Upload – On-Going Payments

The following instructions will walk you through the steps on how to prepare a file for upload using excel. The file will be loaded into Mosaic by the HR Service Centre.

This file must be completed accurately with all required information and approvals in the required format and submitted by the applicable HR deadlines.

Please Note: The standard Research and Finance Office approvals are required for all payments. The HR Service Centre will accept an email approval with the completed upload file attached.

*When submitting electronically, you must password protect files containing employee information to ensure confidentiality.

REQUIRED	TITLE	DESCRIPTION
*Required	Employee ID	Employee ID of the individual to receive the payment or deduction (*Example: 001234567 9 Digits*– this column is already formatted as text. If the leading zeros do not appear, please select the column and format to text)
*Required	Employee Record	Employee Record of the individual to receive payment or deduction. This is found on the Job Data page and is unique to the employee and position (I*f this is the primary position the EMPL_RCD is usually '0'*)
*Required	Earnings Code	Enter Earnings Code If you are unsure of the earnings code to use, please contact the HR Service Centre
*Required	Effective Date	The date entered should be in the pay period in which you want the payment or deduction to occur. The date must be in MM/DD/YYYY format. This will be the date the payment begins. Mosaic will not pro-rate based on effective date or end date.
Optional	Combo Code	Enter a valid combo code as desired (Example: 5050100710323PJ10521294). If left blank, the costs will be charged to the combo code attached to the position. Benefit costs will always go to the Benefit account on the position. If you are not providing this information, please leave column blank.
Optional	Other Hours	Enter total hours **per pay period** if the payment has hours associated. If no hours, leave blank. If you are not providing this information, please leave column blank.

Optional	Hourly Rate	Enter the applicable rate to pay when hours are entered. If this is left blank and hours are entered and no Other Pay amount is entered, the rate from Job Data will be used. If you are not providing this information, please leave column blank.
Optional	Other Pay	Enter the Per Pay amount to be paid to the employee unless hours and a rate have been entered. Note: In order to determine this amount, divide the goal amount by the number of pay periods this will be paid. Remember, if the Pay Period 1, 2 and 3 box is checked it will pay over all pays, including third pays. If you are not providing this information, please leave column blank.
Optional	Earnings End Date	Enter the date that the on-going payment should stop being paid to the employee. If this is a one-time payment, please use the one-time payment form. If this is not known, the payment will stop once the Goal Amount is reached. Mosaic will not pro-rate based on effective date or end date. If you are not providing this information, please leave column blank.
Optional	Goal Amount	Enter the total amount to be paid to the employee throughout the duration of the on-going payment. If this is left blank the payment will stop once the end date is met. If you are not providing this information, please leave column blank.
*Required	Pay Period 1	Enter a Y for Yes or N for No to indicate if this payment should be made on the first pay period of the month. (this is usually set to Y)
*Required	Pay Period 2	Enter a Y for Yes or N for No to indicate if this payment should be made on the second pay period of the month. (this is usually set to Y)
*Required	Pay Period 3	Enter a Y for Yes or N for No to indicate if this payment should be made on the third pay period of the month. (this is usually set to Y)
Optional	Course ID	Enter a course ID if applicable (max 30 characters) If you are not providing this information, please leave column blank.
Optional	Payment Reason	Enter a payment reason if applicable (max 70 characters) If you are not providing this information, please leave column blank.
Optional	Comment	Enter a comment if applicable (max 254 characters) If you are not providing this information, please leave column blank.

Optional	**First Name**	If entered, this must be entered exactly as it appears on Job Data (Example: AMY) If you are not providing this information, please leave column blank.
Optional	**Last Name**	If entered, this must be entered exactly as it appears on Job Data (Example: NOOYEN) If you are not providing this information, please leave column blank.

Please ensure to enter; an "Other Pay" amount – **or -** an "Hourly Rate" and "Other Hours" to be paid.

The payment will continue to be paid until the earlier of; the "Goal Amount" reached, or the "Earnings End Date" as entered.