

HR Action Request Guide – Pay Additional Compensation

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HR Action Request Home

Actions

New Create a New HR Action Request.

Log in to <http://hraction.osu.edu>

Click on New to create a New request

Enter Supervisor's ID Number, or use the Lookup option to locate using name.

Verify Department number corresponds with the desired OAA unit to ensure correct approver workflow.

Choose the Action type **Pay Additional Compensation**.

This HR Action type is used for:

Additional compensation outlined in an employment agreement for students, staff and faculty, including:

Supplemental compensation, cell phone/internet reimbursements, bonuses (aside from AMCP), staff awards, administrative attachments, off duty pay, approved living expenses

New HR Action Request

Supervisor Contact Information

	Employee / OSU ID	Name (Last,First)	
* Supervisor	<input type="text"/>	Please Enter or Lookup ID	Lookup
* Department	<input type="text"/>		
Phone	<input type="text"/>		
Email	<input type="text"/>		

* What Would You Like To Do?

Person Actions:

- Hire
- Terminate
- Pay Additional Compensation



HR Action Request – Pay Additional Compensation

Pay Additional Compensation Detail - Please supply as much information as possible

Employee / OSU ID * Name (Last,First)
 Employee ← Enter Employee ID or use Lookup to search by name

Additional Compensation Frequency One Payment Multiple/Recurring Payments ← Please be sure to select appropriate compensation frequency

Payment Type Choose ← Select the appropriate payment type from the drop down menu

Effective Date ← Effective date should reflect beginning of pay period in which payment will be processed or work was performed. See [pay period calendar](#) for assistance or contact your HR Service Center Representative.

Total amount of payment(s) per pay period → Total Amount

Information in this request is viewable and subject to disclosure under the Ohio public records statute and rules of discovery.

* Additional Information (Business Purpose/Reason, Hours Worked, etc.)

← Please provide additional detailed information describing reason for payment

2000 characters remaining

Chartfield Information (Optional) ← Please click in order to populate chartfield information fields

If you would like the service center to Ad Hoc approvers, please list all names in Additional Information. Ad Hoc may be used to replace signatures for Supplemental Compensation and Cell Phone/Internet Reimbursement requests.

Org	Fund	Account	Project	Program	User Defined	Amount	Split Funding
<input type="text"/> Lookup	<input type="text"/> Lookup	<input type="text"/> Lookup	<input type="text"/> Lookup	<input type="text"/> Lookup	<input type="text"/> Lookup	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Chartfield information is required during submission and department approval prior to reaching the Service Center for final approval. For help on account codes, please see [ASSIST pages](#) or contact your HR Service Center representative for assistance.

To add more chartfield rows. Please click "+"



For biweekly employees and payments to graduate students, please provide number of hours worked and hourly rate in *Additional Information* section. This is necessary for Fair Labor Standards Act (FLSA) reporting and Graduate School approval (when necessary).




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One Time
Payment Example

Employee's Pay Frequency **BIWEEKLY** Number of pay periods 26

Additional Compensation Frequency One Payment Multiple/Recurring Payments

Payment Type Bonus - Flat Rate

Effective Date 03/06/2016  ← Effective date reflect beginning of pay period for biweekly payment



Total Amount 50

Multiple/Recurring
Payments Example

Employee's Pay Frequency **MONTHLY** Number of pay periods 12

Additional Compensation Frequency One Payment Multiple/Recurring Payments

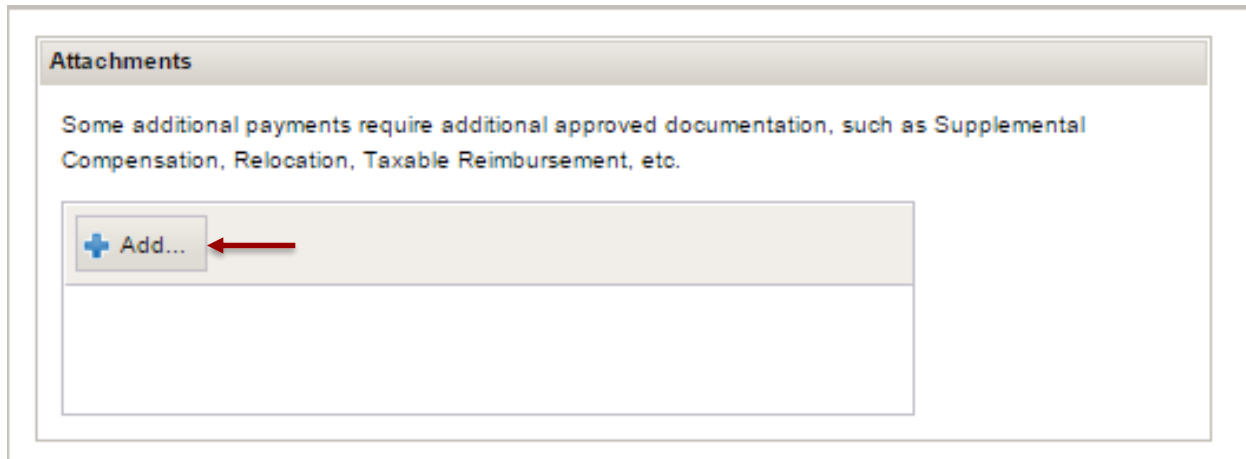
Payment Type Payment for work outside scope of the position

Begin Date 03/01/2016  End Date 06/30/2016  + -

Amount per Pay Period 100 X Number of Pay Periods 4 Total Amount 400.00 ← Effective/End dates reflect beginning and end dates of pay periods



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Attachments

Some additional payments require additional approved documentation, such as Supplemental Compensation, Relocation, Taxable Reimbursement, etc.

+ Add...

Please click on the 'Add' button to attach any necessary documentation to the HRA prior to submission. Types of documentation per payment type include:

- Supplemental Compensation – [Supplemental Compensation form](#) with signatures of approval (or electronic Ad Hoc approval through HRA system).
- Cell Phone/Internet Reimbursement – [Cell Phone/Internet Allowance Request form](#) with appropriate signatures of approval
- Faculty Administrative Attachment – Letter of offer or Memorandum of Understanding (MOU) that details the payment amount and date range
- Staff Awards – Documentation or explanation of the approved award or rewards/recognition program, and letter to employee with award amount
- Bonus – Detailed reason for bonus and documented rewards program when available. For any bonus amount over \$1,000, please attach [Salary Adjustment and Reclassification Request form](#).



HR Action Request – Pay Additional Compensation

Save, Review and Submit!

If you are not ready for approval, you may come back to it later by clicking 

Once you are ready to submit the HRA for approval, please click  and then .

Note: Pay Additional Compensation requests will workflow to the department HR approver and then to the Service Center for final approval and processing. If changes or additions are needed after submitting, please contact your HR Service Center representative.

