PY.23 – Set Up Maymester and Summer Pay

**BU HCM Specialist**

- Determine Summer Award Amount
- Navigate to Manage Compensation Module and Select Award Compensation
- Select May
  - Yes: Enter Compensation Amount
  - No: Select SM7 – Summer Pay July
- Select June
  - Yes: Enter Compensation Amount
  - No: Select SM8 – Summer Pay August
- Select July
  - Yes: Enter Compensation Amount
  - No: Select SM7 – Summer Pay July
- Select Continue to Validate Results and Route for Workflow Approval
- Receive Notification of Workflow Approval/Denial
- Search for Employee by Effective Date of MAY or SMR Entry Through Person Management

**Central Payroll Processing**

- Notified to Enter Exception to Rule Validations
- Navigate to Manage Element Entries
- Enter Maymester And Summer Pay Exception Element
- Enter Effective Date and Compensation Amount

**Business Unit Approval Group**

- Review Proposed Assignment Transaction
- Approved?
  - Yes: Pass Rule Validations
  - No: Reject Proposed Transaction
- Exception to Override?
  - Yes: Enter FYI Notification of Transaction
  - No: Select SM7 – Summer Pay July

**HR Line Manager**

- Receive FYI Notification of Transaction
- Yes: No
- No: Yes

End