## Fixing an Additional Pay

A common error when creating Additional Pay DBT entries is to use the date that appears in Job Data as the Effective Date. The Effective Date of the Additional Pay should always begin at the beginning of at least one pay period.

In this example, we fix an Additional Pay that started in the middle of a pay period. The Additional Pay effective date is entered as 9/1/2018 although the pay period actually started on 8/24/18. This causes the desired distribution to be inaccurate. To fix we will add an additional date range that starts on 8/24 – 8/31 that distributes the charges to the desired Combination Codes. Adding this additional date range will effectively begin the additional pay at the beginning of a full pay period and runs until the end of the year (7/01/18 – 8/31/19 and 9/1/18 – 6/30/19).

1. Navigate to and open the Additional Pay that needs to be corrected.

2. Click the **Add a Row (+)** icon in the **Level** section where you want to insert the new date range.

3. Click **View All link** if you wish to see each date range displayed on one page.

4. Enter the correct Effective Date – 8/24/18, which is the first day of the two week pay period.

5. Click the **Add a new row (+)** icon as needed to add each Combination Code.

6. Enter the appropriate **Earnings Code** for the additional pay for each Combination Code row.
   You can search for Earnings Codes by clicking the **Search** icon (magnifying glass) in the Earnings Code field.

7. Enter the appropriate **percentages** for each Combination Code.
   Remember the Distribution % must equal 100.

8. Click the **Save** button.

9. If the Effective Dates are in the past, the Retro message window will appear, click **OK**.

Empl Record 0

| | | | | |
|---|---|---|---|---|
| Effective Date 09/01/2018 | Eff Seq 0 | Status Active | End Date 06/30/2019 Date Entered 01/26/2019 |

**Earnings Distribution**    Personalize | Find | 🖼 | 📊    First ◀ 1-3 of 3 ▶ Last

| Combination Code | Distributed | Earning Code Description | Combination Code Description | 📇 |

| | Earnings Code | Sequence Number | Combination Code | Distribution % |
|---|---|---|---|---|
| 1 | | 1 | 0029414 | 100.000 |
| 2 | LSP | 1 | 0029414 | 62.049 |
| 3 | LSP | 1 | 0029417 | 37.951 |

○ Department    ○ Position Pool    ○ Jobcode    ○ Position    ● Appointment    ➕ ➖

---

Empl ID 04140000    Rayll, Ginger
Empl Record 0

| | | | | |
|---|---|---|---|---|
| *Effective Date 08/24/2018 📅 | Eff Seq 0 | *Status Active ▼ | End Date 08/31/2018 Date Entered 01/28/2019 |

**Earnings Distribution**    Personalize | Find | 🖼 | 📊    First ◀ 1-3 of 3 ▶ Last

| Combination Code | Distributed | Earning Code Description | Combination Code Description | 📇 |

| | Earnings Code | *Sequence Number | *Combination Code | Distribution % | | |
|---|---|---|---|---|---|---|
| 1 | 🔍 | 1 | 0029414 🔍 | 100.000 | ➕ | ➖ |
| 2 | LSP 🔍 | 1 | 0029414 🔍 | 62.049 | ➕ | ➖ |
| 3 | LSP 🔍 | 1 | 0029417 🔍 | 37.951 | ➕ | ➖ |

○ Department    ○ Position Pool    ○ Jobcode    ○ Position    ● Appointment    ➕

---

Empl ID 04140000    Rayll, Ginger
Empl Record 0

| | | | | |
|---|---|---|---|---|
| Effective Date 07/01/2018 | Eff Seq 0 | Status Active | End Date 08/23/2018 Date Entered 07/23/2018 |

**Earnings Distribution**    Personalize | Find | 🖼 | 📊    First ◀ 1 of 1 ▶ Last

| Combination Code | Distributed | Earning Code Description | Combination Code Description | 📇 |

| | Earnings Code | Sequence Number | Combination Code | Distribution % |
|---|---|---|---|---|
| 1 | | 1 | 0029414 | 100.000 |

💾 Save    🔄 Return to Search    ✉ Notify        ➕ Add    📝 Update/Display    📄 Include History    📝 Correct History