The University of Alabama
PA Instructions for Bi-Weekly Supplemental Pay

Bi-Weekly Supplemental Pay

Bi-weekly supplemental pay is a one-time pay that is paid with the regularly scheduled bi-weekly payroll

Refer to the Payroll Schedule at MyBama, Payroll Services, Payroll Schedules and Deadlines, for PA due dates for specific pay dates

PA Form (Personnel Action Form)

Departments must complete a PA form (Personnel Action) to initiate supplemental pay

To access PA form, go to: MyBama, Payroll Services, Payroll Forms, Banner Personnel Action Form

Bi-Weekly Supplemental Pay Required PA Data Fields:

- Purpose Of Personnel Action
- SSN (social security number)
- CWID (campus wide ID)
- Type of Employee
- Name
- Position Number
- Organization Number (valid entry will default Organization Name)
- Assignment/Leave Dates
- Employee Class for This Position
- Total Salary
- Composite FTE (optional)
- Position Class (entry will default Official Title/Rank and EEO Code fields)
- Official Title/Rank will default based on Position Class
- EEO Code will default based on Position Class
- FOPAL (Distribution FTE, Fund, Orgn, Account, Prog, Distribution Amount)
- Comments
- PA Prepared By and Approvals

Completing PA Data Fields:

- **Purpose Of Personnel Action**
  - Enter the number **8** from drop down menu (the words **Supplemental Pay** will appear to the right of the **Purpose Of Personnel Action** field)

  - The number 8 is the only valid entry for supplemental pay

- **SSN (social security number)**
  - Enter the employee's social security number (the social security number is needed for imaging/scanning the PA in Records)

Completing PA Data Fields (con't):

- **CWID (campus wide ID)**
  - Enter the employee's CWID

- **Type of Employee**
  - Enter X in the applicable box for Faculty, Staff, Student

- **Name**
  - Enter the employee's name (first, middle, last)

- **Position Number**
  - Enter the letters **ZH** and the department's four digit supplemental pay position number (i.e., ZH9825)

    - **Z** indicates supplemental pay and the **H** indicates bi-weekly employee and **9825** indicates Public Safety position

    - Each department has its own unique four digit supplemental pay position number (for a complete list of supplemental pay position numbers by department see **Budget Office webpage** under: MyBama, Budget Office, Banner Supplemental Pay Position List)

  - Contract/Gant (See PA instructions for Monthly Supplemental Pay)

- **Organization Number**
  - Enter the organization/department number (i.e., 507101 for Public Safety Administration)

    - The Organization Name field defaults based on a valid organization number

    - Click the Orgn tab at bottom of PA form for list of Organization Numbers

- **Assignment/Leave Dates**
  - Enter the begin date for the supplemental pay position (i.e., Begin 8/16/2007)

    - An end date is not needed because bi-weekly supplemental pay is a one-time pay only

- **Employee Class for This Position**
  - Select ZH – Supplemental Pay Bi-Weekly from the drop down menu

- **Composite FTE**
  - The Composite FTE is calculated by dividing the projected time to be spent on the supplemental pay position by the total number of regularly scheduled work week hours (i.e., 10 hours per week spent working in supplemental pay position divided by 40 regularly scheduled work week hours equals a Composite FTE of .25 (10 / 40 = .25))

Completing PA Data Fields (con't):

- **Total Salary**
  - o Enter the amount of the one-time supplemental pay

- **Position Class**
  - o Enter ZH001 (the position class for bi-weekly supplemental pay is always ZH001)

    - Official Title/Rank and EEO Code fields will default based on Position Class

- **FOPAL (Distribution FTE, Fund, Orgn, Account, Prog, Distribution Amount)**
  - o Enter the Fund, Organization Number, Account Number, and Program the supplemental pay should be charged to (click the Orgn, Acct & Prog tabs at bottom of PA form for valid entries)

  - o
- **FOPAL (Distribution FTE, Fund, Orgn, Account, Prog, Distribution Amount) (cont.):**
  - o For Distribution FTE, click the Labor Distribution tab at bottom of PA form and enter the percent to be charged to each fund in fields B10 – B17 of spreadsheet based on the number of funds indicated in the FOPAL section of the PA (i.e., 100 if the supplemental pay is to be charged to one fund; 50 and 50 if the supplemental pay is to be charged between two funds, etc.)

    - The percent entered in fields B10 – B17 will default in the Distribution FTE field(s) on the PA

  - o For Distribution Amount, click the Labor Distribution tab at bottom of PA form and enter the total amount to be paid in field E5 of spreadsheet

    - The amount entered in field E5 of spreadsheet will default in the Distribution Amount field on the PA

- **Comments**
  - o State the reason for the supplemental pay and attach a copy of the supplemental pay authorization to the PA

- **PA Prepared By and Approvals**
  - o Enter name and phone number of PA preparer, enter Date Prepared; obtain all applicable signatures for PA approval