

Pay Code Entry for UR Session Pay Employees

Session pay is a mechanism to pay lump sum payments based on a dollar value for a unit of work. Session pay is an exempt pay mechanism, those who are non-exempt and who should record all hours worked and who are eligible for overtime should not use session pay.

Discussions about the appropriate use of session pay should be had with HR prior to setting up a session pay appointment.

Note: It is important that **In** and **Out** punches are not used for session pay, as the unit rate is not the same as an hourly rate.

From the **Employee's Timecard** -

- Go to the date of the session
- Add a line if there are **In/Out** Punches on that date

		Date
+	-	Sun 6/02
+	-	Mon 6/03
+	-	Tue 6/04

- Tab to **Pay Code** column and right click and select

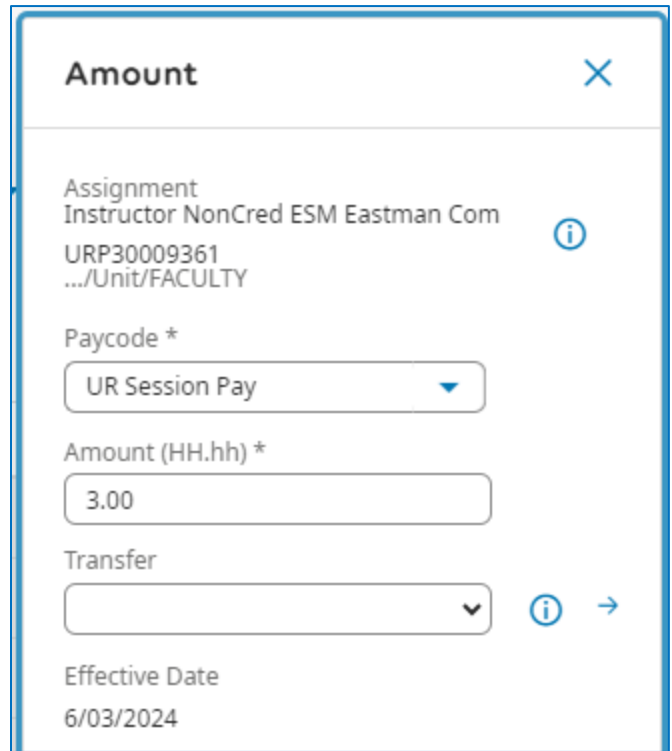
Edit 
Edit

Pay Code

From the **Amount** pop out window

- enter the **Pay Code – UR Session Pay**
- and the **Amount** in units/sessions.

- Click **Apply**

A screenshot of a 'Amount' pop-out window. The window has a title bar with 'Amount' and a close button. The content includes: 'Assignment: Instructor NonCred ESM Eastman Com URP30009361 .../Unit/FACULTY' with an info icon; 'Paycode *' with a dropdown menu showing 'UR Session Pay'; 'Amount (HH.hh) *' with a text input field containing '3.00'; 'Transfer' with a dropdown menu and an info icon; and 'Effective Date' with the value '6/03/2024'.

The **UR Session Pay** has been added to the Timecard

Assignment	In	Out	Transfer	Pay Code	Amount
Instructor NonCr...			⊗	UR Session Pay	3.00

- Click **Save**

