



## Phoenix Program Process Definition – HRMS-PAY

### ***Business Process Description***

Process Description	Responsibility (Company/Centralized)
Step 1 Navigation: Go, Compensate Employees, Maintain Payroll Data U.S., Use, Additional Pay, Additional Pay 1, Update/Display.	Company
Step 2 Enter Employee ID number, Name or SS#, or perform a search and select the employee from a list.	Company
Step 3 Additional Pay 1 panel appears, enter Earnings Code, and effective date. Select the override options that will process the payment correctly. End Dates, and Goal Balances are optional fields. If there is a mid-period change on Job the system will prorate the Regular Salary (see Step 7).	Company
Step 4 Select the Override To Job Data options that will process the payment correctly, either Hours at the Regular Comp Rate, Flat Amount, or Hours at a Different Hourly Rate.	Company
Step 5 Each Additional Pay entry requires an Addl Seq. #. The Addl Seq. # should always be 1, unless there are multiple Additional Pay records for an earnings type.	Company
Step 6 The Disable Direct Deposit checkbox turned on will create a paper check for these earnings only, even if the employee has a Direct Deposit account designated on his record ( Regular Earnings will be Direct Deposited).	Company
Step 7 The Prorate Additional Pay checkbox turned on will prorate the Additional Pay based on the job record. If there is a mid-period change on Job ( that results in a Partial Pay Period ie: Leave of Absence, Termination, Return from Leave, or New Hire) the system will prorate the Additional Pay.	Company
Step 8 OK to Pay must be turned on for employee to automatically receive this Additional Pay.	Company
Step 9 The Pension Eligibility checkbox should be turned on if these earnings should be added to base wages and used to calculate Pension Eligible Wages for this employee.	Company
Step 10 Additional Pay panel 2 is used to redirect charges and will not be used on a regular basis by the State of Georgia.	Company
Step 11 Additional Pay panel 3 is used to override Taxing State, method, and which Deductions should be taken on this earnings. The state will always be GA, but it is possible to change the method of Taxation and Deductions here at the employee level if required. Save after completing entry.	Company

### ***Forms Used with Process (#)***

\*\*Attach sample form(s)

**Phoenix Program  
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*Process Flow Diagram (if appropriate):*



Process Signoff

Tested By  
Date Tested