



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:

Lookup Person / Appointment

OR

Lookup Person / Appointment



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

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