**Manage Additional Pay Form**

Use this form to enter additional pay for an employee. The Job Data Override portion can be used to enter ChartFields to override the employee’s default department or position funding. For assistance filling out this form, reach out to your HR Administrator or reference the HR351 Processing Additional Pays job aid on the Cardinal website at: [www.cardinalproject.virginia.gov/job-aids](http://www.cardinalproject.virginia.gov/job-aids). Fields marked with an asterisk (\*) are required.

Prior to submitting, verify the information being provided is compliant with existing Commonwealth and/or agency policies.  If further assistance is required, please open a Cardinal Helpdesk ticket by emailing the VITA Customer Care Center at [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) with "Cardinal" in the subject line.

*Please type or print legibly to prevent delay in processing.*

|  |  |
| --- | --- |
| **Additional Pay Details** | |
| Employee ID\* |  |
| Employee Name\* |  |
| Employee Record\* |  |
| Earnings Code\* |  |
| Effective Date\*  (MM/DD/YYYY) |  |
| Addl Seq Nbr\* |  |
| End Date |  |
| Earnings\* | $ |
| Goal Amount | $ |
| OK to Pay\* | Yes  No |
|  |  |
|  |  |
|  |  |
| **Job Data Override – Edit Chart Fields** | |
| Fund |  |
| Program |  |
| Department |  |
| Cost Center |  |
| Task |  |
| FIPS |  |
| Asset |  |
| Agency Use 1 |  |
| Agency Use 2 |  |
| PC Business Unit |  |
| Project |  |
| Activity |  |
| Affiliate |  |
| Fund Affiliate |  |