Process
Faculty and staff additional pay (e.g. moving expense, bonus, etc., and not reimbursements). This payment will be added to the payee’s reportable income:

- Locate Add Pay form for Faculty and Staff in Aurora
- Complete action in Aurora
- Submit action for departmental approval
- SEND all receipts and Aurora action form for ONLY MOVING EXPENSES to Joshua Dunn
- Bonus will be completed in Aurora and reconciled in Peoplesoft

Faculty and Staff Additional Pay in Aurora
1. Navigate Create New Action and Click on Additional Pay:

2. Enter the Name or HUID of the Biweekly staff member and click on Search. Press Select on the appropriate employee for which you are creating the additional pay action:
3. Complete following fields on the Additional Pay:

- Type of Payment
- Estimated Effective Date
- Estimated End Date
- Date Earned
- Pay Period Amount
- Earnings Code
- Paying Department
- Reason
- Costing
- Harvard ID
- Action Comments

4. Click Submit

5. The department’s designated Aurora approver will approve the action

6. Track this action by navigating Actions > View Actions > My Pending Actions

7. Once the action is completed in AURORA, it will be reconciled in Peoplesoft

8. Once the action is approved in AURORA, please print and attach the approved action to the corresponding receipts for ONLY MOVING EXPENSES. Forward these documents to the Joshua Dunn at 1414 Massachusetts Ave, 4th Floor

   Locate Approved Action: Actions > Action Search > Search with Desired Criteria

Contact ASAP with Questions and Inquiries at fasasap@fas.harvard.edu