

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	=	▼		🔍
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.