

Intermittent Employees

Click on following menu items: **North American Payroll/Payroll Processing/CU Payroll Processing/CU Special Pay**

(Use of the Special Pay Data Entry Form auto creates a payline for the individual being paid.)

{Types of Valid Pay}

Intermittent- Defaults to REG Earnings Code

Missed Pay- Defaults to RET Earnings Code

Special Work on Project- Defaults to REG Earnings Code

Example 1: Intermittent Regular Pay

Department: 0313 Pay Group: INT Position Number: Clemson Student ID:

Special Pay Information First 1 of 1 Last

Check Date: 04/20/2007 Empl Class: Intermitt Citizenship Status: 1 Paid Flag: N

Special Pay Type

Award Special Event Summer Pay
 Bonus Intermittent Pay Special Work on Project
 Comp Payout Missed Pay Other
 Difference in Pay Summer School

Begin Date: 03/23/2007 End Date: 04/05/2007 Earnings Code: REG Regular

Hours to Pay: Hourly Rate: Amount Due: 200.00

Special Pay Type Intermittent Defaults to REG Earnings Code

Enter Amount

Comment:

Add Comments to Further Identify Payment

Distribution Information Customize | Find | View All | First 1-2 of 2 Last

	'Fund Code	'Program Code	'Account	'DeptID	'Class Field	'Project/Grant	Amount		
1	2C	307	5157	0187	223	2095565	100.00	+	-
2	2C	307	5157	0187	249	2005541	100.00	+	-

Total Amount Must Match Amount From Above

Total Amount: 200.00

Ability to Split Distribution

Entered By

Dianna Haynes Displays Entered By and Date Entered Entered on: 04/05/2007

Save on Completion

Example 2: Intermittent Missed Pay

Department: 0313 Pay Group: INT Position Number: Clemson Student ID:

Special Pay Information First 1 of 1 Last

Check Date: 04/20/2007 Empl Class: Intermittnt Citizenship Status: 1 Paid Flag: N

Special Pay Type

Award Special Event Summer Pay
 Bonus Intermittent Pay Special Work on Project
 Comp Payout Missed Pay Other
 Difference in Pay Summer School

Enter Dates Earned (System Edits to Prevent Employee From Being Paid for Time Worked Before Hire Date) → **Begin Date:** 03/09/2007 **End Date:** 03/22/2007

Earnings Code: RET Retro Earn Missed Pay Defaults to RET Earnings Code

Hours to Pay: 20.000 **Hourly Rate:** 18.000000 Enter Hrs & Hrly Rate **Amount Due:** 360.00

Comment:

Insert Comments Here to Further Identify Payment

Ability to Split Distribution Click (+) to Add Amounts Must Match Total Amount

Distribution Information

Customize | Find | View All | First 1 of 1 Last

	'Fund Code	'Program Code	'Account	'DeptID	'Class Field	'Project/Grant	Amount	
1	15	101	5006	5337	130	1500000	360.00	+ -

Total Amount: 360.00

Entered By

Cassell, Kimberly Faye Entered on: 04/12/2007

Save on Completion

Save Return to Search Previous in List Next in List Notify Update/Display

Example 3: Intermittent Special Work on Project

Department: 0125 **Pay Group:** INT **Position Number:** **Clemson Student ID:** 147891855

Special Pay Information First 1 of 1 Last

Check Date: 04/20/2007 **Empl Class:** Intermittnt **Citizenship Status:** 1 **Paid Flag:** N

Special Pay Type

- Award
- Special Event
- Summer Pay
- Bonus
- Intermittent Pay
- Special Work on Project
- Comp Payout
- Missed Pay
- Other
- Difference in Pay
- Summer School

Begin Date: 03/09/2007 **End Date:** 03/22/2007 **Earnings Code:** REG Regular

Amount Due: 500.00

Special Work on Project Defaults to REG Earnings Code

Comment:

Insert Comments to Further Identify Payment

Ability to Split Distribution

Distribution Information

Customize Find View All First 1 of 1 Last							
	'Fund Code	'Program Code	'Account	'DeptID	'Class Field	'Project/Grant	Amount
1	15	202	5157	0915	130	1500930	500.00

Amount (s) Must Match Total Amount

Total Amount: 500.00

Entered By: Cassell, Kimberly Faye **Entered on:** 04/12/2007

Save on Completion