ePAC
Additional Pay Tool

Users Guide
This document provides detailed information and instructions for payment initiators, reviewers, and approvers on how to use the Additional Pay tool. It also includes information regarding end-user and central office reporting.

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HR Processing
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I. Introduction
The ePAC Additional Pay tool is a web-based tool that allows administrators to electronically process select additional payment requests.

A. Automation Benefits for Initiators
- Submit pay requests directly to department authorizer electronically
- Track payment through approval process
- Search existing payments
- Review past payments/Preview future payments
- Quickly stop/cancel payments
- Ability to attach supporting documentation

B. Automation Benefits for Reviewers and Approvers
- Receive/View/Approve department payment requests electronically
- Review/Preview/Search payments
- Improved efficiency: no tracking paper form in multiple offices/desks
- One stop shop for audit analysis
- Improved Efficiency
II. Overview of Features and Functions

A. Features
   • User interface for entry of payment information, allowing for inclusion of supporting documentation
   • Automation of payment approvals based on business rules and privilege roles
   • Automation of PeopleSoft transactions to support payment requests
   • Creation of necessary business process audits to review and verify transactions and payments

B. Functions
   • Wizard-like entry allowing initiators to select options from menus, avoiding incomplete forms
   • Identification of necessary approvals via Privilege Management for both home department and center numbers
   • Automated routing of requests via workflow
   • Option to cancel a payment/payment request if needed
   • Gross up option with automated calculations for eligible payment types
   • Ability to attach supporting documentation to request
   • Search for active and archived payment requests
   • Automatic inclusion of payment in paycheck (based on payroll cycle of individual)

C. Types of Payments Requests Supported
   • Additional or Supplemental Pay
   • Bonus payments
   • Employment Termination payments
   • Summer and Maymester Pay
   • VMG Payments

D. Eligible Employee Statuses
   • Active
   • Paid Leave of Absence
   • Unpaid Leave of Absence

E. Features and Functions Not Supported
   • Payroll corrections (prior period payments) *new form*
   • Adjustments to Time Off Accrual Balances *new form*
   • Encumbrances for Additional Pay transactions
   • Stipend Requests (for Graduate/Professional students only)
   • Tuition Assistance Benefit payments
III. **Role Definitions**

The Additional Pay tool uses similar roles to those used in other ePAC modules (such as Job & Position Changes and Distribution Changes). Roles are established for each individual in the Privilege Management system. The roles and workflow for Additional Pay requests is depicted in Figure 1.

![Figure 1: Additional Pay Workflow](image)

A. **Required Roles**

*NOTE: The following definitions are from the Privilege Management system. See [http://www.vanderbilt.edu/fis/Apps/pm.htm](http://www.vanderbilt.edu/fis/Apps/pm.htm) for more information. Roles are listed in flowchart order from left to right, top to bottom. Optional Roles are listed in the next section.*

1. **PA Initiator (Home Department)**
   Enables holder to create, save, edit and submit all Personnel Action Changes, which starts the approval process in the ePAC web application.

2. **PA HD Executor**
   Enables holder to update, approve or reject Personnel Action Changes in ePAC web application. Review serves as the final level of departmental approval.

3. **SigAuth PAF (Center Number)**
   Enables holder to approve financial transactions processed through Personnel Action Changes (paper form or ePAC), Payroll Check Distribution Authorization Forms (paper form), and Home Department Change Forms (paper form), which establish pay rate and job codes for employees. In addition, holder serves as final approval for Pay Rate Standard Hour Earnings Distribution and
Retroactive Distribution payment requests in the ePAC web application.

B. Optional Roles

Need to explain why these are considered “optional” roles...left to the discretion of each department/division to meet business needs.

1. **PA Reviewer (Home Department and Center Number)**
   Enables holder to view and make comments on Personnel Action Changes in ePAC web application. This includes two roles: Required and Optional. Required Reviewer provides a level of approval for a payment request to continue in workflow.

2. **PA BRET Executor (HD)**
   Enables holder to approve Terminations, Job Code, Pay Rate and Standard Hours changes for Post-Doc, Visiting Research, Research Intern Undergrad, and Research Intern Graduates in the ePAC web application.

3. **PA GME Executor (HD)**
   Enables holder to approve Terminations, Job Code, Pay Rate and Standard Hours changes for Residents and Clinical Fellows in ePAC web application.

4. **PA Additional Pay Approver**
   Need definition provided to Thomas Head

5. **PA Viewer**
   Need definition provided to Thomas Head
   NOTE: you can see salary information on this role, just like all of the other ePAC roles.
IV. Getting Started

A. System Requirements
The Additional Pay tool will work on a computer capable of running a supported internet browser. Currently supported browsers include:

- Google Chrome
- Internet Explorer, version 7 and later
- Mozilla Firefox, versions 5 and later

B. Who can use the Tool
The Additional Pay tool is available to approved staff responsible for initiating, reviewing, and approving additional pay requests in their department. Payments cannot be initiated for employees outside of an initiator’s home department purview.

C. Accessing the Tool
Access the Additional Pay tool using the ePAC login. The application requires a VUnetID and e-password. *

- eBiz website
  http://www.vanderbilt.edu/ebiz/
- HR Systems website
  http://hr.vanderbilt.edu/systems/
- VUMC Department of Finance website:
  https://dof.mc.vanderbilt.edu/Pages/default.aspx
- Direct link to the VU Single Sign-On:
  https://webapp.mis.vanderbilt.edu/epac2

*Existing roles for the ePAC JPC module (as assigned in Privilege Management) are used in the ePAC Additional Pay module. Please see your manager for assistance if you are unable to log in to Additional Pay tool.
V. Initiate a Payment

A. Action Buttons

Several action buttons are used throughout the ePAC tool.
1. Save: To save payment for further editing, does not submit or move to next approver
2. Submit: To submit payment to next approver
3. Approve: To approve payment for submission to payroll (Payment will process)
4. Reject: To reject payment; will be sent back to initiator
5. Cancel: To cancel a payment that is in workflow or pending payment.
6. Agree: To agree with payment (will not submit a payment)
7. Disagree: To disagree with payment (will not cancel a payment)

1. Log in to ePAC: https://webapp.mis.vanderbilt.edu/epac2
2. Select Additional Pay type from the pull-down menu
STEP 1: Choose Employee

3. Use the **Search By** pull-down menu to find the employee you wish to issue payment/event. User can search by:

- Employee ID
- Employee name
- Job Code
- Department ID
- Position Number

![Image of ePAC Additional Pay Tool interface](image-url)
You will have a better response time if you search by employee ID, position number, or department ID. Employee name, because of formatting issues, could take longer. Commonly used names, such as Smith, will cause a timeout if you search by name.

Select employee from search results (if searched by employee ID, there will be only one result). A new screen will display any associated payments, if applicable:

- List of past and future payments for this employee in the same payment category
- Payments will be shown regardless of initiation method (PeopleSoft vs. APA Tool) and workflow status
- Display column will show status of payment: in workflow, pending payment, paid.
STEP 2: Create a Payment Request

4. Click “New” payment button

5. Choose Payment Frequency (drop down)
   a. One–Time
   b. Recurring (must choose first and last payment dates)
6. Choose Payment Category (drop down)
   Select the payment category for the type of payment being requested.

   Payment Category is a way to group payments of a similar type. The current list
   of valid payment categories can be found on the Additional Pay Valid Earnings
   Code Table [insert hyperlink].

   The system is designed to only present payment categories and payment
   descriptions (next item) that are valid based on the selected employee’s pay
   group, job code, and/or employee type. These restrictions are listed in the
   Additional Pay Valid Earnings Code Table [insert hyperlink].

7. Choose Payment Description (drop down)

   Select the type of payment being requested. A list of valid payment descriptions
   is presented based on the employee selected. Refer to the Additional Pay Valid
   Earnings Code Table [insert hyperlink] for more detailed information.

   Once you select a payment description, you can place the cursor over the
   information icon  and the system will display an explanation of the payment
   selected. The first three letters in this explanation will be the PeopleSoft
   Earnings Code associated with this payment.
STEP 3: Enter Payment Details

8. Choose Payment Amount (Example below of recurring payment with steps 5-8 completed)

![Additional Pay Tool](image)

Not sure about what payments are available? See url to list

9. Enter business justification for payment in text box
10. Total payments in calendar year (for recurring payment only)
11. Select distribution method (current or override) and if override, enter center number(s) and amount details

![Distribution Method](image)

1. **NOTE:** This view has some sections collapsed for ease of display

12. Approver's List will be blank until the payment request has been submitted
13. Action Log will be blank until the payment request has been submitted
STEP 4: Add Documentation and Comments (Optional)

14. Supporting Documentation –
   - Payment must be saved before file can be attached. Up to four separate attachments can be saved to payment. Initiator can delete attachments until payment has been submitted for approval

15. Initiator Comments -
   - Comment section is at the bottom of the payment page. Comments are saved with the payment request and become permanent record of the request

STEP 5: Submit Payment

16. Save/Submit/Delete (to Delete a payment, see section xx)
   a. Save will only keep the payment in initiator worklist, but will not populate approver worklists
   b. Submit will move payment into next individual(s) worklist and is defined by the roles set up in Privilege Management
17. Payment that has been saved

- Payment ID is created and “i” information icon is now visible. Hover mouse over icon for full payment description information.
- The Payment ID is an internal system control number. The Payment ID will be created once the payment is saved or submitted.

- Approvers List populated with users associated with this payment
- Delete button now an option (payment must be saved in order to delete)
- Initiator can also Delete a payment if rejected by approver
VI. Approve a Payment Request

Note: Required Reviewers must take action first. Once required reviewer approvals are complete, payment will then populate worklist of approvers. If a single reviewer rejects, payment goes back to initiator and no one else sees the payment request.

Business Rule: Only one Required Reviewer “Agreement,” per resource, is necessary to move payment to Approver level. This business rule holds true throughout workflow...i.e. HD Executor, Sig Auth PAF...etc.

Order of Approval:
1. Optional Reviewer
2. Required Reviewer
3. Required Approver (if applicable) for all resources
4. HD Executor
5. Sig Auth PAF
6. BRET/GME Executor?
7. Sig Auth PAF

(The example below shows payment with a Required Reviewer approval).
1. Approver: Search worklist

2. Select requested payment to be reviewed for approval

3. Review payment details, business justification, comments, attachment(s), etc.
Approve (or reject) payment

Note: You cannot approve a payment for yourself. Approver can see payment for themselves but there will be no action buttons available.
VII. **Reject a Payment Request**

There are two ways a payment can be rejected: (1) by a reviewer or an approver or (2) automatically by the System under certain situations.

### A. Reject Payment Request by Reviewer/Approver

- Reviewer/Approver can reject a payment and it will be returned to the initiator’s worklist for editing.
- A comment is required to reject a payment.

**Approver View (Payment)**

<table>
<thead>
<tr>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test comment</td>
</tr>
</tbody>
</table>

**Initiator View (Worklist)**

- The rejected payment, opened by the initiator, will be in an editable format. Once adjustments/corrections are made, the initiator can submit the revised payment request through workflow for approval. See initiate payment screenshot (Fig... pg 13).
B. Auto-Rejection of Payment Request

- Payment request in workflow will be Auto-rejected if it is not approved by the applicable HR/Payroll processing deadline date.
- Auto-rejection of a payment will send the payment request back to the initiator and the status will be updated to "Auto Rejected." It will remain in Initiator worklist until deleted by user.

- Comment section will populate with message: "Deadline date passed*" ...
  *message subject to change
- If an employee Terminates during workflow the payment will Auto-Reject back to Initiator
- If an employee Terminates during a recurring payment schedule the next scheduled payment, after termination date, will Auto-Reject back to Initiator
VIII. Cancel a Payment Request

- If a Cancel Payment is requested by initiator, the payment request will only route through workflow for the home department required reviewer (if applicable) and HD Executor approval.

- If no required reviewer, payment request will flow to the HD Executor for approval.

- Initiator is the only user role allowed to cancel a payment.

- Initiator must use the initiator search function in order to make the Cancellation request.

A "Cancel" button is located at the bottom of the existing payment view page. The Initiator Search view must be used to view existing payments.

User clicks on “View” button in the Existing Payments section to open the payment.
Viewing Existing Payment (Payment information is not editable)
Clicking the "Cancel" button generates a pop up text requiring a reason for cancellation.

Once the cancellation reason is confirmed, the application will take the Initiator back to their worklist. The cancelled payment status is now “In Process.” Cancelled payments only require HD Executor approval. This payment is now in the HD Executor worklist awaiting action.
Approver’s Worklist (Cancel Payment).

Approver will open this payment cancellation request.

Reject/Approve Action buttons will be available at the bottom of the page.
IX. Manage the Worklist

Each person with a valid Privilege Management role in the process (see Appendix 1 for roles) will have a worklist if transactions have been initiated by him/her or created that require his/her review or approval.

Work lists will be populated when a payment request is “in your purview.” This means when it is your turn to review and approve/reject a pending request.

With workflow, all individuals holding the same role will see the item in their worklist at the same time. For example, if there are three PA Reviewers (either Center Number and/or home department) they will receive the payment request in their worklist at the same time.

Should a payment request be rejected at any stage in the process, the request will be automatically removed from any other worklists with the exception of the Initiator.

A. Initiator’s Worklist

- The Initiator’s worklist will populate with payments initiated by the user during the workflow process
- Worklist Header Categories:
  - Employee Name
  - Employee ID
  - Record Number
  - Job Code
  - Department ID
  - First Paycheck Date
  - Earnings Code
  - Role
  - PAC Status – different status definitions (Saved, In Process, Rejected, Auto-Rejected, Rejected)
  - My Status – different status definitions (Done, Pending)

- Payment Status and My Status categories will update as payment is acted upon by approvers
- Payment will no longer show up in worklist once workflow has been completed
B. Reviewers/Approver’s Worklist

- The Reviewer/Approvers’ worklist will populate with payments that may* require user’s action to move payment through workflow. *No action is required by Optional Reviewer.

- Worklist Header Categories:
  - Employee Name
  - Employee ID
  - Record Number
  - Job Code
  - Department ID
  - First Paycheck Date
  - Earnings Code
  - Role
  - PAC Status – different status definitions (Pending Review, In Process, Auto Rejected, Cancelled)
  - My Status – different status definitions (Done, Pending)

- PAC Status and My Status categories will update as payment is acted upon by approvers
- Payment will no longer show up in worklist once workflow has been completed
- Approvers with multiple roles will see the payment show up twice in their worklist. The payment will populate under both roles (i.e. HD Executor and SigAuth PAF).
C. Payment Request Status Definitions

1. **Saved**
   Payment request has been saved by the initiator. PAC ID is not created and payment request will not process through approval process (Auto-Reject a saved payment request?)

2. **Submitted**
   Payment request has been submitted by the initiator through approval process

3. **In Process**
   Payment request will remain in this status throughout workflow until all approvals have been met

4. **Cancelled (also accompanied by icon)**
   Payment request has been cancelled by the initiator

5. **Rejected**
   Payment request has been rejected by approver

6. **Auto-Rejected**
   Payment request has been rejected by application due to failure to approve by HR/Payroll forms deadline date

D. **My Status Definitions**

1. **Pending**
   Indicates payment request is awaiting user action

2. **Done**
   Indicates payment request has been acted upon by user and is awaiting subsequent approvals by other users

The payment request will be removed from worklist once all approvals have been met by all users and payment has loaded to payroll system (PeopleSoft).
X. **Search Options**
There are two options to search for employees and payments

A. **Search function at the top of the worklist page**
- Allows user to search for payments. Hover mouse over 'Search' and click on 'Additional Pay.' This will take user to page with multiple search options

- (screenshot)

- All payment that have been initiated (in your purview), in any status, can be found using this search function.

B. **'Initiate' Search function**
- Allows user to search for employee and initiate payment. There are multiple search options (see screenshot on page 11 [Figure??])

- User will use this search function when initiating payments for employees

- If employee has pending payments, user will be able to view those payments using this search function.
XI. Miscellaneous

Here are some helpful tips when processing payment requests.

A. Approvers with multiple roles...
   - Approvers may have multiple roles as assigned by PM (HD Exec and SigAuth PAF)
   - Only one of the roles needs to be acted on by the approver with both roles. This approval will satisfy the required actions for both roles on that payment

B. Terminated Employees
   - Terminated employee data will not return if searched by user
   - Payment cannot be initiated for a terminated employee

C. Leave of Absence
   1. Employees on Paid Leave of Absence
      Payment can be initiated and approved for employees on a paid leave. Check Employee Information header for current employee status

   2. Employees on Unpaid Leave of Absence
      Payment can be initiated and approved but payment will not be issued while in Unpaid Status. Check Employee Information header for current employee status
D. **Employees with a Zero (0) Compensation Rate**
This includes FERDC / Faculty Early Retirement Deferred Compensation, VAVU / Joint appointment between Veterans Administration and Vanderbilt University, etc

Payment can be initiated and approved for employees with Zero (0) compensation rate

E. **Individuals not in PeopleSoft**
(such as sign-on bonus prior to hire date)
- An individual must have an Employee Record in PeopleSoft to receive payment through the tool
- Sign-on bonuses paid through demand check process will not be processed through tool. The taxable event can be recorded on the individual’s record once Employee Record is created in PeopleSoft.

F. **Non-University employees**
(For example, someone with a management contract; think of the cafeteria at Hospital)
- Non-University employees will not return if searched by user
- Payment cannot be initiated for a Non-University of employee
# Appendix 1: Privilege Management Roles

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Description</th>
<th>When is it used?</th>
<th>Able to</th>
<th>Restrictions</th>
<th>Home Dept or Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Additional Pay Approver</td>
<td>Enables the holder to provide final approval for an entity that is neither the Home Department nor an affected Cost Center. This role is invoked on Additional Pay PACs.</td>
<td>After HD Executor and SigAuth PAF have approved</td>
<td>Approve payment&lt;br&gt;Reject payment</td>
<td>None</td>
<td>Home Department</td>
</tr>
<tr>
<td>PA BRET Executor</td>
<td>Enables holder to approve Terminations, Job Code, Pay Rate and Standard Hours changes for Post-Doc, Visiting Research, Research Intern Undergrad, and Research Intern Graduates in the ePAC web application.</td>
<td>After HD Executor and SigAuth PAF have approved</td>
<td>Approve payment&lt;br&gt;Reject payment</td>
<td>None</td>
<td>Home Department</td>
</tr>
<tr>
<td>PA GME Executor</td>
<td>Enables holder to approve Terminations, Job Code, Pay Rate and Standard Hours changes for Residents and Clinical Fellows in ePAC web application.</td>
<td>After HD Executor and SigAuth PAF have approved</td>
<td>Approve payment&lt;br&gt;Reject payment</td>
<td>None</td>
<td>Home Department</td>
</tr>
<tr>
<td>PA HD Executor</td>
<td>Enables holder to update, approve or reject Personnel Action Changes in ePAC web application. Review serves as the final level of departmental approval. Once payment is submitted by Initiator, unless Required Reviewer is present (in this case HD Executor will not see payment until Reviewer has approved payment)</td>
<td>Once payment is submitted by Initiator, unless Required Reviewer is present (in this case HD Executor will not see payment until Reviewer has approved payment)</td>
<td>Approve payment&lt;br&gt;Reject payment</td>
<td>None</td>
<td>Home Department</td>
</tr>
<tr>
<td>PA Initiator</td>
<td>Enables holder to create, save, edit and submit all Personnel Action Changes, which starts the approval process in the ePAC web application.</td>
<td>Begins transaction</td>
<td>Initiate Payment&lt;br&gt;Cancel Payment</td>
<td>Can only Initiate</td>
<td>Home Department</td>
</tr>
<tr>
<td>Role Name</td>
<td>Description</td>
<td>When is it used?</td>
<td>Able to</td>
<td>Restrictions</td>
<td>Home Dept or Cost Center</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>-----------------------</td>
<td>-------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>PA Reviewer</td>
<td>Enables holder to view and make comments on Personnel Action Changes in ePAC web application. This includes two roles: Required and Optional. Required Reviewer provides a level of approval for a payment request to continue in workflow.</td>
<td>Once payment is submitted by Initiator</td>
<td>• Optional: Agree, Disagree</td>
<td>• Required: Approve, Reject</td>
<td>Home Dept. and Cost Center</td>
</tr>
<tr>
<td>PA Viewer</td>
<td>Enables the holder to view all payments within purview in the Additional Pay web application.</td>
<td>View only</td>
<td></td>
<td></td>
<td>Home Department</td>
</tr>
<tr>
<td>SigAuth PAF</td>
<td>Enables holder to approve financial transactions processed through Personnel Action Changes (paper form or ePAC), Payroll Check Distribution Authorization Forms (paper form), and Home Department Change Forms (paper form), which establish pay rate and job codes for employees. In addition, holder serves as final approval for Pay Rate Standard Hour Earnings Distribution and Retroactive Distribution payment requests in the ePAC web application.</td>
<td>Once payment is submitted by Initiator, unless Required Reviewer is present (in this case SigAuth PAF will not see payment until Reviewer has approved payment)</td>
<td>• Approve payment • Reject payment</td>
<td>• None</td>
<td>Cost Center</td>
</tr>
</tbody>
</table>
Appendix 2: Eligible Payment Types (Earnings Codes table)

The Earnings Code table controls which type of payments are available for use in the Additional Pay module of ePAC. The table is located here: [Embed link here]

The table lists:
- the earnings code (three position, alphanumeric value)
- a description of each payment type
- the payment category to which it is assigned
- any associated restrictions on the use of the payment type

**Payment Restrictions**

A payment can be restricted for use in one of three ways:

1. By Pay Group. Payment types can be restricted to salaried employees (paid monthly), hourly employees (paid weekly/bi-weekly), or faculty. Valid values for Pay Groups are listed below.

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM1</td>
<td>Academic Faculty Monthly</td>
</tr>
<tr>
<td>CWU</td>
<td>Casual Weekly</td>
</tr>
<tr>
<td>HBB</td>
<td>Home Health Bi-Weekly</td>
</tr>
<tr>
<td>HM1</td>
<td>Home Health Monthly</td>
</tr>
<tr>
<td>MBB</td>
<td>Medical Center Bi-Weekly</td>
</tr>
<tr>
<td>MM1</td>
<td>Medical Center Monthly</td>
</tr>
<tr>
<td>SFS</td>
<td>Service-Free Stipends</td>
</tr>
<tr>
<td>TEN</td>
<td>International</td>
</tr>
<tr>
<td>UBA</td>
<td>University Bi-Weekly</td>
</tr>
<tr>
<td>UM1</td>
<td>University Monthly</td>
</tr>
<tr>
<td>UMC</td>
<td>University/Medical Center Monthly</td>
</tr>
<tr>
<td>UWU</td>
<td>University Weekly</td>
</tr>
<tr>
<td>VTS</td>
<td>Vanderbilt Temporary Services (bi-weekly)</td>
</tr>
</tbody>
</table>
2. **By Employee Class.** Payments can be limited to certain employee classifications, such as faculty or staff. Valid values for Employee Class are listed below.

<table>
<thead>
<tr>
<th>Employee Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Vanderbilt Temporary Services</td>
</tr>
<tr>
<td>C</td>
<td>Casual</td>
</tr>
<tr>
<td>D</td>
<td>Dependent of Deceased</td>
</tr>
<tr>
<td>F</td>
<td>Faculty</td>
</tr>
<tr>
<td>H</td>
<td>House Staff</td>
</tr>
<tr>
<td>N</td>
<td>Non-Employee</td>
</tr>
<tr>
<td>Q</td>
<td>Vanderbilt Medical Group</td>
</tr>
<tr>
<td>S</td>
<td>Staff</td>
</tr>
<tr>
<td>T</td>
<td>Trainee</td>
</tr>
<tr>
<td>U</td>
<td>FERDC</td>
</tr>
<tr>
<td>W</td>
<td>Research Associate</td>
</tr>
<tr>
<td>Y</td>
<td>Student</td>
</tr>
</tbody>
</table>

3. **By Job Codes.** Payment types can be restricted based on the job code of the employee. To view a specific job description, see the [Job Description Database](#) (login required).
Appendix 3: Summer and Maymester Payments

A. Guidelines

The Provost’s Office of Finance and Administration has established the following guidelines for Maymester and Summer Pay.

- All colleges and schools within Academic Affairs (i.e. Arts & Science, Blair, Divinity, Engineering, Law, Owen, Peabody and the Graduate School) will follow consistent payment processing guidelines for Maymester and Summer Pay.

- Maymester and Summer Pay will be available only to contract faculty; that is, individuals on the Academic payroll (pay group = AM1). Payments to individuals not on the Academic payroll will be paid via the Lump Sum Payment (LMP) earnings code or other codes as determined by the Provost’s Office of Finance and Administration.

- For any given summer of “work”, all payments (both Maymester and Summer Pay) must be processed between 1/1 and 12/31 of the calendar year.

- A separate earnings code (MAY) has been established for Maymester payments.

B. Glossary of terms

SUMMER PAY. A phrase used at Vanderbilt to denote payments to a group of faculty (generally contract individuals including such types as tenured and tenure-track faculty) for services performed outside of the Academic Year.

ACADEMIC YEAR. Begins August 16 and Ends May 15 of the following year. Period.

SUMMER SESSIONS. A variety of phrases are used to define the summer sessions – Maymester, June, July, August, Sessions 1 & 2, etc. In general, it is the period of time that is NOT the academic year. Maymester has an overlap, but is considered NON-ACADEMIC YEAR.
SUMMER PAY FORM\(^1\). A unique form that captures the necessary information to request Summer Pay. This is used in lieu of an Additional Pay form. HR Processing enters this data on the Additional Pay panels in PeopleSoft.

ANNUAL BASE BENEFITS RATE (ABBR or “Benefits Rate”)\(^2\). The ABR is used as the denominator when performing calculations for business rules in the ePAC Additional Pay module.

- The faculty member receives a letter from the Dean of the college/school that indicates their contract salary for a given academic year\(^3\). This letter is a typically a supporting document for all Maymester and Summer Pay payment requests.
- Individuals who are only teaching and hold one-year appointments are paid a rate per course taught. These individuals are typically adjunct faculty and are paid on the university monthly (UM1) payroll, not the academic payroll (AM1).
- Faculty may be on leave and still be eligible for Summer Pay. They will likely be on leave without benefits, so their salary as well as their ABR will be $0.\(^4\) Payments for individuals with a $0 ABR can only be processed via the paper form.

C. Business rules

1. 1/9\(^{th}\) RULE. For any given Maymester/Summer Pay pay period (May, June, July, August), an individual should not receive more than 1/9\(^{th}\) of their ABR. There can be exceptions for any month. No exceptions are allowed if the individual is paid through Federal funds.

2. 2/9\(^{ths}\) RULE. No more than 2/9\(^{ths}\) of Summer Pay may come from VU funds\(^5\). In certain situations, the Dean’s office for a college/school may request an exception to this rule\(^6\). Maymester payments count towards the 2/9\(^{ths}\) rule.

\(^1\) The Summer Pay form is currently available online; see [http://hr.vanderbilt.edu/forms/documents/2012FacultySummerPay-FillableForm.pdf](http://hr.vanderbilt.edu/forms/documents/2012FacultySummerPay-FillableForm.pdf)

\(^2\) Admsysi-603 is the fix for the ABR problem. This change is part of the ePAC bundle and will be implemented prior to the ePAC Additional Pay module (likely December 2012).


\(^4\) These payments do not pass the edit for the 3/9\(^{ths}\) Rule in ePAC and cannot be submitted online.


\(^6\) These requests are routed to the Vice Provost for Faculty (Tim McNamara as of November 2012) as the designee for the Provost.
3. **3/9ths RULE.** A faculty member cannot receive more than 3/9ths of his/her ABBR in the form of Maymester plus Summer Pay, regardless of their funding sources. There are **NO exceptions** to the 3/9ths rule. This is particularly important from an effort reporting standpoint; faculty cannot have more than 100% effort. This does not mean that faculty may not receive additional (non-effort) pay; those payments would use additional pay earnings codes and are not considered summer salary. An example would be an administrative supplement. Check with the Provost’s Office of Finance and Administration on which earnings code(s) should be used when submitting these additional pay payment requests.

4. **85% POLICY.** The Office of the Provost has established a policy when the total of all Maymester plus Summer Pay payments (MAY and SMR) exceeds 85% of the 3/9ths rule. The “85% Policy” applies to faculty who wish to charge more than 85% of three months summer effort to federal sources. If they charge 85% or less to a federal source (based on his/her full time equivalency), the faculty member does not need approval from the Dean. Upon written approval by the dean, the faculty member may be paid more than 85% from federal sources provided he/she can provide appropriate certification. This agreement must be put in writing and attached along with the dean’s approval to the payment request.

5. **Job Codes.** All summer pay is paid using Job Code 9920. If there is cost sharing involved, job code 9910 is used.

6. **Maymester Payments / May Pay Date.** The May pay date is only to be used to pay faculty who teach Maymester classes and non-federally funded research. All payments for Maymester (MAY) come from Vanderbilt funds only. No federal or state funding can be used. There is no effort reporting for May since grant-supported summer salary is not allowed for Maymester. Maymester payments count toward the two-ninths rule.

   - Maymester overlaps with two pay periods – April 16 – May 15 (Academic Year) and May 16 – June 15 (Summer Pay). Care should be used when processing payments that a faculty member is not paid twice for the same time period.

   - Faculty members paid from federal or state-funded centers in either the April 16–May 15 and/or May 16–June 15 pay periods may **NOT receive payment** for Maymester. There are **NO exceptions**.
7. **Center Numbers and Allocations.** Maymester and Summer Pay never use the default distributions for the Academic Year salary payments.

8. **Cost Sharing.** Cost Sharing is allowed for Summer Pay, but is separate from the Cost Sharing during the Academic Year. Cost sharing may occur on any given monthly payment. The Cost Sharing rule for exceeding the NIH Salary Cap or other cost shares comes into play here. Cost sharing is unique to each grant and situation. *Adjustments to cost share funding must be communicated to the Office of Contract and Grant Accounting or the Medical Center Department of Finance in order to process manual entries.*

9. **Payment Periods.** Summer Pay (SMR) consists of three (3) pay periods: June, July, and August. Maymester (MAY) pay is only used when paying an individual for work in the May pay period.

10. **Data Elements for Maymester and Summer Pay.** Each Payment Period for Maymester and Summer Pay can have a unique set of:
    - Payment amounts
    - Center numbers
    - Effort distribution (percentage of payment charged to a specific center number, $\Sigma = 100\%$)
    - Full-Time Equivalency (shown as n.nn; two decimal places)
    - Cost Sharing (if applicable)

# # #

**Other Outstanding Items for Maymester/Summer Pay:**

- Need to update HR Processing procedures for how to enter retroactive payment requests to include proper dates for Effort Reporting purposes.

- Need to add screen shots and examples of the business rules.

- Need to document procedure (outside of ePAC) for faculty to approve planned distribution of effort for Maymester/Summer Pay payments. The current process is to sign off on the paper form. The recommended approach is to run a BO query for the planned month, have the faculty member approve the planned distribution (via email is acceptable per Michelle Vazin), and then attach the approval to the payment request in ePAC.
Appendix 4: Audit Reports (Central Office staff only)

Need to list all new PeopleSoft Queries that were created and their purpose in the audit/reconciliation process.
Appendix 5: Business Objects Reports (End-Users)

Need to list all new Business Objects reports that were created and their use in the Additional Pay process.
## Appendix 6: Related Policy and Procedure Documents

<table>
<thead>
<tr>
<th>Title</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Resource Policies and Procedures</strong></td>
<td></td>
</tr>
<tr>
<td>Administrative Leave</td>
<td>HR-020</td>
</tr>
<tr>
<td>Holidays &amp; Personal Days</td>
<td>HR-006</td>
</tr>
<tr>
<td>Hours of Work</td>
<td>HR-030</td>
</tr>
<tr>
<td>Medical &amp; Personal Leave</td>
<td>HR-012</td>
</tr>
<tr>
<td>Military Leave of Absence</td>
<td>HR-012B</td>
</tr>
<tr>
<td>Reduction in Force</td>
<td>n/a</td>
</tr>
<tr>
<td>Retirement Benefit</td>
<td>HR-024</td>
</tr>
<tr>
<td>Separation of Employment</td>
<td>HR-038</td>
</tr>
<tr>
<td>Sick Time</td>
<td>HR-029</td>
</tr>
<tr>
<td>Statutory Leave of Absences</td>
<td>HR-012A</td>
</tr>
<tr>
<td>Vacation Accruals</td>
<td>HR-005</td>
</tr>
<tr>
<td><strong>Procurement Policies and Procedures</strong></td>
<td></td>
</tr>
<tr>
<td>Consultant and Independent Contract Services</td>
<td></td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td></td>
</tr>
<tr>
<td>Independent Contract/External Consultant</td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest Certification</td>
<td></td>
</tr>
<tr>
<td><strong>Contract and Grant Accounting Policies and</strong></td>
<td></td>
</tr>
<tr>
<td>Procedures</td>
<td></td>
</tr>
<tr>
<td>Guidelines for Determining Employment Relationships</td>
<td></td>
</tr>
<tr>
<td>Definition of and Criteria for Independent Contractor/External Consultant</td>
<td></td>
</tr>
<tr>
<td><strong>Medical Center Policies and Procedures</strong></td>
<td></td>
</tr>
<tr>
<td>Flexible Staffing Options: Exempt Staff in Intermittent Staffing</td>
<td>CL 20-06.14</td>
</tr>
<tr>
<td>Terri Phillips thinks that a more up to date version exists, but has not been able to find one.</td>
<td></td>
</tr>
<tr>
<td>Shift Differential Eligibility &amp; Compensation</td>
<td>OP 30-10.06</td>
</tr>
<tr>
<td>On-Call and Call Back Eligibility &amp; Compensation</td>
<td>OP 30-10.05</td>
</tr>
</tbody>
</table>

For the Faculty Manual, click [here](#).
Appendix 7: Business Rules

1. **Payment Initiation: Home Department Only**
   Payments can only be initiated by the Home Department of the individual receiving payment.

2. **Gross Up Calculation**
   A gross up is used to reach a specified net payment amount and takes into consideration deductions, such as taxes, that would be incurred by the receiver. If the gross up option is selected for a payment, the following formula is used to calculate the total amount of the grossed up payment:

   \[
   \text{(Check Amount)} \frac{\text{---}}{\text{(1-Total Tax Rate)}} = \text{Grossed Up Payment Amount}
   \]

<table>
<thead>
<tr>
<th>TAX TYPE</th>
<th>TAX RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Tax</td>
<td>25.0%</td>
</tr>
<tr>
<td>Social Security (OASDI)</td>
<td>6.2% on wages up to designated threshold; currently $113,700.</td>
</tr>
<tr>
<td>Medicare</td>
<td>1.45%</td>
</tr>
<tr>
<td>Medicare Employee Tax</td>
<td>0.9% on wages in excess of threshold, currently $200,000.</td>
</tr>
<tr>
<td>State Tax</td>
<td>Varies by employee’s state of residence; currently this is 0% for Tennessee</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>32.65%, depending on variables listed above</strong></td>
</tr>
</tbody>
</table>

3. **Missed Payment Deadlines / Auto-Rejected Payments**
   First available paycheck date will populate the drop down box based on HR/Payroll deadline. Payments not approved by payroll cutoff date/Missed Payment Deadline are auto-rejected back to Initiator.

4. **Payroll Calendar and Deadlines**
   The payroll calendar and associated deadlines are used to determine when payments must be processed in order to meet the requested payment date (paycheck date). See the Payroll Calendar website for current schedules and deadlines.

5. **Multiple Payment Requests**
   Cannot request multiple payments of the same payment type (i.e., can’t have two Bonuses for same payment date)
6. **Changing a Payment Request**
   Initiator is only role that can make edit or cancel the payment request (change center numbers, amounts, etc). Reviewers and Approvers must reject a payment back to the Initiator to change/edit payment.

7. **Penny Rounding and Federal Centers**
   NEED INFO HERE

8. **Maximum of 12 months of payments**
   A payment request can be set up for a maximum of 12 months or to the end of the current Payroll Calendar, whichever is shorter. What about when payments expire? Do they show in the work list as a reminder?

9. **Business Justification is Required / Comments are Optional**
   Every payment request is required to have a valid business justification. Comments are optional and can be entered when the payment request is within an individual’s ePAC purview.

10. **Attachments to Payment Requests**
    The ePAC system allows for digital documents to be attached. The attachment feature is available for use when the payment request is within an individual’s ePAC purview.
Appendix 8: Additional Pay or Paper Transaction?

Use this section to show when to use AP tool or Paper Form. List source of form.

See document on Forms Disposition
Appendix 9: Employee Header and Additional Information Sections

A. Current Employee Information Section of Payment page

This data is based on the values stored in the PeopleSoft/HR system.

- **Employee ID**: Corresponds to PeopleSoft employee identification number unique to each employee.

- **Employee Name**: Name of the employee

- **Home Dept**: Corresponds to the PeopleSoft home department identification number and name

- **Job Code**: Corresponds to the PeopleSoft job code. Position title is also listed.

- **Employee Status**: This field will reflect the current status of the employee:
  - Active
  - Leave of Absence
  - Leave without Pay

- **Pay Group**: Corresponds to the Pay Group for the employee
  - AM1 – Academic Monthly
  - MBB – Medical Biweekly
  - MM1 – Medical Monthly
  - UBA – University Biweekly
  - UM1 – University Monthly
  - UWU – University Weekly
• **Comp Rate (H/M/Y):** Corresponds to the Compensation Rate in hourly, monthly, and yearly rates.

**B. Additional Information Section of Payment page**

1. **Employee Class:** Corresponds to PeopleSoft Employee Classification. Valid values for employee classes are as follows:
   - B Vanderbilt Temporary Services
   - C Casual
   - D Dependent of Deceased
   - F Faculty
   - H House Staff
   - N Non-Employee
   - Q Vanderbilt Medical Group
   - S Staff
   - T Trainee
   - U Faculty Early Retirement (FERDC)
   - W Research Associate
   - Y Student
2. **Reg/Temp Status**: Corresponds to PeopleSoft Employee Status; Regular or Temporary. **LIST VALID VALUES HERE**

3. **Full/Part Time Status**: Corresponds to PeopleSoft Employee Status; Full or Part Time. **LIST VALID VALUES HERE**

4. **Standard Hours**: Corresponds to PeopleSoft Standard Hours worked in one week.

5. **FLSA Status**: Exempt (Salaried) / Non-Exempt (Hourly)

6. **VMG Participant**: Indicates if this employee is a VMG (Vanderbilt Medical Group) participant.
## Appendix 10: Error Message Inventory

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Error Message</th>
<th>Why Message Occurs / How to Resolve Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>message.pacSubmit.hasPendingPaymentsAfterEffectiveDate</td>
<td>WARNING: One or more payments exist for the employee. Please review the employee's pending payments.</td>
<td>Payment with identical earnings code and issue date already exists/ Review existing payment information and reconcile the scheduled payment</td>
</tr>
<tr>
<td>message.pac.terminationMessage</td>
<td>Please contact your HR consultant if you believe this employee should be ineligible for rehire.</td>
<td></td>
</tr>
<tr>
<td>error.pacForm.effdt.checkingDB1</td>
<td>Error on Data Base when checking for existing row for Position for new Eff Date. Try again later??</td>
<td></td>
</tr>
<tr>
<td>error.pacForm.expectedLeaveHours.notNumeric</td>
<td>Please enter only hours in the Expected Leave Hours fields.</td>
<td></td>
</tr>
<tr>
<td>error.pacForm.effdt.bad</td>
<td>Action cannot be completed because no current data can be found based on the Effective Date. You need to start a new PAC.</td>
<td></td>
</tr>
<tr>
<td>error.pacForm.effDt.InvalidEffdtForContract222</td>
<td>Effdt must be after the latest Contract Payment End Date. Contact HR.</td>
<td></td>
</tr>
<tr>
<td>error.pacForm.effDt.InvalidEffdtForContract333</td>
<td>Contract data already exists for this Effdt. Another date must be selected.</td>
<td></td>
</tr>
</tbody>
</table>
### Error Code

**Internal to system**

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Error Message</th>
<th>Why Message Occurs / How to Resolve Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>error.employeePaymentForm.largeAmount</td>
<td>The amount that you have entered is greater than ${0}.</td>
<td>Payment amount is greater than restricted maximum for this payment type/ Review payment and enter allowable amount</td>
</tr>
<tr>
<td>error.employeePaymentForm.negativeAmount</td>
<td>The payment amount must be greater than 0.</td>
<td>Payment amount is {0} or &lt; {0}/ Payment amount must be greater than zero.</td>
</tr>
<tr>
<td>error.employeePaymentForm.nonNumeric</td>
<td>{0} is not numeric.</td>
<td>Non-numeric character listed in the payment amount field/ Only numeric amounts can be used in payment amount field</td>
</tr>
<tr>
<td>error.employeePaymentForm.invalidScale</td>
<td>{0} needs to be 2 decimal places.</td>
<td>Payment amount entered has more than 2 decimal places/ Limit payment amount to 2 decimal places</td>
</tr>
<tr>
<td>error.employeePaymentForm.PaymentCategoryRequired</td>
<td>A Payment Category must be selected.</td>
<td>Payment Category field has been left blank/ Enter correct Payment Category</td>
</tr>
<tr>
<td>error.employeePaymentForm.PaymentDescriptionRequired</td>
<td>A Payment Description must be selected.</td>
<td>Payment Description field has been left blank/ Enter correct Payment Description</td>
</tr>
<tr>
<td>error.employeePaymentForm.BusinessPurposeRequired</td>
<td>Business Justification for Payment is required.</td>
<td>Business Justification for Payment field been left blank/ Enter Business Justification for Payment statement</td>
</tr>
<tr>
<td>error.employeePaymentForm.PaymentAmountRequired</td>
<td>A Payment amount is required.</td>
<td>Payment field has been left blank/ Enter correct payment amount in Payment field</td>
</tr>
<tr>
<td>Error Code</td>
<td>Error Message</td>
<td>Why Message Occurs / How to Resolve Error</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>error.employeePaymentForm.StartDateRequired</td>
<td>Please provide a payment start date for the employee payment.</td>
<td>First Paycheck field has been left blank</td>
</tr>
<tr>
<td>error.employeePaymentForm.StopPayment.required</td>
<td>Please enter a comment explaining the cancellation of this payment.</td>
<td>Comment is required when initiating cancellation of payment request.</td>
</tr>
<tr>
<td>error.employeePaymentForm.noComment</td>
<td>Please enter a comment explaining the reason for rejection.</td>
<td>Comment is required when rejecting payment request</td>
</tr>
<tr>
<td>error.employeePaymentForm.OverridePercentageNotEqualOneHundred</td>
<td>Override distribution percentage must sum to 100%.</td>
<td>Override distribution percentage is not equal to 100%. Change distribution percentage to equal 100%</td>
</tr>
<tr>
<td>error.employeePaymentForm.OverridePercentageNotNegative</td>
<td>Must not have any negative override distribution percentages.</td>
<td>Negative numeral has been entered. Override distribution must be a positive numeral</td>
</tr>
<tr>
<td>error.employeePaymentForm.hasFutureDatedEdc</td>
<td>You selected the default earnings distribution, but there is a future-dated EDC effective before the payment date. This payment will pay on the new earnings distributions. Do you want to continue?</td>
<td></td>
</tr>
<tr>
<td>error.selectedEmployee.problem</td>
<td>The selected employee {0} cannot be processed with this application.</td>
<td></td>
</tr>
<tr>
<td>error.selectedPayment.problem</td>
<td>This payment cannot be found or you do not have access.</td>
<td></td>
</tr>
<tr>
<td>Error Code</td>
<td>Error Message</td>
<td>Why Message Occurs / How to Resolve Error</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>error.employee.payment.exists</td>
<td>This payment cannot be submitted. There is already a pending payment for the same payment description and pay period.</td>
<td>Payment with identical earnings code and issue date already exists/ Review existing payment information and reconcile the scheduled payment</td>
</tr>
<tr>
<td>error.employee.payment.no.execs</td>
<td>Resource {0} does not have a HD Executor/Sigh Auth PAF set up on it.</td>
<td></td>
</tr>
<tr>
<td>error.employeePaymentForm.recurringSpansYears</td>
<td>A grossed up payment must not span multiple calendar years.</td>
<td>Recurring Grossed up payment is scheduled to extend to next calendar year/Review calendar and schedule payment to exist only in current calendar year</td>
</tr>
<tr>
<td>error.employee.payment.no.HDExecs</td>
<td>Resource {0} does not have a HD Executor set up on it.</td>
<td></td>
</tr>
<tr>
<td>error.employeePaymentForm.OverrideDistributionRequired</td>
<td>An override distribution is required on Summer Pay or Maymester earnings.</td>
<td></td>
</tr>
<tr>
<td>error.employeePaymentForm.fteRequiredForSummerPay</td>
<td>A valid FTE is required on Summer Pay and Maymester earnings.</td>
<td></td>
</tr>
<tr>
<td>error.employeePaymentForm.NoMaymesterForFederalOrStateCurrentDistrib</td>
<td>This person is already paid on federal or state centers during their contract. This payment is not eligible.</td>
<td></td>
</tr>
<tr>
<td>error.employeePaymentForm.NoMaymesterForFederalOrStateOverrideDistrib</td>
<td>No state or federal funds are allowed for Maymester.</td>
<td></td>
</tr>
<tr>
<td>Error Code</td>
<td>Error Message</td>
<td>Why Message Occurs / How to Resolve Error</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>error.employeePaymentForm.oneNinthABBRWarning</td>
<td>WARNING: Payment Amount exceeds 1/9 of Annual Benefits Base Rate (ABBR= $0))</td>
<td></td>
</tr>
<tr>
<td>error.employeePaymentForm.overriddenFederalCentersAndOneNinthABBRWarning</td>
<td>The overridden payment distribution contains one or more Federal centers and the total payment exceeds 1/9 of ABBR.</td>
<td></td>
</tr>
<tr>
<td>error.employeePaymentForm.VuFundsExceedTwoNinths</td>
<td>WARNING: No more than 2/9 of Maymester and Summer Pay should come from Vanderbilt funds.</td>
<td></td>
</tr>
<tr>
<td>error.employeePaymentForm.FederalExceeds85Percent</td>
<td>WARNING: Not more than 85% of Maymester and Summer Pay should come from Federal funds. Dean approval must be obtained.</td>
<td></td>
</tr>
<tr>
<td>error.employeePaymentForm.FundsExceedThreeNinths= $0)</td>
<td>Aggregate payment amounts for Maymester and Summer Pay earnings may not exceed 3/9 of Annual Benefits Base Rate (ABBR = $0))</td>
<td></td>
</tr>
<tr>
<td>error.employeePaymentForm.distributionOverrideEmpty</td>
<td>Please select 'Use Current Distribution' or 'Use Override Distribution'.</td>
<td>Distribution selection not completed/ Select Current or Override Distribution using corresponding radio buttons</td>
</tr>
<tr>
<td>error.employeePaymentForm.distributionOverrideSelected</td>
<td>An override distribution is required when 'Use Override Distribution' is selected.</td>
<td>Override distribution method selected but center charge number field has been left blank/ Enter center charge number in the correct field</td>
</tr>
<tr>
<td>messages.employeepayment.stop.payment</td>
<td>Request to Cancel a Pending Payment</td>
<td></td>
</tr>
<tr>
<td>Error Code</td>
<td>Error Message</td>
<td>Why Message Occurs / How to Resolve Error</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>error.pacSearch.noCriteria</td>
<td>Please enter criteria to perform a search.</td>
<td>Search Value Field was left blank during search attempt. Enter Value criteria and before performing search</td>
</tr>
<tr>
<td>error.pacSearch.name.minchar</td>
<td>Please enter at least three characters for ( {0} ) search.</td>
<td>Search attempted with less than three characters in Search Value field. Must have more than three characters to search.</td>
</tr>
</tbody>
</table>