PeopleSoft Instructions for Performance Awards

**Performance Award** (lump sum award – stipend) – This one time lump sum award involves a two-step process in PeopleSoft.

**Step 1:** Enter the lump sum amount (adjusted by FTE, if part-time):
- Insert a row
- Pers Act/Rsn: Pay Rate Change 417 (Lump Sum Special Payment)
- Effective: 11-01-XX (Enter the year of the performance award)

On the Job Earnings Distribution Panel:
- Pay Type = STIPS (Stipend-Special)  NOTE: this is in addition to the BASER account code.
- Enter the entire amount as cited on the SCA notice (adjusted by FTE, if part-time)
- Enter the account code and percent to charge

Generate and print the PNF. Include in remarks: “Special Compensation Adjustment – one-time lump sum performance award”. Send to Payroll.

REMINDER: Attach a copy of the e-mail SCA notification to the copy of the PNF for inclusion in the official personnel file.

**Step 2:** Delete the lump sum amount – system action only – DO NOT GENERATE A PNF. Call the HRIS hotline (956-7798) to approve this action.
- Insert a row
- Enter Act/Rsn: Pay Rate Change 418 (System Action – Delete One Time Pay)
- Effective: 11-02-XX (Enter the year of the performance award)
- On the Job Earnings Distribution panel: delete the STIPS row

**PLEASE NOTE:**
- The performance award is calculated based on the annual unreduced base salary as of October 31.
- Please correct any subsequent PNFs and submit to the Payroll Office.

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