Secondary Work Payment Form

When to use

A non-exempt (hourly paid) employee works additional hours and the following conditions are true:

- The employee will be paid a different hourly rate for the additional hours

  Note: This does not include overtime pay; if an employee works hours over 40 for their primary position, the hours should be entered directly into the timesheet.

- The cost object to be charged is different from the employee's regular Salary Cost Distribution, typically because the employee is performing work for a different department than their home department

There are multiple scenarios where a weekly paid employee may need to be compensated for additional duties. Review this page for a description of the scenarios and their criteria.

If you are paying the employee a bonus or award, contact HR Compensation (hrcomp@bu.edu) for instructions regarding next steps. Do not process the Secondary Work Payment form for this type of payment unless instructed to by HR Compensation.

Note: A Secondary Work Payment must be submitted for *each* week the employee performs additional work. The manager or payroll coordinator of the employee's home department will need to submit each form.

Warning: A Secondary Work Payment form can only be submitted for additional work performed in a single department. If an employee performs additional work in multiple departments and the criteria for a Secondary Work Payment is met, do not process the Secondary Work Payment form. Contact HR Compensation (hrcomp@bu.edu) for next steps.

Before you begin

The Manager/Payroll Coordinator of the department paying for the secondary work will need to provide the following to the employee's home department for *each* week of work the employee performs:

- Hourly rate for the additional hours,
- Cost object to be charged,
- Additional hours worked,
- Org unit number of the responsible department

The employee needs to complete their timesheet for the week before the home department Payroll Coordinator can submit the Secondary Work Payment form. The Payroll Coordinator will need to enter the number of hours reflected on the timesheet for the applicable week.

Note: No corresponding OM form is required to submit this form.

Information: The form will automatically calculate a blended overtime rate for total hours over forty, as required by federal law.

To prevent late payment to an employee, pay careful attention to the form deadlines and plan accordingly.

References

- Click here for the Data Dictionary

Secondary Work Payment Form: Step-by-Step

Step	Action
1	Initiate the **Secondary Work Payment** form. ***Warning:*** Forms must be completed one at a time; do not open multiple forms in multiple tabs. If multiple weeks of payments need to be made to an employee, start with the oldest payment and process the forms one at a time, waiting for *each* form to complete workflow before starting the next form. ***Note:*** The Secondary Work Payment form cannot be processed for **multiple departments** outside the home department for the same pay period; for example, if an employee's main assignment is in department A but the employee also performs work for different pay rates in departments B and C, the Secondary Work Payment form cannot be used. A request must be sent to HR Compensation to ensure accurate payment. ***Reference:*** Initiate a Personnel Administration (PA) Form
2	Enter the effective date for the payment in the **Secondary Work Payment Effective Date** field in mm/dd/yyyy format. If preferred, click the **Calendar Lookup** icon to select the effective date of hire from the calendar. ***Note:*** Once you select the Effective/Start Date of the payment the Pay Period will prepopulate. The Effective/Start Date *will* default to the Monday of the current week. If you select a date that does not fall on a Monday, the date will default to the Monday of the week *for which you are entering the payment*. ***Warning:*** To avoid potential delays in payment to the employee, take note of the assigned PA deadline for the intended pay period and plan accordingly.
3	Click the **Continue Editing Form** button. ***Result:*** The following sections of the form will appear: • **Employee Information as of [Effective/Start Date of Payment],** • **Secondary Work Payments,** • **Hours Worked Primary Job,** • **Secondary Work Payment Information,** • **Responsible Department Info,** • **Attachments,** and • **Comments** ***Information:*** This step will make the **Effective Date/Start Date** field become read only. Click the **Change Effective Date** button to change the effective date, if needed.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>In the CATS Hours Worked field, enter hours worked from the employee’s timesheet (CAT2) field. Check the Display Working Time (CATS_DA) document for hours actually worked.</td></tr>
<tr><td>5</td><td>
<table>
<tr><th>IF the position…</th><th>THEN…</th></tr>
<tr><td>Is L2324</td><td>Additional fields will appear in the Hours Worked Primary Job section. If the employee worked hours that are coded as second shift hours on the timesheet:
• Click the check box to the left of Employee Shift Hours
• In the Employee Shift Hours field, enter the number of hours qualifying as second shift (under 40 total hours worked during the week)
• If the employee worked more than 40 hours and the hours qualified as shift hours, enter the number of hours in the Employee Shift OT Hours field</td></tr>
<tr><td>Is not L2324</td><td>Proceed to step 6</td></tr>
</table>

Information: This step only applies to the L2324 population; the field will only appear if the position is L2324.</td></tr>
<tr><td>6</td><td>Under Secondary Work Payment Information, enter Additional Hours Worked. These are the number of additional hours worked under the second department.

Warning: Additional hours worked cannot exceed 20 hours. If more than 20 hours are entered a hard stop error will occur and you will not be able to submit the form. Contact hrcomp@bu.edu for review.</td></tr>
<tr><td>7</td><td>Enter the Hourly Rate for the secondary work.

Note: Enter the flat rate only. Do not adjust based on overtime. The form will automatically calculate a blended overtime rate for hours over 40, consistent with federal law.</td></tr>
<tr><td>8</td><td>Enter Cost Object (Cost Center OR Grant number) of the department where the additional work was/is being performed.</td></tr>
<tr><td>9</td><td>Click on Calculate Payment</td></tr>
<tr><td>10</td><td>Under Responsible Department Info, enter the Org. Unit ID number (starts with 1000xxx) of the department for whom the additional work was done, and the email address of the Payroll Coordinator of the secondary department.</td></tr>
</table>

Step	Action
11	Upload relevant documentation in the **Attachments** section. Please refer to the matrix if you need assistance determining what is required for attachments. ***Note:*** If you are entering payment for a cost object outside of your department or area, you are required to attach approval of the payment from the secondary department. The department's notification with details of the payment is acceptable. **IF…** → **THEN…** There are documents to attach → Proceed to the next step There are no documents to attach → Proceed to Step 18 ***Warning:*** do not include attachments containing sensitive information such as social security number, date of birth, etc.
12	Click the **Browse** button in the **Attachments** section. ***Result:*** The **Open** window appears.
13	Navigate to the appropriate file on your computer.
14	Click the title of the file.
15	Click the **Open** button. ***Result:*** The filename appears in the **Select File:** field.
16	Click the **Attach File** button. ***Result:*** The file now appears in the **Attachments** table.
17	Repeat steps 12-16 for each attachment.
18	Enter additional information in the **Comments** section for both future reference and to provide additional details to the approvers. This may include reason for the salary change, department approver of the increase, etc.
19	Click the **Review** button at the bottom of the page. This will check for errors on the form. ***Result:*** Error messages appear at the top of the form.
20	Review the form for accuracy.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>21</td><td>
<table>
<tr><th>IF the form…</th><th>THEN…</th></tr>
<tr><td>Is accurate</td><td>Click the Submit button</td></tr>
<tr><td>Requires updates</td><td>Click the Back button
Make any necessary updates
Return to step 19</td></tr>
</table>
Result: The form is submitted for approval via workflow. You can track the form progress through Request Tracker. You will receive an email notification when the form is approved.
Warning: Being able to submit the form does not mean the action is error free. A crash will show in the Request Tracker with the current agent “SAP” and a status of “Correction”. If an error exists, the form will crash and HR Information Systems will receive an automatic notification (ticket). No action is required on the part of the initiator; HRIS will follow up if additional information is needed. HR Information Systems will resolve the issue as soon as possible. Payroll critical items are handled first.
</td></tr>
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