PeopleSoft V9.1

Originating an Additional Pay
From the PAWS Employee Portal (https://paws.gru.edu), select the All Apps Icon from the Quick Access Bar.
From the PAWS Employee Portal All Apps page, select the PeopleSoft HRMS link.
Log in using your GRU NetID and Password. This would be the same ID and Password that you use to log into Outlook.
Navigate to the Manager Dashboard.
Main Menu > Manager Self Service > Manager Dashboard
Select the “Actions” down arrow next to any employee’s name and then:

Job and Personal Information > Request Add’l Pay
Enter the effective date of the Additional Pay and select ‘Go’. 

*Note: The effective date should be the first day of the pay period.*

Once the search has finished processing, select the employee from the list.
Select the Magnifying Glass to access the Additional Pay Earnings Codes.

Select the appropriate earnings code.
Enter the Earnings End Date and Total Compensation.
Enter a Combination Code (funding) only if different from the employee's normal funding.
Enter any comments that you may have and select Submit.
You have successfully submitted an Additional Pay transaction.