

Additional Pay: FLSA Additive



Last Updated: May 2, 2024

Use this job aid to set up or update additional payment additives for the calculation of FLSA, when actual additional payments are made for these earnings: Longevity (LNG), Hazardous Duty (HD%), and Teacher's Bonus (MER). Additional pay additives are required for additional pay payments that are paid one or more times per year, but must be included in FLSA calculation every pay period. An additional pay additive earnings record must be setup in Additional Pay for these earnings code additives: Longevity Additive (LN1), Hazardous Duty Additive (HD6), and/or Teacher's Bonus (TBA). The additive should be prorated to reflect a pay period amount, for the calculation of FLSA. Additional pay additive earnings codes have been defined so they do NOT add to gross pay.

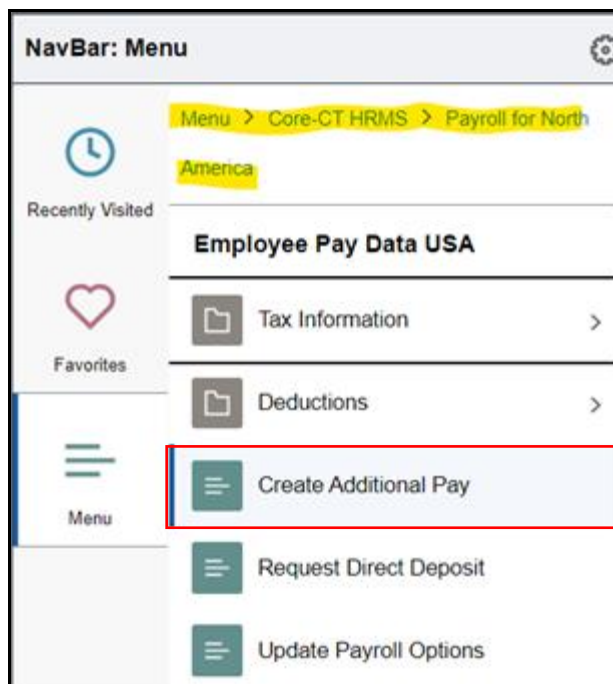
Note: Additional Pay Additives have been converted for these payments, based on the last payment amount in Core.

Procedure:



Navigation:

Nav Bar > Menu > Core-CT HRMS > Payroll for North America > Employee Pay Data USA > Create Additional Pay



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- a. Enter the Additional Sequence Number in the ***Addl Seq Nbr** field

Additional Pay

Employee: 200003 Empl Record: 0

*Earnings Code: []

Effective Date: 07/15/2015

Payment Details

*Addl Seq Nbr: [] End Date: []

Rate Code: [] Reason: Not Specified

Earnings: [] Hourly Rate: []

Hours: [] Goal Balance: []

Goal Amount: [] Disable Direct Deposit

Sep Check Nbr: [] Prorate Additional Pay

OK to Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

- b. Enter the Additional Payments in the **Earnings** field

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Employee Empl ID 200003 Empl Record 0

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code LN1 Longevity Additive

Effective Date Find | View All First 1 of 1 Last

Effective Date 07/15/2015

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date

Rate Code Reason Not Specified

Earnings

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

OK to Pay Disable Direct Deposit
 Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

c. Click the box for **OK to Pay** and then click

Create Additional Pay

Employee Empl ID 200003 Empl Record 0

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code LN1 Longevity Additive

Effective Date Find | View All First 1 of 1 Last

Effective Date 07/15/2015

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date

Rate Code Reason Not Specified

Earnings \$25.79

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

OK to Pay Disable Direct Deposit
 Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Step-by-Step:

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1) Set up/ update an amount being paid to an employee

Note: For Longevity Payment, step 1 is not necessary, as the custom Longevity Calculation and Load program will setup the Longevity Payment in Additional Pay.

- Additional Pay page
- a. Navigate to Additional Pay page
 - b. Set up the Additional Pay

2) Set up an additive that adds to the FLSA amount for the calculation of FLSA

- Additional Pay page
- a. Insert a new row with the same effective date as the one used in Step 1a
 - b. Select/type in the appropriate Earnings Code. Valid values are listed below:
 - LN1 for Longevity
 - HD6 for Hazardous Duty
 - TBA for Teacher's Bonus
 - c. Leave the End Date field blank
 - d. Calculate Earnings by using the formula below:
 - Longevity Additive (LN1) = LNG Amount/13
 - Hazardous Duty Additive(HD6) = HD% Amount/26
 - Teacher's Bonus Additive(TBA) = MER Amount/26
 - e. Click the OK to Pay field to equal 'Yes'

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Create Additional Pay

Additional Pay | < > 1 of 1 View All

***Earnings Code**

Effective Date | < > 1 of 1 View All

Effective Date 05/02/2024

Payment Details | < > 1 of 1 View All

*Addl Seq Nbr <input type="text"/>	End Date <input type="text"/> <input type="button" value="Q"/> <input type="button" value="+"/> <input type="button" value="-"/>
Rate Code <input type="text"/> <input type="button" value="Q"/>	Reason <input type="text" value="Not Specified"/>
Earnings <input type="text"/>	Hourly Rate <input type="text"/>
Hours <input type="text"/>	Goal Balance <input type="text"/>
Goal Amount <input type="text"/>	<input type="checkbox"/> Disable Direct Deposit
Sep Check Nbr <input type="text"/>	<input type="checkbox"/> Prorate Additional Pay
<input type="checkbox"/> OK to Pay	

Applies To Pay Periods
 First Second Third Fourth Fifth

[> Job Information](#)