOR
Department begins with
Fiscal Year = 2019
Budget Level = Appointment
Position Pool ID begins with
Job Code Set ID begins with
Job Code begins with
Position Number begins with
Empl ID begins with 15370000
Empl Record = 0
Name begins with
Last Name begins with
First Name begins with

Include History
Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Enter the date you wish the Additional Pay should take effect in the Effective Date field.

4. Click the Additional Row (+) icon in the Earnings Distribution section.

5. Enter the appropriate Earnings Codes into the Earnings Code field.
   In this example, we will enter LSP = Lump Sum Payment

6. Enter the appropriate Combination Code into the Combination Code field.
7. Enter the appropriate Distribution % into the Distribution % field.

That takes care of the Lump Sum Payment. Next, you will enter two rows for Moving Expenses (MTX). The Moving Expenses will be split among two Combination Codes.

8. Click the Additional Row (+) icon in the Earnings Distribution section.

9. Enter the desired Earnings Code.
   In this example, enter MTX = Moving Expenses.

10. Enter the first Combination Code into the Combination Code field.

11. Enter the appropriate Distribution % into the Distribution % field.
    In this example, enter 80%.

12. Click the Additional Row (+) icon in the Earnings Distribution section again.

13. Enter the appropriate Earnings Codes into the Earnings Code field.
    In this example, enter MTX = Moving Expenses

14. Enter the appropriate Combination Code into the Combination Code field.

15. Enter the appropriate Distribution % into the Distribution % field.
    In this example, enter 20%.

16. Click the Save button.