PAYSHEET JOB DEPARTMENT

All hours worked for biweekly employees automatically load from Time & Labor. If hour adjustments are necessary, the correction must be made in Time & Labor, not on the paysheet. Paysheets for monthly employees will show the compensation from Job Data.

All non-regular payments should be entered in Additional Pay for audit purposes. Payments approved by the Additional Pay deadline will automatically load to the paysheets. If Additional Pay is not approved before paysheets are available, you can post the earnings on the paysheet. For earnings codes INC, MIS, PRO, and RGA, contact Payroll to post for you once it is approved.

- Enter Pay Period End Date and Department #
• Regular and Overtime hours from Time & Labor will load automatically by week

• To do a Source override,
  o Uncheck the Ok to Pay
  o Click + to insert a new row
  o Enter the hours and the account # in Source Override

• To add earnings for codes other than INC, MIS, PRO, or RGA
  o Make sure the Ok to Pay is checked
  o Click + to insert a new row
  o Enter earnings code and amount in Other Earnings section

**NOTE:** If you have a Job approved after the paysheets have opened, send an email request to payroll@wustl.edu.
Monthly Paysheet

- The regular salary is pre-populated based on compensation in Job
- To do a Source Override, enter account #
- To add earnings for codes other than INC, MIS, PRO, or RGA, enter earnings code and amount in Other Earnings section

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