Log in to http://hraction.osu.edu

Click on New to create a New request

Enter Supervisor’s ID Number, or use the Lookup option to locate using name.

Verify Department number corresponds with the desired OAA unit to ensure correct approver workflow.

Choose the Action type Pay Additional Compensation.

This HR Action type is used for:
Additional compensation outlined in an employment agreement for students, staff and faculty, including:
- Supplemental compensation, cell phone/internet reimbursements, bonuses (aside from AMCP), staff awards, administrative attachments, off duty pay, approved living expenses
HR Action Request – Pay Additional Compensation

For biweekly employees and payments to graduate students, please provide number of hours worked and hourly rate in Additional Information section. This is necessary for Fair Labor Standards Act (FLSA) reporting and Graduate School approval (when necessary).

Chartfield information is required during submission and department approval prior to reaching the Service Center for final approval. For help on account codes, please see ASSIST pages or contact your HR Service Center representative for assistance.

If you would like the service center to Ad Hoc approvers, please list all names in Additional Information. Ad Hoc may be used to replace signatures for Supplemental Compensation and Cell Phone/Internet Reimbursement requests.
HR Action Request – Pay Additional Compensation

**Employee's Pay Frequency:** Biweekly  Number of pay periods: 26

**Additional Compensation Frequency:** Multiple/Recurring Payments

**Payment Type:** Bonus - Flat Rate

**Effective Date:** 03/06/2016  
*Effective date reflect beginning of pay period for biweekly payment*

**Total Amount:** 50

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**Employee's Pay Frequency:** Monthly  Number of pay periods: 12

**Additional Compensation Frequency:** Multiple/Recurring Payments

**Payment Type:** Payment for work outside scope of the position

**Begin Date:** 03/01/2016  **End Date:** 06/30/2016

**Amount per Pay Period:** 100  X Number of Pay Periods: 4  **Total Amount:** 400.00

*Effective/End dates reflect beginning and end dates of pay periods*
HR Action Request – Pay Additional Compensation

Please click on the ‘Add’ button to attach any necessary documentation to the HRA prior to submission. Types of documentation per payment type include:

- **Supplemental Compensation** – [Supplemental Compensation form](#) with signatures of approval (or electronic Ad Hoc approval through HRA system).
- **Cell Phone/Internet Reimbursement** – [Cell Phone/Internet Allowance Request form](#) with appropriate signatures of approval.
- **Faculty Administrative Attachment** – Letter of offer or Memorandum of Understanding (MOU) that details the payment amount and date range.
- **Staff Awards** – Documentation or explanation of the approved award or rewards/recognition program, and letter to employee with award amount.
- **Bonus** – Detailed reason for bonus and documented rewards program when available. For any bonus amount over $1,000, please attach [Salary Adjustment and Reclassification Request form](#).
HR Action Request – Pay Additional Compensation

Save, Review and Submit!

If you are not ready for approval, you may come back to it later by clicking Save For Later.

Once you are ready to submit the HRA for approval, please click Save and Continue and then Submit.

*Note:* Pay Additional Compensation requests will workflow to the department HR approver and then to the Service Center for final approval and processing. If changes or additions are needed after submitting, please contact your HR Service Center representative.