

Snapshot Name- Additional Pay Snap

Description- Shows all additional pay records remaining to be paid including the earnings code, goal amount and pay period amounts and effective dates. Access is limited to payroll staff.

Field Name	Full Name	Description	Example
Acct Code	Account Code	Account code for each department	4310030310 S
Addl Seq	Additional Sequence	Indicates the sequence of the payment for multiple payments	1.00
Department	Department	The description of the Home Department	BUS-Dean-Business
Earn Code	Earn Code	The Earnings Code associated with the Comp Rate. Examples would be REG (Regular Pay) and SUF (Supplemental Stipend)	REG
Eff Date	Effective Date	The effective date of the most recently updated record	7/1/2015
Emp Status	Employee Status	Status for the listed employee in charge of each department on campus	A
Empl ID	Employee ID	ID for the listed employee in charge of each department on campus	0090758
End Date	End Date	The end date of the pay period	7/31/2015
Goal Amt	Goal Amount	Dollar amount associated with the listed account	-\$2,000.00
Goal Bal	Goal Balance	The preferred amount balance to be associated with the listed account	\$0.00
Job Eff Dt	Job Effective Date	The date the employee's position takes effect	6/1/2015
Name	Name	Last, first and middle initial of the employee who is in charge of the listed department account	Patrick, Russell A
Oth Hours	Other Hours	Additional hours the employee works for the specified pay period	33
Oth Pay	Other Pay	Additional pay the employee is paid for additional worked hours	\$1,234.00
Pay Amount	Pay Amount	Amount paid to the noted account	\$231.00
Pay Group	Pay Group	The Pay Group to which the employee belongs. (43A = monthly staff, 43F = 9-month faculty, 43T = Student Assistant, 43W = FWS Student, 43G = GRA/GTA, 43H = Bi-Weekly Hourly, 43Y = 12 month faculty, 43C = Bi-Weekly occasional workers, 43P = Part-Time Faculty)	43F
Rate	Rate	Provides information about the rate at which the employee is paid	\$1,000.00

Reason	Reason	Explains the reason for the additional hours the employee was paid for	Overload
RecNo	Record Number	The employee's ADP Record Number	0
Sep Check	Separate Check	Indicates that if the employee makes extra money, if there will be a separate check mailed for that additional amount	1