



## CREATING API - Manage/Employee Maintenance HR/Position Tables/Additional Pay Item Maintenance

You MUST have the rate method as seen below. This will turn on a special routine within Wincap. Create a pay item code and key in the amount per credit the employees will get

Additional Pay Item/Adjustment [CRCD]

2013 Group Blank

Pay Item Code CRCD course credit Active

Bargaining Unit Blank

Rate Method Course Credits - per Credit

Amount/Percentage 95.00 Usage this Amount/Percentage only Max Amount 0.00

**Payroll Usage** Pay Authorization Other Usage Staffing

Used for Salary Additional Pay

- Round to nearest dollar  Always round up
- Pro-Rate for Days Worked
- Separate Freq Default Freq
- Pro-Rate by FTE
- Use in Hourly/Daily Rate Calculations
- Show on Salary Notice
- Show on pay check if not separate frequency
- Maintained by Payroll
- Roll employee additional pay items to next year
  - Rollover into Base Salary and Delete Pay Item
  - Rollover to another Pay Item
  - Combine at Rollover

Payroll Transactions

- Salary Additional Pay
- Adjustments
  - No Retirement Days
  - Use Default Work Period
  - Require Work Period

Recurring Transactions

Pay Basis

Pay Freq

Type Pay of Month 0

Renewable

Retirement System

- Reported Earnings  Tier 1  Tier 2  Tier 3  Tier 4  Tier 5  Tier 6 TRS Pay Type  ERS Overtime
- TRS Contract Salary  Tier 1  Tier 2  Tier 3  Tier 4  Tier 5  Tier 6

Restrict to Fund Acct Blank

NOTE: If you choose to "Restrict to" the user's budget code restrictions will be ignored when adding payroll transactions.

### CLICK ON OTHER USAGE TAB

Additional Pay Item/Adjustment [CRCD]

2013 Group Blank

Pay Item Code CRCD course credit Active

Bargaining Unit Blank

Rate Method Course Credits - per Credit

Amount/Percentage 95.00 Usage this Amount/Percentage only Max Amount 0.00

Payroll Usage Pay Authorization **Other Usage** Staffing

Exempt from Excess Salary

Automated processing of courses

- Restrict to courses with this Pay Item
- Pay whole credit increments only
- Existing API can be reprocessed for new course blocks
- Existing API can be reprocessed for Salary Schedule Grade changes

Block Size 0

Max Blocks 0

Maximum Credits 0

## MODIFYING YOUR EXISTING COURSE CODES – *Manage/HR Tables/Course Degree Type Maintenance*

Find your Course Codes you are currently using.

You need to do this for ALL your course credits you are using on the course/degree screen

Course/Degree Type [PDC]

Code: PDC Description: PROFESSIONAL DEGREE CREDITS

Category: Course

Units for Pay: Credits

Default Clock Hrs/Credit: 0.00

Default PD Verified based on Provider Credits/Clock Hours

Automated Processing of Payments

Eligible for:

- Salary Additional Pay Item(s)
- Salary Grade Advancement
- Payroll Transaction (one-time Stipend)

Restrict to: PDC PROFESSIONAL DEGREE CREDITS

Additional Pay Item Code must be specified for "Pending" Pay Status

Effective Date must be specified for "Pending" Pay Status

NYSED Education Level: Not Specified

NYSED Prof. Dev. Type: Not High Quality

Check the box AUTOMATED PROCESSING of PAYMENTS box

Then click on SALARY ADDITIONAL PAY ITEM(s)

## COURSE/DEGREE SCREEN:

Manage/Employee Maintenance HR/Employee Information

Click on HR tab and then Course/Degree Tab.

Click on the Courses radial button

CrseType	Course#	Description	Completed	Credits	Pay Type	PayStatus	# Appr	Clock Hrs
PDC			/ /	0.0000	Salary API or Grad	Pending	5.0000	0.0000

Course Type: PDC    Description: PROFESSIONAL DEGREE CREDITS    Seq: 0001

Enroll Approved: 01/28/2019    Verified PD Hrs: 00/00/0000    # Providr Credits: 0.0000

Completed: 00/00/0000    Verified for Pay: 00/00/0000    # Providr Hours: 0.0000

Cert of Completn: 00/00/0000    Pay Proc Compltd: 00/00/0000    # PD Hrs Verified:

Pay Type: Salary API or Grade Advancement    Status: Pending    Credits for Pay: 5.0000 Pd    0.0000 Pndng    5.0000

Position: K/6T    TEACHER K-6    API | PDC    PROFESSIONAL DEGREE CREDITS

Appntmnt: ELEM    Common Branch Elementary Teacher    Effective: 00/00/0000

Course Type

Pay Type – select Salary API or Grade Advancement

Status – Pending

Credits for Pay (when entering a number in here, it will auto populate the Pndng Field)

API – Code you created on page 2



If you want the payment to be in a separate payroll, modify the Pay Frequency and update it with the pay frequency created on page 1

Employee [00468 DAISY E. DUCK]

2019 00468 SS# \*\*\*\*\* DAISY E. DUCK Active

Information Positions Add Items Budget Pay Sched Deductions H/R Assignments Attendance Benefits

Effective	End Date	Title	FTE	Adj. Salary	Prorated Sal.	Base Salary
08/30/2018	/ /	TEACHER K-6	1.0000	54,038.00	54,038.00	49,938.00

Position K/6T TEACHER K-6 Effective 08/30/2018 End Date / /

FTE 1.0000 Freq. T26 TEACHER 26 PAYS

Base Salary 49,938.00 TRS Contract 53,788.00 FTE Adjstd 54,038.00 Prorated 54,038.00

Seq	Code	Description	Qty/Pct	Unit/Basis	Amount	FTE Adjustd	Prorated	Effective	End
01	CRED	Grad Credits #1 code	30.00	85.000	2,550.00	2,550.00	2,550.00	08/30/2018	/ /
02	MAST	Masters Degree	1.00	1,300.000	1,300.00	1,300.00	1,300.00	08/30/2018	/ /
03	PDC	PROFESSIONAL DEGREE C	5.00	50.000	250.00	250.00	250.00	08/30/2018	/ /

Pay Item Code PDC PROFESSIONAL DEGREE CREDITS Eff 08/30/2018 00/00/0000

Separate Frequency CRDT COURSE/DEGREE CREDITS Orig 00/00/0000

Calendar Blank

Unit Amount 50.000 x Quantity 5.00 = Amount 250.00 x FTE 1.0000 = FTE Adjusted 250.00 Prorated 250.00

If you try to save the record without adding a budget code, you will receive the message below. Click on BUDGET and key in the appropriate budget code.

Employee Warning

No budget distribution exists for Position Additional Item "course creditTEACHER -Other, course credit" effective 09/01/2012. Do you wish to enter the budget distribution now?

Yes No