

## Summer Salary/Add Pay Instruction Sheet

### Objective:

- Step-by-Step guidance for personnel responsible for processing summer salary/add pay requests through ORACLE

### Instructions:

1. From the home screen in Oracle, select the RIT Employee / Adjunct Payment Entry responsibility. Then select the Payment Entry function.
2. On the search screen, search for the employee by using last name then clicking Go or hitting Enter
3. Find the employee from the listing and click the Action icon to the right of their name
4. One the Overview screen click Award New Compensation
5. Select the compensation type from the dropdown
6. Select the option from the dropdown. Do not use the same option as any existing options on the person's record where effective dates overlap. However, options may be reused when the effective dates do not overlap.
7. Enter the details of the transactions. Different attributes will be displayed for different payment type and option combinations. Complete as many fields as possible.
8. If the effective dates are not defaulted from the type and option combination selected, enter the appropriate start date, the date work begins, uncheck the Ongoing box and enter the appropriate end date, the date work is expected to end, ensuring at least one pay period end date is between the start and end dates.
9. Click Apply
10. After being returned to the Overview screen click Next
11. Review transaction details and click Submit.
12. On the confirmation page, click Home.

The transaction will then appear in your worklist on the home screen showing it has been submitted for approval.