**PY.03 – Earnings and Deductions**

**Start**

- **Via Award Comp?**
  - Yes
    - Receive a Supplemental Earnings Request
      - Search for Employee in Person Management
        - Select the appropriate Award Compensation Plan and Option
          - Reoccurring? Yes
            - Enter Effective End Date
          - No
            - Enter Compensation Amount
        - Navigate to Manage Compensation Module and Select Award Compensation
    - No
      - Receive Notification of Supplemental Earnings Request Denial
  - No
    - Receive Notification of Supplemental Earnings Request Denial

- **Update & Resubmit?**
  - No
    - End
  - Yes
    - Receive FYI Notification of Transaction

**BU HCM Specialist**

- **Receive a Supplemental Earnings Request**
  - Search for Employee in Person Management
  - Select the appropriate Award Compensation Plan and Option
    - Reoccurring? Yes
      - Enter Effective End Date
    - No
      - Enter Compensation Amount
  - Navigate to Manage Compensation Module and Select Award Compensation
  - Validate Results and Submit

**Business Unit Approval Group**

- **Review Proposed Assignment transaction**
  - Approved? Yes
    - Receive FYI Notification of Transaction
  - No
    - Reject Proposed Assignment or "Request More Information" and Provide Details on Required Resolution

**HR Line Manager**

- **Receive FYI Notification of Transaction**
  - End

**Central Payroll Super User**

- **Notified to Enter an Earnings or Deduction Exception**
  - Search for Person Using Person Management
    - Navigate to Manage Element Entries
      - Select the Appropriate Earnings or Deduction Element
        - Enter Effective Date and Amount
          - Enterearable
            - Enter Effective Date and Amount
          - No
            - Update & Resubmit?
      - Receive FYI Notification of Transaction
    - Validate Results and Submit