

Upload - One-Time Payments

The following instructions will walk you through the steps on how to prepare a file for upload in 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 (<i>Example: 001234567 – this column is already formatted as text. If the leading zeros do not appear, please select the column and format to text</i>)
*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>If this is the primary position the EMPL_RCD is usually '0'</i>)
*Required	Company	As indicated on the Job Data Page (<i>This should be MAC for McMaster Employees</i>)
*Required	Pay Group	As indicated on the Job Data Page on the Payroll tab. (<i>Example: SR1,SRG, FR2</i>)
*Required	Effective Date	The date entered must be in the pay period in which you want the payment or deduction to occur. Must be in MM/DD/YYYY format.
Optional	Combo Code	Enter a valid combo code as desired (<i>Example: 5050100710323PJ10521294</i>). 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	Department ID	Enter Department ID Code if known (<i>Example: 10444</i>) If you are not providing this information, please leave column blank.

*Required	Earnings Code	Enter an Earnings Code. If you are unsure of the earnings code to use, please contact the HR Service Centre.
Optional	Other Hours	Enter hours if the payment has hours associated with the payment. If no hours, enter '0'. If you are not providing this information, please leave column blank.
Optional	Other Pay	Enter the lump sum payment amount to be paid to the employee. Please note: this is for one-time payments only. If you are not providing this information, please leave column blank.
Optional	Hourly Rate	Enter the hourly rate to be used (only enter if 'Other Hours' has been entered). If left blank payroll will default to the hourly rate on job. 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.

Important: Please ensure to enter an "Other Pay" amount **–or–** "Other Hours". If an hourly rate is not entered, Payroll will use the hourly rate on job as a default.