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.