



## TUSKEGEE UNIVERSITY

### OFFICE OF HUMAN RESOURCES MANAGEMENT

#### **Additional Compensation Process**

- A PAF is submitted for employee by the department; on the status comments section, comment should state additional duties that will be performed during period. If more space is needed, please attach additional information.
- After form is completed, the approval process begins.
- After last approval from President, the contract comes to HR.
- The Dean or Department Head is contacted by email or phone to sign the contract.
- Employee is contacted to come sign the contract.
- After contract is signed, the information is processed in Datatel system as a stipend for period time or unless contract states otherwise.

#### **Datatel Process**

- Enter STPS, click Go
- Enter employee by name, social security number or ID
- Click Add Stipend
- Next fill in the following information
  - Stipend start/end date (stipend last pay date will populate in field)
  - Authorize date
  - Description (title of job)
  - Comments (summary of what stipend is for)
- Then, click box beside distribution
  - Pay cycle (M1, B1 or M3)
  - Earnings Type will be ADC
  - Stipend Amount
  - Payroll Designation: R for Restricted
  - Number of payments (total months stipend is for)
- Final Step
  - Enter Funding Source (which will be the letter code for the area or department)
  - Project ID is the GL account #
  - Percentage (information will come from contract)
  - Amount, Period Hours and Period Gross will be populated and F10 out