

The PSHUP process is to be used for uploading a large number of one-time payments directly into the payline for payroll processing. PSHUP replaces the need to use the PS Additional Pay pages or Payroll rosters when a department has the same type of payment to be made to many employees.

Due to the technical requirements of the PSHUP process and to the approvals required for each type of payment, HRPO establishes the following instructions for submitting PSHUP requests.

- Use only the PSHUP templates provided by HR/Payroll Operations. Found on our website: <http://hrs.missouri.edu/benefits-and-pay/payroll.php>
- Use only for payments to 10 or more employees
 - Otherwise traditional Additional Pay ePAF, APF or roster should be submitted through CAPS
 - If submitted for less than 10 employees, the request will be returned and the department will be advised on appropriate method for requesting payment
 - The only exception to the requirement of 10 or more is for the taxing of gift cards (PRQ) which requires the PSHUP for approval through Accounting
- Formatting
 - Follow the **required** formatting which is noted within the file - Do NOT alter
 - The file should not contain blank rows or rows with ZERO compensation
- Information
 - Earnings Dates should indicate the current period
 - If left blank, processing will occur on the next available pay cycle
 - Cannot contain duplicate rows of data for one employee. To have two rows for one employee, one of the following must be different:
 - Emplid
 - Empl Rcd#
 - Earnings Code
 - Combo Code
 - Use only ONE earnings code per PSHUP file
 - Submit only one pay group per PSHUP file
 - Create only ONE tab per PSHUP file
 - Generally accepted PSHUP earnings codes:
 - AWD
 - INC
 - KOM
 - MPP
 - PRQ
 - TSH

- Exceptions for specific earnings codes/departments:
 - CMED, CVPEX – For purposes of blanket extra comp approvals (e.g. moonlighting)
 - EXT
 - OTH
 - CATHL – for current legal obligations (2016)
 - SET
- File Name – departments should follow the naming convention as best as possible
 - CSD_HR DEPTID_EARN CODE_MON-PPE
 - An example would be: CPROV_CHUMNRESSV_AWD_MON-053116
- Submission
 - Two PSHUP workbooks may be attached per email maximum
 - Submit to appropriate CAPS inbox no later than **PSHUP Deadline** found on the [Payroll Processing Calendar](#)

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