

# The University of Alabama

## PA Instructions for Multi-Month Supplemental Pay

### Multi-Month Supplemental Pay

Multi-month supplemental pay is paid two or more consecutive months and is processed with the regularly scheduled monthly 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

### Multi-Month 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
- Composite FTE
- Total Salary
- 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** (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)

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**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 **ZM** and the department's four digit supplemental pay position number (i.e., ZM9973 Chemistry)
    - **Z** indicates supplemental pay and the **M** indicates monthly employee and **9973** indicates Chemistry 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/Grant monthly supplemental pay position number is always ZM9773
    - Contract/Grant Summer Research supplemental pay position number is always SR9773
    - Departmental Summer Research supplemental pay position numbers also begin with SR but are followed by a unique four digit department position number (i.e., SR9904 for Engineering Summer Research)
  
- **Organization Number**
  - Enter the organization/department number (i.e., 204421 Chemistry)
    - 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 and end dates for the multi-month supplemental pay position (i.e., Begin 8/16/2007, End 12/31/2007)
  
- **Employee Class for This Position**
  - Select **ZM – Supplemental Pay Monthly** from the drop down menu

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**Completing PA Data Fields (con't):**

- **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))
  
- **Total Salary**
  - Enter the total amount to be paid for the supplemental pay position (i.e., \$5,000 for supplemental pay position beginning 8/16/07 and ending 12/31/07)
  
- **Position Class**
  - Enter **ZM001** (the position class for multi-month supplemental pay is always ZM001)
    - Official Title/Rank and EEO Code fields will default based on Position Class
  
- **FOPAL (Distribution FTE, Fund, Orgn, Account, Prog, Distribution Amount)**
  - Enter the Fund, Organization Number, Account Number, and Program the supplemental pay should be charged to (click the Orgn, Acct & Prog tabs of PA form for valid entries)
  
  - 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)
  
  - For **Distribution Amount**, click the **Labor Distribution** tab at bottom of PA form and enter the amount to be paid each month in field E5 of spreadsheet
    - The amount entered in field E5 of spreadsheet will default in the Distribution Amount field on the PA
  
- **Comments**
  - State the reason for the supplemental pay and attach a copy of the supplemental pay authorization to the PA
  
- **PA Prepared By and Approvals**
  - Enter name and phone number of PA preparer, enter Date Prepared; obtain all applicable signatures for PA approval