**Introduction**

Change Employee Additional Pay Data is used to pay Faculty who work Maymester, Summer semester or both semesters. These employees are to be entered into the HR system by the departments.

**Change Employee Additional Pay Data** allows the individual colleges access to process summer faculty pay using the additional pay page.

**Important Dates**

<table>
<thead>
<tr>
<th></th>
<th>Maymester</th>
<th>Summer Semester</th>
<th>May/Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
<td>May 12, 2014</td>
<td>June 9, 2014</td>
<td>May 12, 2014</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>June 8, 2014</td>
<td>July 31, 2014</td>
<td>July 31, 2014</td>
</tr>
<tr>
<td><strong>Input Start Date</strong></td>
<td>May 13, 2014</td>
<td>May 13, 2014</td>
<td>May 13, 2014</td>
</tr>
<tr>
<td><strong>Input End Date</strong></td>
<td>June 6, 2014</td>
<td>June 18, 2014</td>
<td>June 6, 2014</td>
</tr>
<tr>
<td><strong>Payment Date</strong></td>
<td>June 13, 2014</td>
<td>June 30 &amp; July 31, 2014</td>
<td>June 13, June 30, &amp; July 31, 2014</td>
</tr>
<tr>
<td><strong>No. Payments</strong></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Payment Maximums**

<table>
<thead>
<tr>
<th></th>
<th>No. Courses</th>
<th>% Per Course</th>
<th>Payment Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty (Teaching)</strong></td>
<td>3</td>
<td>10%</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Sponsored Research</strong></td>
<td></td>
<td></td>
<td>33.33%</td>
</tr>
<tr>
<td><strong>State Funded Research</strong></td>
<td></td>
<td></td>
<td>30%</td>
</tr>
</tbody>
</table>

Note: Payment maximums are based on academic year contracted salary (annualized)

**Contact Information**

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General Guidelines

This section outlines how Human Resources/Payroll will process and pay faculty and graduate assistants who work during Maymester and the Summer Session. Payments will be posted to the fiscal year in which it is actually paid.

Faculty who teach during the summer:

• Faculty may teach a maximum of three courses between these two sessions.
• Faculty will earn 10% of their 2013-2014 academic year contracted salary for each 3 hour course taught, up to a maximum of 30% (3 courses).

Payment
• For courses taught during Maymester, payment will be issued on June 13, 2014
• For courses taught during the summer session, pay will be split evenly in two payments: June 30 and July 31, 2014.

Faculty who conduct research during the summer:

• If a faculty member’s compensation is for research and the funding is from sponsored sources, the faculty member may receive up to 33 1/3% of his/her 2013-2014 academic year contracted salary.

Payment
• Faculty who have sponsored funded research may receive payments for this research in three increments, June 13, June 30, and July 31, 2014. PLEASE NOTE:
  Any faculty member not on the June 13th payroll will receive a makeup check on June 30, 2014.

• If a faculty member’s compensation is for research funded from State sources, the individual may receive up to 30% of his/her 2013-2014 academic year contracted salary.

Payment
• Faculty who are being compensated for research through State funded sources will receive payment in two increments, June 30 and July 31, 2014.

Summer Session

For the Summer Semester, the regular Summer Faculty and Graduate Assistant on-line systems will be utilized. The on-line systems will be available to the colleges from May 13 through June 18, 2014. The files will be uploaded to the payroll system by 8:30 a.m. on June 19, 2014.
Terms and Definitions

Empl Rcd Nbr  
Always select the Employee Record Number for the Primary Job. In a majority of the instances, the Employee Record Number will be ‘0’.

Earnings Type  
Indicate the type of work that will be performed during the semester.
  • SUM – Instruction and Administrative Release
  • CFR – Compensation for Research

Effective Date  
The first day of the pay calendar for the semester.
  • Maymester Effective Date: May 12, 2014
  • Maymester & Summer Effective Date: May 12, 2014
  • Summer Effective Date: June 9, 2014

Addl Seq #  
For payments which have different effective dates, the Addl Seq # is ‘1’. For payments with the same effective date, increase the Addl Seq # by 1 for each payment row. The number of sequence numbers is equal to the number of courses taught.

End Date  
The check date of the semester.
  • Maymester End Date: June 8, 2014 (1 payment)
  • Maymester & Summer End Date: July 31, 2014 (3 payments)
  • Summer End Date: July 31, 2014 (2 payments)

Earnings  
The monthly amount of payment.

Reason  
Only 3 reason codes should be used for Summer Faculty.
  • Research
  • Teaching
  • Admin

Payroll Distribution  
The Speedtype or short code which identifies a string of chartfield values. An example follows:

<table>
<thead>
<tr>
<th>Account Code/Speedtype</th>
<th>Fund (5)</th>
<th>Department (9)</th>
<th>Program (5)</th>
<th>Class (5)</th>
<th>Budget Period (4)</th>
<th>Proj/Grant (10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09EPSI******</td>
<td>10000</td>
<td>142000000</td>
<td>11100</td>
<td>11000</td>
<td>2012</td>
<td>N/A</td>
</tr>
<tr>
<td>09SP000GLA19</td>
<td>20000</td>
<td>111000000</td>
<td>12100</td>
<td>61000</td>
<td>2012</td>
<td>SP000GLA19</td>
</tr>
</tbody>
</table>
1. Open the Internet and in the web browser type: www.portal.adp.com

2. Select Administrator Login

3. Enter your **User ID** and click **Submit**

4. Enter your **Password** and click **Submit**

5. From the top of the
screen use your mouse to hover over the word Human Resources. A drop down will appear with the word Enterprise. Select Enterprise (This is the ADP payroll system).

6. If a JAVA window appears, select the RUN option.

Note: Once the Enterprise system loads, If the PAYROLL page (shown below) does not appear, close the current page and select PAYROLL.

7. Select Payroll>Employee Information>Change Employee Additional Pay Data>Additional Pay
Signing into ADP EV5 Using the URL

**Step 1:** In the web browser type: [https://enterprisehr.us.adp.com/bv2p/v5bv2p.html](https://enterprisehr.us.adp.com/bv2p/v5bv2p.html)

**Step 2:** A warning message may appear if so select **Run**.

**Step 3:** **Enter User Name and Password** – If it is your first time to enter the application, you may need to reset your password.

Note: **User Name** is generally USG followed by the first letter of your first name and the first four of your last name then underscore and BV2P. For example Melinda Jones would be (USGMJONE_BV2P)

Note: If you have any issues with passwords please contact the help desk at 3-4357.
Step 4: If the PAYROLL page (shown below) does not appear, close the current page and select PAYROLL.

Step 5: Select Payroll>Employee Information>Change Employee Additional Pay Data>Additional Pay
At this point, you should have Navigated to the search screen for the Additional Pay page.

Payroll>Employee Information>Change Employee Additional Pay Data>Additional Pay
Step 1

Enter the **Empl ID** and **Employee Record Number**. Press Enter or Click the **OK** button.

**Note:** In most instances, the Employee Record Number will be “0”. “090/09F” will appear after the Employee’s name if the correct record has been selected.

**Note:** Search using Name if you do not know the Empl ID. The ADP format for Name is Lastname,Firstname Middle Initial. Always ensure the Company Code 090 and the Pay Group 09F appear after the employee’s name at the top of the panel.
Step 2: The **Additional Pay** panels display.
### Summer Faculty Payment Processing

**Step 3**

**Earnings Type** – Select from the Lookup list one of the following Earnings Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFR</td>
<td>Compensation for Research</td>
</tr>
<tr>
<td>SUM</td>
<td>Instruction and Administrative Release</td>
</tr>
</tbody>
</table>

**Step 4**

Enter the Effective Date. The current date defaults.

**05/12/2014**

- Change to the first day of the Maymester or Summer Semester pay calendar.

**Step 5**

**Enter Addl Seq #.** Use 1 for payments with different effective dates. For payments with the same effective date, increase Addl Seq # by 1 for each row added.

For example:
For three payment rows with an effective date of 5/12/14, the Addl Seq # would be 1, 2, and 3 respectively for each row.
| Step 6 | Enter Earnings. Enter the monthly amount for this payment | 5058.00 |
| Step 7 | Enter End Date. | 07/31/2014 |
| Step 8 | Enter Reason. Select from the dropdown box one of the following reasons:  
- Research  
- Teaching  
- Admin | Teaching |
| Step 9 | Applies to Pay Periods defaults to First. This means the payment will be made the first payroll of the month, since faculty are paid monthly, this does not apply. | Always accept the system default of First. |
| Step 10 | Click OK to Pay. | OK to Pay |

Information related to an employee's job is located in the Current Job Data box.
### Step 11
Click on the Job Override Tab.

Additional Information related to an employee’s job is located in the Current Job Data box on this panel.

### Step 12
- **Department:** Leave field blank
- **Job Code:** Leave field blank
- **Posn Nbr:** Leave field blank
- **Payroll Distribution:** Enter Speedtype code
- **GL Pay Type:** Leave field blank
- **Shift:** Leave field blank

### Step 13
Press Save to commit changes to database.
Notes:

- Summer Faculty cannot earn more than 33 1/3 % of total salary.
- OK to Pay must be checked for Summer Faculty to get paid.
- If an incorrect effective date is entered in system, you may correct if the date you are entering is greater than the original effective date entered in system. Once the effective date has passed, only Payroll can make changes.

Here is the template for the Automated Spreadsheet Load to Additional Pay Data. PBH will provide a spreadsheet with the Employee Names, Employee ID's, and Employee Record Numbers to facilitate the data entry.