PAYSHEET NOT JOB

Paysheet Not Job is intended for one time payments for employees that have a Job in Dept A, but worked in Dept B, and Dept B needs to pay them. If multiple payments need to be made to an employee, a secondary Job should be set up.

Pay Group  Enter BWK or MON
P/E Date  Enter the P/E date of the payroll you want the payment to be made. Click Add.
ID  Enter the Emplid and Empl Rcd # or click the Search icon.
Department  Enter your department number
Ok to Pay  Click to pay
Source Override  Enter a valid account number
Code  Enter the appropriate earnings code*
Hours  Enter hours for biweekly payments. If the hours cover multiple weeks, a separate row is required for each week.
Rate  Enter rate for biweekly payments
Amount  Enter amount for monthly payments

* Earnings codes INC, MIS, PRO, and RGA are not available for use on Paysheet Not Job. If it is necessary to add a Paysheet Not Job for one of these codes, please contact HR.