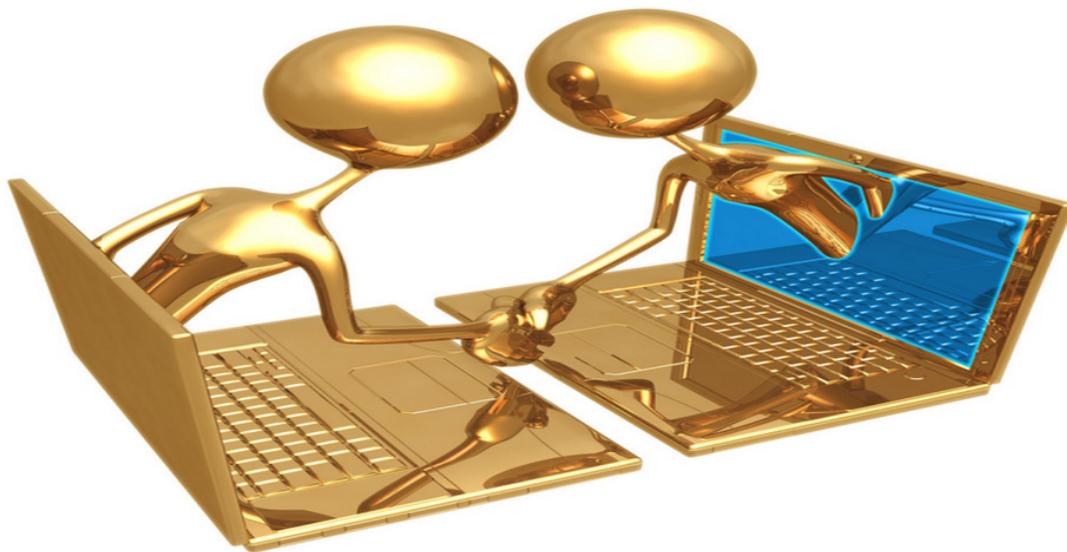


EMORY UNIVERSITY
PAYROLL PAY REQUEST GUIDE



Payroll Pay Requests

All supplemental pay requests for Emory University employees will be processed via Peoplesoft. This guide will help you navigate the Pay Request process and provide answers to many questions you may have regarding entering pay requests.

Pay requests can be submitted for various reasons. Below are the top reasons that pay requests are submitted:

- Extra Duty Pay
- Bonuses
- Honorarium Payments
- Awards
- Retro Payments for hours not paid for non-exempt employees (HR Reps do not need to submit retro pay requests for exempt employees)
- On Demand Checks - \$100.00 fee will apply.

The Pay Request System is very user friendly. You will be able to select your employees by employee ID or social security number. You will also be given all jobs associated with that employee so that you can select the correct record number. Once you select the employee and correct record number the system will auto-populate the department, pay group, employee status, etc., saving you time from entering this information manually. Once you have submitted your requests, if a signature is required it will automatically route your request to the appropriate approver for authorization. No more paper! You will be able to track submitted requests, requests waiting on approvals, and requests that have been processed.

Accessing the System

Access the Pay Request system by logging on to the following address:

<https://psofthr.cc.emory.edu>.

Use your network ID and password to access the system.

Once logged onto the system select the HRWeb option from the main menu:

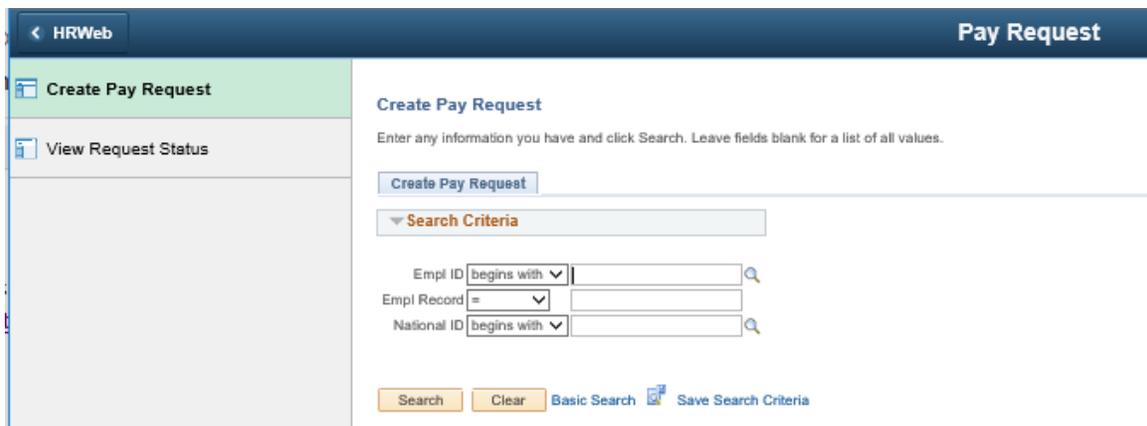


You will then be directed to a page showing various tiles select the **Pay Request** tile.

Pay Request



Depending on your role, from this screen you will be able to either signoff (approve) requests or enter requests. Requestors and approvers will be able to see the status of their assigned pay requests.



The Payroll Pay Request Screen will allow you to do the following:

1. Create a New Request
2. Check Status of Submitted Request
3. Sign Off on a Request (approvers only)

To Enter a Pay Request

Select Create Pay Request option from the menu.



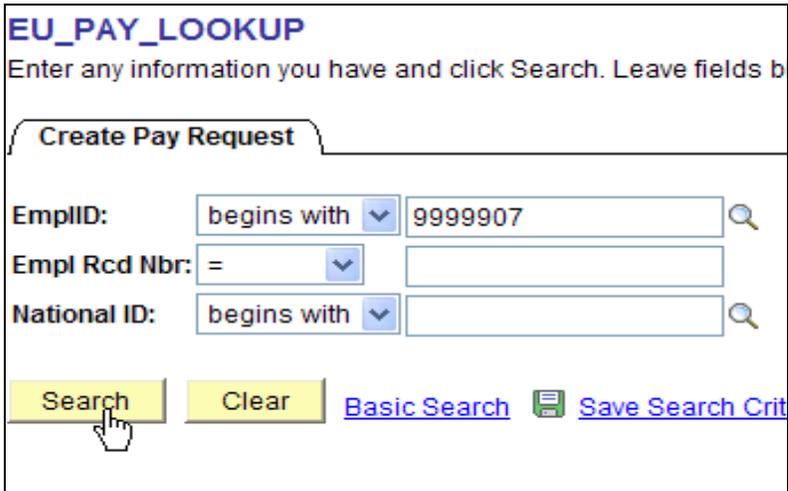
Payroll Pay Request

Pages to enter and view status for payroll pay requests

-  Create Pay Request
-  Submit Pay Request
-  View Request Status

You will then be directed to a search screen where you can enter either an employee record number or national ID number (social security number) to locate your employee. You must enter either an employee ID or national ID, **do not leave the fields blank!**

Click on the Search button.



If the employee has only one record (job) number, verify that you have the correct employee. If the employee has more than one record number, a list will be provided of all records associated with that employee. Select the correct record number for the employee from the search list provided.

EU_PAY_LOOKUP
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Create Pay Request

EmplID:

Empl Rcd Nbr:

National ID:

[Basic Search](#) [Save Search Criteria](#)

Search Results
 View All First 1-8 of 8 Last

EmplID	Empl Rcd Nbr	Payroll Status	Department	Company	Pay Group	National ID
1335067 0		A	921060	EUV	EUB	250738070
1335067 1		A	832020	EUV	EUB	250738070
1335067 2		T	U225000	EUV	EUB	250738070
1335067 3		T	U225000	EUV	EUB	250738070
1335067 4		T	U225000	EUV	EUB	250738070
1335067 5		A	863320	EUV	EUM	250738070

Tip: Payroll Status Legend

- A = Active
- T = Terminated
- S = Suspended
- R = Retired
- L = Leave of Absence

Once the correct employee is selected, the employee request verification screen will populate. Click on the radio button provided for your selected employee and click save to start the request, else click return to search to start over.

(Hint: radio button)



Supplemental Pay Lookup								
Customize Find First 1 of								
EmplID	Empl Rcd Nbr	Effective Date	Status	Department	Company	Pay Group	Social Security Number	
1	1335067	1	04/05/2009	A	832020	EUV	EUB	250738070

Save Return to Search

The Payroll Pay Request Entry screen will appear. The items in the table below will be pre-populated. Verify that the correct employee information is populated. If this is not the correct employee or record number click on Cancel.

1. EmplID	7 digit ID number followed by the record number, and the employee name
2. Payroll Status	Current status of selected employee (Active, Terminated, Leave of Absence, Retired)
3. Company	Emory University
4. Pay Group	EUB – Biweekly; EUM – Monthly; TCM – Monthly; NHM - : N00 - Monthly ; N42 – Monthly
5. Department	The assigned department number for the

	selected employee
6. User ID	The network ID of the requestor
7. Requestor	The name of the employee submitting the request
8. Dept	The requestor's department number

EmpID 0123456 0 Elmer Fudd
Payroll Active Status Company EUV Pay Group EUM Department 734500
User ID LBCOX Requestor Laura Cox De 113020

*Earnings Code	*Begin Date	*End Date	Hours Worked	Pay Rate	Gross Pay
<input type="text"/>					

Speed Type Payment Run Alternate Approver
*Comment

Attachments Personalize | Find | 1 of 1 | Last

	View	File	Loaded by	Last Update	Delete Attachment
1					

Add Attachment

Save Submit Cancel

Of the 9 available fields on the form, 5 are required to process a pay request.

1. Earnings Code
2. Begin Date – use the format MM/DD/YY
3. End Date – use the format MM/DD/YY
4. Hours Worked/Pay Rate (biweekly only) or Gross Pay (monthly or biweekly with a flat dollar amount)
5. Comment – A valid explanation for the purpose of the request.

To complete the form: (To move from field to field either use your tab button or place your cursor in the boxes)

1. Enter the earnings code for the payment that you are processing. If you are not sure which earnings code to use, click on the magnifying glass for a list of earnings codes available for the employee.

User ID KDAWS02 Requestor Karla Dawson Dept 113040

Find First ◀ 1 of 1 ▶ Last

*Earns Code	Begin Date	End Date	Gross Pay
BON	<input type="text"/>	<input type="text"/>	<input type="text"/>

Smart Key *Payment Run Alternate

- a. Tip: If you are paying hours for a biweekly employee, you must select the earnings codes that end with an H. For example, to pay 30 hours that were not paid to the employee you will select the earnings code RETH for retroactive pay hours, not RET. If you select RET, retroactive pay, the employee will only be paid thirty dollars.
- b. Tip: Use the earnings code RETH to pay regular hours worked, there is not a code available for regular hours.
- c. Tip: Do not use the earnings code SPC, as this code is only for Theatre Emory, Emory Annual Fund and the Athletics & Recreation department.
- d. Make sure you select the appropriate earnings code because incorrect earnings codes can cause your request to be rejected, which will result in a delay in processing. If you are uncertain as to which code to use refer to the earnings code usage guide or contact the payroll department.

2. The begin date and end dates refer to the specific dates for the earnings.

Begin Date	End Date
07/01/2009	07/02/2009

- a. Tip: The calendar icon can be used to help select your dates.
- b. Tip: use the format MM/DD/YYYY

3. Enter the hours worked (**only to be used for biweekly employees**), for the earnings that you are requesting.

*Earns Code	Begin Date	End Date	Hours Worked
RETH	07/01/2009	07/02/2009	8.00

- a. Tip: Monthly employees cannot be paid hours as they are paid on a salary. To pay monthly employees you will need to enter the amount of payment under gross pay.
- b. Tip: Hours worked should be in quarter increments only. Example 2.75 not 2.34, unless you are submitting an accrual adjustment.

4. Enter the pay rate for the employee (**biweekly employees only**).

Hours Worked	Pay Rate
8.00	12.00

- a. Tip: If you are submitting a retroactive pay request make sure you enter the effective rate of pay for the employee at the time the hours should have been paid.
 - b. Leave this field blank for monthly employees or if you are paying a flat dollar amount such as a bonus.
5. Gross Pay:
- a. Biweekly employees – If paying hours, this field will auto-populate. If paying for an earnings with a flat dollar amount such as extra duty or a bonus. Enter that amount here.
 - b. Monthly employees – You should not have any hours assigned to monthly employees, enter the gross pay for the earnings.
6. Enter the speedtype for the earnings or leave blank to default to the department/employee setup.

Some earnings, such as extra duty, will *require* a speedtype. The earnings codes that require departmental approval will require a speedtype to be entered on the pay request. Refer to the earnings code usage guide for help in determining if the earnings codes would require departmental approval and possible speedtype.

Invalid speedtypes will not be accepted on the form, you have to use a valid speedtype.

7. Payment Run – this will default to next on cycle. You can select On Demand Check or leave it at the default for the payment to be processed on the next cycle.

*Payment Run
 NxtOnCycle
 NxtOnCycle
 ODPayChck

8. Tip: If you select on demand check, a new field will populate for the **speedtype** to be charged. There is a **\$100.00 fee for on demand checks**. In this box, enter the **speedtype** to charge.

*Payment Run ODC Acct Cd
 ODPayChck

9. Alternate Approver Box – Requests that require approval will be submitted to the department approver of the person submitting the request.

Alternate Approver

You will have the option of having the request routed to a different approver. The alternate approver box allows you to send the request to the employee's department approver instead of your own.

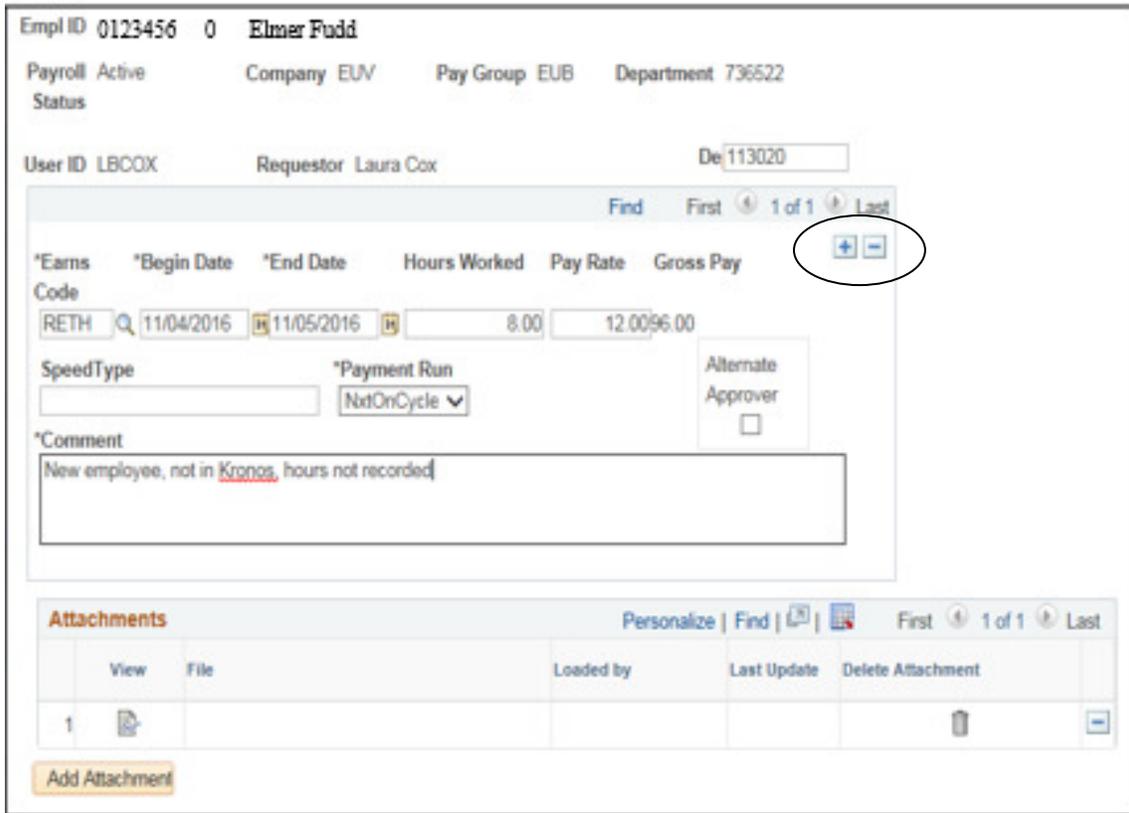
For example, if you enter a request for Elmer Fudd for extra duty pay but his department has agreed to pay the request, then you would click the alternate approver box and it will be rerouted to his department to approve.

****Make sure that there is a valid reason to change the approver because once you submit the request you cannot retrieve the form and make any edits or changes.****

10. Comment – enter the reason for the request. This is a required field and you have to enter a valid reason for the request.

*Comment
 New employee, not in Kronos, hours not recorded

To enter another row of data for this request, click the  sign that is located in the upper right hand corner of the form, and repeat the steps above. If you make a mistake and need to delete a row of information before you have submitted the form to be processed, click on the  in the upper right hand corner of the form.



Empl ID 0123456 0 Elmer Fudd
Payroll Active Status Company EUV Pay Group EUB Department 736522
User ID LBCOX Requestor Laura Cox De 113020

*Earnings Code	*Begin Date	*End Date	Hours Worked	Pay Rate	Gross Pay
RETH	11/04/2016	11/05/2016	8.00	12.00	96.00

Speed Type: *Payment Run: NxtOnCycle Alternate Approver:

*Comment: New employee, not in Kronos, hours not recorded

Attachments: Personalize | Find | First 1 of 1 Last

View	File	Loaded by	Last Update	Delete Attachment
1				

Add Attachment

To save the form and submit for processing later, click on SAVE.
To cancel the request and start over, click CANCEL.

If you are ready to submit the request to be processed, click SUBMIT.
Once submitted, the request will either be routed to the department approver or to the payroll department depending on the earnings codes used. Changes cannot be made once the form is submitted. You will only be able to view the status of the particular request.

Empl ID 0123456 0 Elmer Fudd
 Payroll Status Active Company EUV Pay Group EUB Department 736522
 User ID LBCOX Requestor Laura Cox De:113020

Find First 1 of 1 Last

*Earnings Code	*Begin Date	*End Date	Hours Worked	Pay Rate	Gross Pay
RETH	11/04/2016	11/05/2016	8.00		12.0096.00

SpeedType: *Payment Run: NatOnCycle Alternate Approver:

*Comment: New employee, not in Kronos, hours not recorded

Attachments Personalize | Find | First 1 of 1 Last

View	File	Loaded by	Last Update	Delete Attachment
1				

Add Attachment

Save Submit Cancel

If your request requires departmental approval, an email will be sent to the approver alerting them that a request requires their attention.

View Request Status

EMORY

Main Menu

Payroll Pay Request
 Pages to enter and view status for payroll pay requests

Create Pay Request Lookup employees to create a payroll pay request	View Request Status View status on payroll pay requests
-------------------------------------------------------------------------------	-------------------------------------------------------------------

Once your request has been submitted it will be routed based on the following guidelines:

1. If your request does not require an approval from your department such as for retroactive payments or vacation payouts, then the request will be routed directly to the payroll department for processing.
2. If your request requires departmental approval, an email will be sent to the designated approvers for your department. Once they receive the email they should review your request and approve or reject the payment. If the payment is rejected, you will receive notification that the request was rejected. If approved, the request will then be routed to the payroll department for processing.

At any point in the lifecycle of your request you can view the status.

Payment Statuses

- Submit Request – requests that were entered and saved will be listed here. You can submit requests that are saved but not submitted and also delete saved requests if they should not be processed. You CAN NOT delete a request that has been previously submitted.
- Not Submitted, Rejected - request was submitted and rejected by either the department approver, HR.
- Waiting Approval - request was submitted and is waiting on approval
- Closed – Request submitted and approved, payment initiated

Submit Request															Not Submitted, Rejected		Waiting Approval		Closed	
Submit	Payrun type	Pay Group	Status	EmplID	Empl Rcd Nbr	Name	Ern Cd	Hours	Rate	Gross Pay	Comments	Begin Date	End Date	Deptid	ID Num	Delete				
1	Submit	NxtOnCycle	EUM	Active	0380040		CRT			987.00	tekj	11-09	11-09	981090	191	Delete				
2	Submit	NxtOnCycle	EUM	Active	0380050		HON			987.00	test	11-09	11-09	725500	192	Delete				

To view the status of all of your requests, select Emory HRWEB > Payroll Pay Request > Payroll Pay Request Status from the menu bar.

EMORY

Main Menu

Payroll Pay Request

Pages to enter and view status for payroll pay requests

Create Pay Request
Lookup employees to create a payroll pay request

View Request Status
View status on payroll pay requests

The status screen will appear

Submit Request															Not Submitted, Rejected		Waiting Approval		Closed	
Submit	Edit	Payrun type	Pay Group	Status	Empl ID	Empl Record	Name	Class	Ern Cd	Hours	Rate	Gross Pay	Comment	Begin Date	End Date	Deptid	ID Num	Delete		
1	Submit	Edit				0												Delete		

You can then click on the tabs at the top to select the status that you would like to view.

Not Submitted, Rejected														Waiting Approval				Closed		Open Status		D		Customize Find		First	
Dept Signoff	Dept Signoff Date	HR Signoff	HR Signoff Date	PR Signoff	PR Signoff Date	Final Signoff	Final Signoff Date	Payrun Type	Pay Group	Status	EmplID	Empl Rcd Nbr	Name	Em Cd	Hours	Pay Rate	Gross Pay	Comment	Deptid	R M							
1	Approved	Approved		Open		Open		NxtOnCycle	EUB	Active	9999907	0	Elmer Fudd	RETH	8.00	12.00	96.00	New employee not in Kronos, hours not recorded	160000	1							
2	Rejected	Open		Open		Open		NxtOnCycle	EUM	Active	9999902	0	Tweety Bird	BON			12300.00	bonus for working everyday	160000	1							
3	Open	Open		Open		Open		NxtOnCycle	EUM	Active	9999903	0	Pepe LePeu	AWD			500.00	Compass Project Work	160090	1							
4	Approved	Approved		Open		Open		NxtOnCycle	EUM	Active	9999903	0	Pepe LePeu	PRZ			50.00	Gift Certificate for Compass Project	160090	1							

(In the above view, all requests that are waiting on approval will be listed)
 You can click on any of the field headings to have the view resorted by that field.

If you have any questions regarding the payment request system please contact the Payroll Department at 404-727-6100.