Instructions for completing the Secondary Work Payment form

Access the form through Manager Self Service [MSS], Personnel Actions
- Highlight the employee
- Select Form
- Select Secondary Work Payment Form
• Enter date within the pay period
• Click **Continue Editing Form**
• Pay Period dates will populate, remainder of form appears

![](https://example.com/image1.png)

- Check the employee’s timesheet [CAT2], Display Working Time [cats_da] or the Time Balances and Time Wage Type Report [pt_bal00] for *hours actually worked*.
- Enter **CATS Hours Worked**
- For L2324 employees, if there are hours worked that were scheduled second shift hours, click check box and enter **Employee Shift Hours** and **Employee Shift OT Hours** [only applicable if there are more than 40 hours of actual work in the week and they were the last hours worked in the week on a second or third shift.]

![](https://example.com/image2.png)

• Enter:
  o **Additional Hours Worked** for secondary work job
  o **Hourly Rate**
  o **Cost Object**
  o **Responsible Department**
  o **Email Recipient**
• Click **Calculate Payment** button

![](https://example.com/image3.png)

• If there are errors, the information will be highlighted in red. Click in the input field and the error message displays.
- Error must be cleared before proceeding
- Attach timesheet document and enter comments before clicking **Review**.

- Click **Submit**
- Check **Manager Self-Service** tab, note **Tracker Number** and **Current Agent**