## Electronic Additional Pay Form Information

# Error Messages/Hard Stops

When you submit the form into workflow, you may encounter hard stop error messages for various reasons. This is a listing of possible error messages and what they mean:

***“Violates 18-month retro limit. Earliest possible eff. date”*** – Triggered if “Service From” and/or “Service To” date is greater than 18 months in the past for certain wage types.

***“Service date cannot be greater than 90 days from today’s date”*** – Triggered if “Service From” and/or “Service To” date is greater than 90 days into the future for certain wage types.

***“Service dates must be within 90 days”*** - Triggered when using certain wage types if “Service From” and/or “Service To” date is greater than 90 days in the past, or, greater than 90 days into the future.

***“Service dates must be within 9 months”*** – Triggered when using wage types 1490 and 1495 if “Service From” and/or “Service To” date is greater than 9 months in the past, or, greater than 9 months into the future.

***“Payment for work to be performed in a future pay period is not permitted”*** – Triggered when using 1405 and 1286 if “Service From” and/or “Service To” dates are greater than the end date of the current pay period for M1 and B1 employees.

***“Service dates must span 15 days or more within same M1 pay period.”*** – Triggered for wage type 1286 if “Service From” and “Service To” dates span less than 15 days within the same M1 pay period, or, if “Service From” and “Service To” dates are not both within the same M1 pay period.

***“Service date cannot be greater than 30 days”*** – Triggered for wage type 1286 if “Service From” and/or “Service To” dates is greater than 30 days in the future. Wage type 1286 must be paid **per pay period** prospectively or retroactively, for AP/APSA employees, within the current pay period. Work not yet performed in a future pay period cannot be paid.

***“Amount must be $XXXX”*** – Triggered if there is an exact amount for the selected wage type, and end user entered a different amount.

***“Minimum Amount Allowed $XXXX”*** – Triggered if there is a minimum amount for the selected wage type, and end user entered less than that amount.

***“Maximum Amount Allowed $XXXX”*** – Triggered if there is a maximum amount for the selected wage type, and end user entered greater than that amount.

***“Please enter in EBS Time Entry”*** – Triggered for wage type 1405 for a CT employee if being paid for work performed in their primary org. at the primary assignment rate of pay, and “Service From” and “Service To” dates span less than 10 consecutive days, and for all other employee types if being paid for work performed in their primary org. at the primary assignment rate of pay.

***“Use Central Payroll form: Time Rec.for Add.Hours Paid by NonPrimary Depart”*** – Triggered for wage type 1405 if the employee performed work in an org. other than their primary org. and are being paid their primary assignment rate of pay[. The Time Record for Additional Hours to Be Paid By Non-Primary Department](http://www.ctlr.msu.edu/Download/formsSecure/TimeRecordHourlyNonPrimaryDept.pdf) form, found on the Payroll Office forms web page, must be completed and emailed to Payroll, instead of using the Additional Pay form.

***“Please use Wage Type 1286-Acting/Interim Pay”*** – Triggered for wage type 1405 for AP/APSA employees. If you answer yes to the question, “Was work performed to fill a vacancy or leave of absence?”, it will trigger this error message and prompt you to choose wage type 1286 as the wage type to proceed.

# Attachments

You will be prompted for these required attachments for the following wage types:

1220 – Moving Expense - Hiring offer letter or agreement that specifies agreed upon amount.

1261 – Mis. Work Performed for Special Events - A [time sheet](https://hr.msu.edu/flsa/documents/Time_Tracking_Record.xlsx) of recorded hours will be required for any non-exempt employee being paid using this wage type. This includes hourly-paid employees and CTU employees. This attachment is necessary for MSU HR to review the total hours worked during the service period, and for exempt employees, to determine if overtime was incurred and to calculate and verify the correct overtime rate to be used.

1280 – Miscellaneous – a detailed justification of the payment must be attached.

1282 – Special Agreement – a copy of the Special Agreement must be attached when using this wage type.

1283 – Signing Bonus – a copy of the offer letter containing the stated signing bonus must be attached.

1284 – Retention-External Mkt - A completed [Supporting Documentation Form for Support Staff – Lump Sum Payment](https://hr.msu.edu/ua/recognition/support-staff/documents/SpecialIncreasesSSEmps-LumpSum.pdf) will be required to complete additional information and justification about the payment.

1285 – Internal Equity - A completed [Supporting Documentation Form for Support Staff – Lump Sum Payment](https://hr.msu.edu/ua/recognition/support-staff/documents/SpecialIncreasesSSEmps-LumpSum.pdf) will be required to complete additional information and justification about the payment.

1405 – Special Project Pay – A [time sheet](https://hr.msu.edu/flsa/documents/Time_Tracking_Record.xlsx) of recorded hours will be required for any non-exempt employee being paid using this wage type. This includes hourly-paid employees and CTU employees. This attachment is necessary for MSU HR to review the total hours worked during the service period and to determine if overtime was incurred and to calculate and verify the correct overtime rate to be used.

1490 – Faculty Overload - [Overload Pay Pre-authorization Form](https://hr.msu.edu/ua/forms/documents/overloadpaypreauthorizationform.pdf)

1495 – Faculty Overload-UNTF – [Overload Pay Pre-authorization Form](https://hr.msu.edu/ua/forms/documents/overloadpaypreauthorizationform.pdf)

1560 –Compensatory Time Payoff - A [time sheet](https://hr.msu.edu/flsa/documents/Time_Tracking_Record.xlsx) of recorded hours will be required for any employee being paid using this wage type.

1570 – NSCL Interruption Compensation - A [time sheet](https://hr.msu.edu/flsa/documents/Time_Tracking_Record.xlsx) of recorded hours will be required for any employee being paid using this wage type.

Off Cycle Request – [Off-Cycle Disbursement Request Form](http://www.ctlr.msu.edu/Download/formsSecure/OffCycleDisbursementRequest.pdf)

# Acknowledgement Checkboxes

Under certain scenarios, you will be asked to acknowledge various items under the Acknowledgement section of the form. Each acknowledgment should be checked before you can proceed with the form. Below are the acknowledgements and their meanings:

**“Enter above the contract minimum of $16/day on this form”**

This acknowledgement is triggered for wage type 1405 CT employees only, when “Service From” and “Service To” dates span 10 consecutive days or more, the work is being performed in their primary org. unit, and they are being paid at the same rate of pay as their primary assignment. By checking this acknowledgement, you are acknowledging that you have reviewed whether the CT employee was working at **a higher level**, and you have already entered the $16/day in EBS Timekeeping in addition to what is being paid on the additional pay form. If the CT employee was working in a higher-level capacity and you have not entered the additional $16/day in EBS Timekeeping, then you will need to enter that pay in EBS Timekeeping and determine if you would like to submit additional pay above the $16/day rate on the additional pay form.

**“By clicking this box, I am certifying that I have received the Dean’s approval for the overload and the uploaded form reflects the approval”**

This acknowledgement is triggered for wage types 1490 and 1495.

**“Central Payroll may change Desired Pay Date due to off-cycle”**

By checking this acknowledgement, you are acknowledging that the Payroll Office may need to change the pay date depending on off-cycle requirements, if the off-cycle request box is selected.