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UMSYS HR 8.9 Additional Pay

Welcome

Welcome to the PeopleSoft Human Resources 8.9 Additional Pay Training Guide.

Introduction to Additional Pay

Introduction to Additional Pay

Additional pay is the component used to set up earnings that an employee will be paid in addition to their regular pay. There are many types of additional pay. Examples include summer appointment pay, extra compensation (one time payments), awards, car allowance, relocation incentives, and modified duty pay.

Additional pay must be tied to an existing Job Record.

Additional Pay Grids

The Additional Pay grid controls the earnings code; if you need to enter additional pay entries for more than one earnings code, insert a row in this grid.

The Effective Date grid controls the Effective Date of additional pay records for a single earnings code. With effective dating, you can review history and insert future-dated records.

The Payment Details grid is used to enter multiple departments, job codes, and related information when you want to charge the additional pay to more than one line of funding.

Additional Sequence Number

Additional sequence numbers (i.e., 2, 3, 4, etc.) are required if you have overlapping earnings codes and/or effective dates for the time period covered. Generally, this will occur when there are multiple lines of funding for the earnings code.

Miscellaneous Rules

OK to Pay (check box)

The HR/Payroll office should select OK to Pay for any additional pay that is an earnings amount (e.g., exception pay).

The HR/Payroll office should leave OK to Pay clear if the additional pay is an hourly amount (e.g., positive pay).
**Training Guide**
**UMSYS HR 8.9 Additional Pay**

**Note:** An hourly employee may have additional pay that is calculated as an earnings or hourly rate amount. For example, an employee who is paid biweekly may receive additional pay that is based on an earnings amount (e.g., incentive) or based on an hourly rate (e.g., occasional lead).

**Goal Amount and End Date**
Goal Amount is for payments where total pay amount is known (e.g., extra compensation or summer appointments).

End Date is an earnings end date used to end additional pay that has no goal amount (e.g., occasional lead). It can also be used to balance the End Date and Goal Amount.

Although neither a Goal Amount nor an End Date is required, both can be used in accordance with one another. Whichever is reached first will stop the additional pay.

**Effective Date**
When you enter a new effective dated row and there is more than one row in the Payment Details grid, all of the rows will be copied. If this information is not corrected, it will cause an overpayment.
Creating Additional Pay
At the end of this lesson you will have the skills and knowledge necessary to:

1. Enter additional pay information.
2. Enter job information for additional pay.

Creating Additional Pay
Procedure

**Navigation:** Payroll for North America > Employee Pay Data (USA) > Create Additional Pay

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the Create Additional Pay page. Click the Create Additional Pay link.</td>
</tr>
</tbody>
</table>

[Create Additional Pay link]
Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

- **EmpID:**
  - begins with:

- **EmpID Init:**
  - begins with:

- **Name:**
  - begins with:

- **Last Name:**
  - begins with:

- **Second Name:**
  - begins with:

- **Alternate Character Name:**
  - begins with:

- **Middle Name:**
  - begins with:

- **Include History**
- **Correct History**

Search  Clear  Basic Search  Save Search Criteria
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>To locate an additional pay record, enter search criteria in the search fields. For this training example, enter &quot;11111111&quot; into the <strong>EmplID</strong> field.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>

**Training Guide**
**UMSYS HR 8.9 Additional Pay**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>The <strong>Additional Pay</strong> page will display. Use the fields on this page to enter and/or update additional pay information. Begin by clicking the <strong>Include History</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Before entering additional pay information, it is important to verify that the employee does not already have an existing earn code. In this training example, no prior earn codes exist and you will be creating a new additional pay record. Click the <strong>Add row</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>The <strong>Earnings Code</strong> determines the type of additional pay. Click in the <strong>Earnings Code</strong> field.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the desired information into the <strong>Earnings Code</strong> field or select the information using the look up feature. For this training example, enter &quot;SPO&quot;.</td>
</tr>
<tr>
<td>8.</td>
<td>The <strong>Effective Date</strong> will default to the current date. The Effective Date should reflect the begin date of the pay period in which the payment will be made. The Additional Pay Form (APF) should reference the dates worked. For this training example, accept the default.</td>
</tr>
<tr>
<td>9.</td>
<td>Sequencing should be used for each entry under the same effective date. Ideally, sequencing should not overlap. However, if you have an existing additional pay appointment which spans a period of time and another additional pay appointment for a month within that time span is received, you need to consider the existing appointment when sequencing the new. <strong>Example:</strong> Additional pay exists for $500.00 a month for June, July, and August. A second additional pay form request is received for July. July data entry should receive sequence 2.</td>
</tr>
<tr>
<td>10.</td>
<td>Click in the <strong>Addl Seq #</strong> field.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter the desired information into the <strong>Addl Seq #</strong> field based on information from the APF. For this training example, enter &quot;1&quot;.</td>
</tr>
</tbody>
</table>
### Step 12
The **End Date** should reflect the end date of the pay period in which the payment will be made. The Additional Pay Form (APF) should reference the dates worked.

Click in the **End Date** field.

**Note:** Although neither a Goal Amount nor an End Date is required, both can be used in accordance with one another. Whichever is reached first will stop the additional pay.

### Step 13
Enter the desired information into the **End Date** field.

For this training example, enter "10/31/2009".

### Step 14
DO NOT USE the **Rate Code** field.

The **Reason** field will default to Not Specif. Accept the default.

### Step 15
The **Earnings** field is used for flat amounts of pay and cannot be used with the Hourly Rate field.

Click in the **Earnings** field.

### Step 16
Enter the desired information into the **Earnings** field based on information from the APF.

For this training example, enter "1000.00".

### Step 17
Use the **Hourly Rate** field to enter information based on the APF. Since the hourly rate field cannot be used in conjunction with the Earnings field, leave this field blank for this training example.

### Step 18
DO NOT USE the **Hours** field.

Information from the Additional Pay page will feed to Time and Labor. Departments will enter the number of hours of additional pay in Time and Labor when appropriate.

### Step 19
The **Goal Amount** is used to stop payment when a certain amount is reached.

Click in the **Goal Amount** field.
### Step 20
Enter the desired information into the **Goal Amount** field based on information from the APF.

For this training example, enter "**1000.00**".

### Step 21
DO NOT USE the **Goal Balance** field.

**Note:** This field updates after payroll calculation and indicates the total amount that has been paid as of the last payroll calculation. In order for the Goal Balance to update appropriately, the correct sequence needs to be included with the payment processing through the paylines. For online checks related to contracts, the paysheet creation process should be used in order for this field to update correctly.

If payment is made and this information does not update in Additional Pay, this information may be updated using correction mode except for contracts. If you have a contract that does not update, contact UM-ASP HRMS.

### Step 22
DO NOT USE the **Sep Chk #** field, the **Disable Direct Deposit** check box, and the **Prorate Additional Pay** check box.

### Step 23
The HR/Payroll office should select OK to Pay for any additional pay that is an earnings amount (e.g., exception pay).

The HR/Payroll office should leave OK to Pay clear if the additional pay is an hourly amount (e.g., positive pay).

**Note:** An hourly employee may have additional pay that is calculated as an earnings or hourly rate amount. For example, an employee who is paid biweekly may receive additional pay that is based on an earnings amount (e.g., incentive) or based on an hourly rate (e.g., occasional lead).

For this training example, select the **OK to Pay** option.

### Step 24
The **Applies to Pay Periods** check boxes will default to First for monthly employees and to First, Second, and Third for biweekly employees.

Accept the default.

### Step 25
The **Job Information** section is used to view current Job Data.

Click the **Expand section** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td>The <strong>Compensation Rate/Frequency</strong>, <strong>Standard Hours</strong>, and <strong>Employee Type</strong> will default based on current PeopleSoft data.</td>
</tr>
<tr>
<td>27.</td>
<td>Information in the <strong>Default Job Data</strong> grid will display based on current PeopleSoft data. Click the <strong>vertical</strong> scroll bar.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>28.</td>
<td>The Job Data Override grid is used to make changes to the Job Information based on the APF. The Business Unit relates to the source of funding not the employee's campus/business unit. Click in the Business Unit field.</td>
</tr>
<tr>
<td>29.</td>
<td>Enter the desired information into the Business Unit field based on the information on the APF. For this training example, enter &quot;UMSYS&quot;.</td>
</tr>
<tr>
<td>30.</td>
<td>The DeptID is the department or sub-department associated with the line of funding. Click in the DeptID field.</td>
</tr>
<tr>
<td>31.</td>
<td>Enter the desired information into the DeptID field based on the information on the APF. For this training example, enter &quot;AACAD&quot;.</td>
</tr>
<tr>
<td>32.</td>
<td>Click in the Job Code field.</td>
</tr>
<tr>
<td>33.</td>
<td>Enter the desired information into the Job Code field based on information on the APF. For this training example, enter &quot;6505&quot;.</td>
</tr>
<tr>
<td>34.</td>
<td>Click in the Combination Code field.</td>
</tr>
<tr>
<td>35.</td>
<td>Enter the desired information into the Combination Code field based on the information on the APF. For this training example, enter &quot;000000100&quot;.</td>
</tr>
<tr>
<td>36.</td>
<td>DO NOT USE the Position and GL Pay Type fields.</td>
</tr>
<tr>
<td>37.</td>
<td>The Addl Shift field will default to Use Job. Accept the default.</td>
</tr>
<tr>
<td>38.</td>
<td>DO NOT USE the Tax Information section.</td>
</tr>
<tr>
<td>39.</td>
<td>If changes to additional pay were made, click the Save button.</td>
</tr>
</tbody>
</table>
Training Guide  
UMSYS HR 8.9 Additional Pay

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.</td>
<td>When using CMB, HRL, SEB, and UNI earnings codes to create an additional pay record you must ensure the correct <strong>Earnings Code, Effective Date, Addl Seq #,</strong> and <strong>Hourly Rate</strong> has been entered. You must also ensure the <strong>OK to Pay</strong> check box has not been selected.</td>
</tr>
<tr>
<td>41.</td>
<td>Expand the <strong>Job Information</strong> section.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>42.</td>
<td>Override job data (i.e., <strong>Business Unit</strong>, <strong>DeptID</strong>, <strong>Job Code</strong>, and <strong>Combination Code</strong>) should also be entered for the CMB, HRL, SEB, and UNI earnings codes.</td>
</tr>
<tr>
<td>43.</td>
<td>This concludes the lesson on how to create additional pay. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Maintaining Additional Pay
At the end of this lesson you will have the skills and knowledge necessary to update additional pay information.

Maintaining Additional Pay

Procedure

**Navigation:** Payroll for North America > Employee Pay Data (USA) > Create Additional Pay

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Create Additional Pay</strong> page. Click the <strong>Create Additional Pay</strong> link.</td>
</tr>
</tbody>
</table>
Create Additional Pay
Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Search Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmpID</td>
<td>begin with</td>
</tr>
<tr>
<td>EmpID Rev Inv</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>begin with</td>
</tr>
<tr>
<td>Last Name</td>
<td>begin with</td>
</tr>
<tr>
<td>Second Name</td>
<td>begin with</td>
</tr>
<tr>
<td>Alternate Character Name</td>
<td>begin with</td>
</tr>
<tr>
<td>Middle Name</td>
<td>begin with</td>
</tr>
</tbody>
</table>

Include History: ☐
Correct History: ☐
Case Sensitive: ☐

Search  Clear  Basic Search  Save Search Criteria
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>To locate an additional pay record, enter search criteria in the search fields. For this training example, enter &quot;00000000&quot; into the EmplID field.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>The <strong>Additional Pay</strong> page will display. Use specific fields on this page to update additional pay information.</td>
</tr>
</tbody>
</table>
| 5.   | When updating additional pay information it is important to include history.  
Click the **Include History** button. |
| 6.   | Updates to additional pay information should also be done in correction mode.  
Click the **Correct History** button. |
| 7.   | **To End Additional Pay**  
Enter an End Date. The end date should reflect the end date of the pay period in which the payment will be made. |
| 8.   | **To Change the Goal Amount**  
The Goal Amount is used to stop payment when a certain amount is reached. To change the goal amount simply enter a new Goal Amount. |
| 9.   | **To Change the Funding Source for an Ongoing Payment**  
Begin by entering an **End Date** for the existing additional pay record.  
For this training example, enter "01/01/2010" into the **End Date** field. |
| 10.  | Next, insert a row under the **Effective Date** grid and enter the **Effective Date** that reflects the date the new funding source will start. |
| 11.  | Finish by entering the change in funding as provided on the APF. |
| 12.  | When you are finished making changes, click the **Save** button.  
**Note:** After payment occurs, verify that the Goal Balances are updated. If necessary, update Goal Balances using correction mode. |
| 13.  | This concludes the lesson on how to maintain additional pay data.  
**End of Procedure.** |
Special Earn Code Set Up Instructions

Because Time & Labor (T&L) only recognizes the regular default earn codes (e.g., T&L recognizes REX for the MON pay group and REG for BIW pay group), the job earnings distribution (JED) of the job record must be modified for the following earn codes: UNI, CMB, HRL, and SEB. The following is a description of how these appointments will be set up in the PeopleSoft database. **This change does not impact how departments process the paperwork for these appointments but it does impact where the information is found in PeopleSoft.**

For appointments that use the earn codes UNI, CMB, HRL, and SEB, Campus Payroll departments will make the changes described below when the appointments are data entered into PeopleSoft (e.g., changing earn codes and creating additional pay records as appropriate).

**Note:** For monthly paid employees paid on a salary basis, earn codes besides the regular default codes are generally acceptable when the monthly pay does not run through T&L Time Administration (e.g., in a situation where you are not submitting paid time off through T&L). Therefore departments will continue to see earn codes besides REX in the JED for monthly paid employees with an Employee Type of “Salaried” [e.g., SST (for part-time summer teaching appointments) and SEV (transition pay for monthly employees)].

The following is a description of how the records will be set up to assist departments in interpreting employee records and finding the information in PeopleSoft:

**HRL appointments (hourly pay for employees in the MON pay group)**

- Payroll will change the earn code in the job record from “HRL” to “REX.”
- The comp rate will continue to appear in the job record.
- Departments can identify a HRL appointment (as opposed to a unit pay appointment) because it is a monthly paid appointment with an Employee Type of “H” and there will be a comp rate of minimum wage or greater.
- **T&L:** The Time Reporter will enter in and out times on the punch time sheet. The Time Reporter does not enter a Time Reporting Code (TRC) for hours worked. The system will translate the time to “HRL” and that TRC will appear in Payable Time.

**UNI appointments (unit pay for employees in the MON pay group)**

- Payroll will change the earn code in the job record from “UNI” to “REX” and the comp rate will be changed to zero. The combination code will be entered in the job record in the JED section.
- An additional pay record will be created by Payroll using the UNI earn code and the unit rate will be recorded in the field called “Hourly Rate.” The Combination Code will be entered in the additional pay record under Default Job Data.
- Departments can recognize a UNI appointment because it is a monthly paid appointment with an Employee Type of “H” and the comp rate will be zero.
- **T&L:** The Time Reporter will select UNI from the TRC drop-down list and enter the quantity of units in T&L. The Time Reporter will receive a message which will ask them to verify the rate. The rate will be pulled into T&L from the additional pay record.
CMB or SEB appointments (CMB = unit pay for biweekly paid employees and SEB = transition pay for biweekly paid employees)

- HR/Payroll will change the earn code in the job record from “CMB” or “SEB” to “REG” and the comp rate will be changed to zero. The combination code will be entered into the job record in the JED section.
- An additional pay record will be created using the CMB or SEB earn code and the rate will be recorded in the field called “Hourly Rate.” The Combination Code will be entered in the additional pay record under Default Job Data.
- Departments can recognize these appointments because the comp rate will be zero. They are distinguishable from HRL and UNI appointments because the pay group will be BIW.
- T&L: CMB: The Time Reporter will need to select CMB from the TRC drop-down list and enter the quantity of units in T&L. Time Reporters will receive a message which will ask them to verify the rate. The rate will be pulled into T&L from the additional pay record. SEB: The Time Approver or the Time Keeper will select SEB from the TRC drop-down list and enter the number of hours to be paid to the employee for transition pay for the pay period. Whoever is entering the time will receive a message which will ask them to verify the rate. The rate will be pulled into T&L from the additional pay record.

NAVIGATION IN PEOPLESOFT:

- Additional Pay is found in PeopleSoft using the following navigation: Payroll for North America > Employee Pay Data USA > Create Additional Pay
- The field “Employee Type” is found in PeopleSoft using the following navigation: Workforce Administration > Job Information > Job Data > Payroll
Summer Session Earnings Codes

It is important to differentiate amounts that are creditable under the UM Retirement Plan from those which are not.

Under the University’s Retirement Plan, summer session pay that exceeds 2/9 of the benefit eligible faculty member’s nine-month appointment salary base for the 9-month period immediately preceding the summer appointment is not included in the calculation of the faculty member’s benefits.

To preclude the inclusion of summer session pay in excess of the 2/9 limit from the calculation of employee contributions to the UM Retirement Plan, the excess amounts must be paid under unique earnings codes. Effective for use starting in May 2009, a T-Counterpart earnings code has been defined for each existing summer session earnings code. The T-Counterpart earnings codes should be used for amounts in excess of the 2/9 limit paid on the employee’s benefit eligible employee record.

Employee contributions will commence in July 2009. However, the 2/9 limit applies to all summer session pay. Therefore, even during the summer of 2009, the T-Counterpart earnings codes should be used for all summer session pay that exceeds the 2/9 limit as it is paid.

The following table displays the earnings codes to use for the amounts up to the 2/9 limit, and the corresponding T-Counterpart earnings codes for amounts in excess of the 2/9 limit.

<table>
<thead>
<tr>
<th>Earnings Code/Description for amounts up to 2/9</th>
<th>Earnings Code for Amounts &gt; 2/9 Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA / SUM.PERIOD DEPT. ADMIN</td>
<td>TSA / T-SUM.PERIOD DEPT. ADMIN</td>
</tr>
<tr>
<td>SPC / S.P. COURSE &amp; DRC. DEV</td>
<td>TSA / T-SUM.PERIOD DEPT. ADMIN</td>
</tr>
<tr>
<td>SPE / SUM.PERIOD EXTENSION</td>
<td>TSS / T-SUM.PERIOD EXTENSION</td>
</tr>
<tr>
<td>SPO / SUM.PERIOD OTHER</td>
<td>TSO / T-SUM.PERIOD OTHER</td>
</tr>
<tr>
<td>SPR / SUMMER PERIOD RESEARCH</td>
<td>TSR / T-SUMMER PERIOD RESEARCH</td>
</tr>
<tr>
<td>ARE / Summer Research M19</td>
<td>6SR / T-summer Research M19</td>
</tr>
<tr>
<td>ARS / Summer Research M17</td>
<td>7SR / T-Summer Research M17</td>
</tr>
<tr>
<td>SST / SUMMER SESSION TEACHING</td>
<td>TST / T-SUMMER SESSION TEACHING</td>
</tr>
<tr>
<td>ATE / Summer Session Teach M19</td>
<td>BST / T-Summer Session Teach M19</td>
</tr>
</tbody>
</table>

Example:
Faculty member's 9-month appointment base pay = $90,000.
Maximum summer session pay that is creditable under the UM Retirement Plan = $20,000.
2009 summer session pay for research = $30,000.
As a result, amounts by earnings codes should be: SPR = $20,000 and TSR = $10,000.

If all $30,000 is earned and paid in June, then:
June SPR = $20,000 and June TSR = $10,000

If the $30,000 is earned and paid equally over June and July, then:
June SPR = $15,000 and there is no June TSR
July SPR = $5,000 and July TSR = $10,000

If the $30,000 is earned and paid equally over June, July, and August, then:
June SPR = $10,000 and there is no June TSR
July SPR = $10,000 and there is no July TSR
There is no August SPR and August TSR = $10,000
THIS CONCLUDES THE TRAINING ON ADDITIONAL PAY.