

Updated: November 10, 2020

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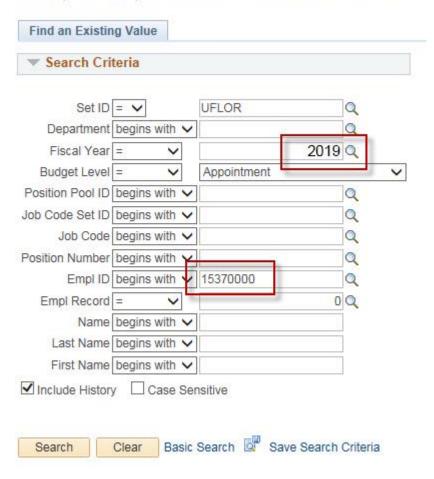
## **Additional Pay Using Multiple Earnings Code**

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

- 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



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

## **Instruction Guide**

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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.
- 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.