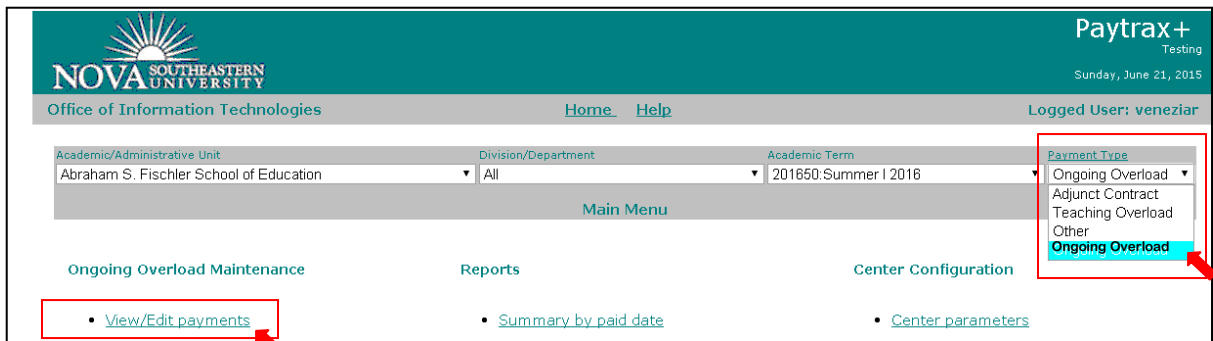
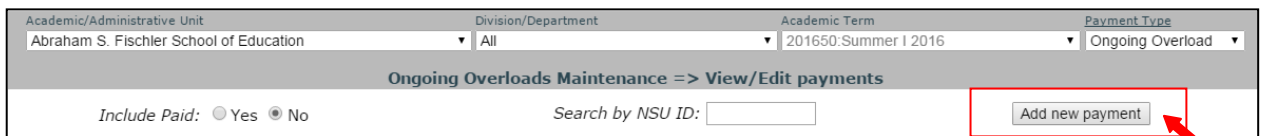


These are the steps to creating an “Ongoing Overload” type payment in Paytrax+.

1. Using your internet browser, go to <https://paytrax.nova.edu/ptx-main.cgi> to log into Paytrax+. Login using your NSU e-mail/Sharklink User Name and Password. You may wish to add this address to your Favorites in your browser for future reference. Be sure to disable the pop-up blocker in your browser’s Tools menu so that the separate entry windows will open.
  - a. From the Home page, choose **Action Type** “Ongoing Overload” from the drop down menu.



- b. To begin entry of a payment, under the column labeled **Ongoing Overload Maintenance** click on View/Edit payments.
    - c. Click the button labeled **Add New Payment**.



- d. A separate window will open, requiring entry or drop down menu choices of: NSU ID of overload recipient, department, overload total amount, department org to be charged, account code, begin and end date (corresponding with pay period begin and end dates), enter number of hours estimated to complete the overload activity, category and reason.

The Labor Distribution 100% link will open a new window to allow for a split labor distribution.

When complete, be sure to click the **Save Changes** button at the top.

NSU PAYTRAX+ Quick Guide  
Creating Ongoing Overload Payments

**Request for Approval of an Additional Work Assignment (new)**

[Overload Payment for Additional Work Policy](#)

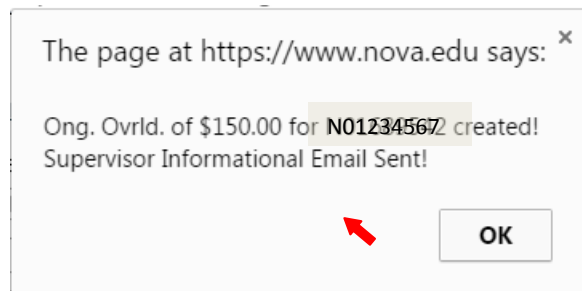
NSU ID:  [Lastname, Firstname will populate]  
Department:   
Overload Amount \$:   
Dist. Org :    
Account:   
Payment Status:   
Begin Date:  (m/d/yy)  
End Date:  (m/d/yy)  
Number of Hours to complete assignment:   
Payments: Category of   
Additional Work:   
Multiple Labor Distribution: [100%](#)

**Please provide the specific reason why this work is considered "Additional Work" using examples from policy:**

Dissertation review, uniquely qualified among current staff.

**IMPORTANT NOTE:** Submission of this payment form is considered attestation that the work being performed and compensated as "overload" is NOT part of the recipient's normal job duties, AND if recipient is normally paid by the hour, the value of the payment is equivalent to or 1.5 times or greater than the hourly employee's regular hourly rate.

Another window will display indicating the payment was created. If the additional work is for a college or center other than the recipient's home college/center, an email will be generated notifying the recipient's supervisor. Click the **OK** button to continue.



- To view the payment, on the Home page under Other Payments Maintenance, click on **View/Edit payments**.

A list of payments will display. Click on Edit to open payment window.

Academic/Administrative Unit: Abraham S. Fischler School of Education  
Division/Department: All  
Academic Term: 201550: Summer I 2015  
Payment Type: Ongoing Overload

Ongoing Overloads Maintenance => View/Edit payments

Include Paid:  Yes  No  
Search by NSU ID:   
Add new payment

Sort list by clicking column headers

Line No.	Edit/View Payment	Status	Employee Name (mailto)	Amount	Payment Schedule	Org	Account	Reason for Overload
10+	<a href="#">Edit</a>	Active	<a href="#">Test, Person</a>	\$1,000	(11) of \$83.33 07/10/2015 through 11/27/2015	130040	1050	Providing Non-teaching Administrative Services

Payment history

To reveal the **Payment history** link, hover the cursor using your mouse over the plus sign (+). Click on **Payment history** to display activity such as when and by whom the payment was entered or other actions such as approvals.

Other Payment History

Test Person N01234567  
Department/Program: AH - Public Health  
Concept: System Overview Presentation

Order	Date	Activity	Done by	Remarks
1	05/22/2012 12:40:35	Other payment initiated	veneziar	\$150.00

Close Window

For additional assistance with Paytrax+, please email the HR Information Systems team at [hris@nova.edu](mailto:hris@nova.edu).