# Payroll

## Entering Additional Pay

Procedure

This simulation will show you the procedure for entering Employee's Additional Pay in the SHARP system.  Here you will enter additional pay that is for a contractual obligation.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Payroll for North America** link. |
| 1.
 | Click the **Employee Pay Data USA** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Create Additional Pay** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Empl ID** field. Enter "**K0000216920**". |
| 1.
 | Click the **Search** link. |
| 1.
 | Enter the desired information into the **Earnings Code** field. Enter "**c**". |
| 1.
 | Click the **Look up Earnings Code (Alt+5)** button. |
| 1.
 | Click the **Contractual Pay** button. |
| 1.
 | Enter the desired information into the **Effective Date** field. Enter "**08/22/2011**". |
| 1.
 | Enter the desired information into the **Addl Seq Nbr** field. Enter "**1**". |
| 1.
 | Click the **Reason** list. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Select **Contract** from the list. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Earnings** field. Enter "**150.00**". |
| 1.
 | Click the **OK to Pay** option. |
| 1.
 | Click the **Prorate Additional Pay** option. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Save** button. |
| 1.
 | Congratulations!  You have completed Entering Additional Pay.**End of Procedure.** |