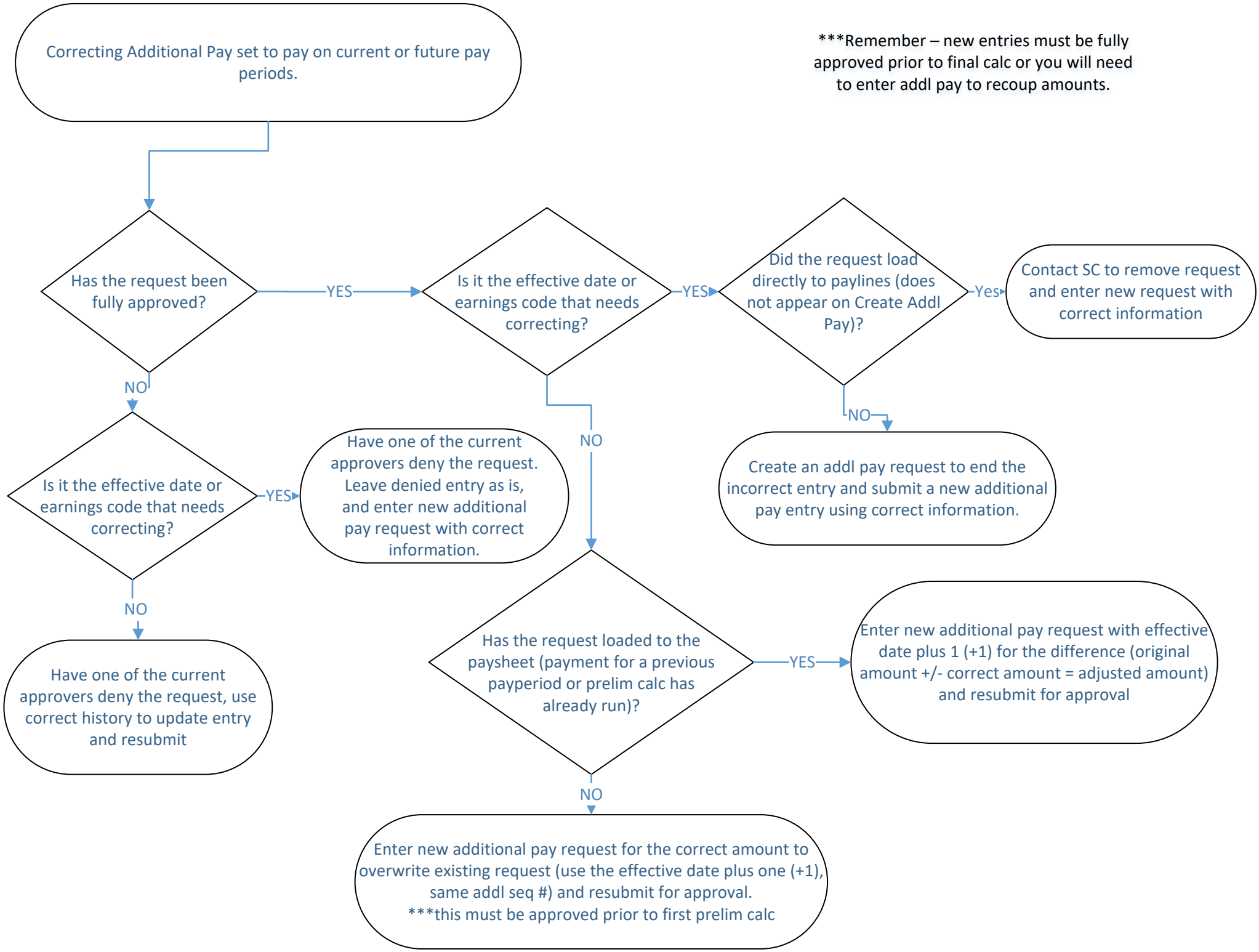
Correcting Additional Pay set to pay on current or future pay periods.
***Remember – new entries must be fully approved prior to final calc or you will need to enter addl pay to recoup amounts.
Has the request been fully approved?
YES
Is it the effective date or earnings code that needs correcting?
YES
Did the request load directly to paylines (does not appear on Create Addl Pay)?
Yes
Contact SC to remove request and enter new request with correct information
NO
Create an addl pay request to end the incorrect entry and submit a new additional pay entry using correct information.
NO
Is it the effective date or earnings code that needs correcting?
YES
Have one of the current approvers deny the request. Leave denied entry as is, and enter new additional pay request with correct information.
NO
Have one of the current approvers deny the request, use correct history to update entry and resubmit
NO
Has the request loaded to the paysheet (payment for a previous payperiod or prelim calc has already run)?
YES
Enter new additional pay request with effective date plus 1 (+1) for the difference (original amount +/- correct amount = adjusted amount) and resubmit for approval
NO
Enter new additional pay request for the correct amount to overwrite existing request (use the effective date plus one (+1), same addl seq #) and resubmit for approval.
***this must be approved prior to first prelim calc