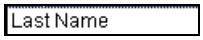
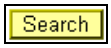
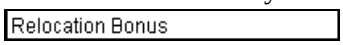
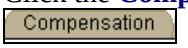
Physician Special Pay (PSP) Processing

1.	Click the **Administer Workforce** link.
2.	Click the **Administer Workforce (USF)** link.
3.	Click the **Use2** link.
4.	Click the **Service Agreements** link.
5.	Click the **Search By** list.
6.	Select the desired entry. 
7.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**Winter**".
8.	Click the **Search** button. 
9.	Scroll as necessary and click the desired entry in the **Search Results** table.
10.	Click the ***Service Agreement Type** list.
11.	Select the desired entry in the list. 
12.	Press **[Tab]**.
13.	Enter the desired information into the **Service Date** field. Enter a valid value, e.g. "**11/01/2003**".
14.	Press **[Tab]**.
15.	Enter the desired information into the **Effective Date** field. Enter a valid value, e.g. "**12/01/2003**".
16.	Click in the **End Date** field.
17.	Enter the desired information into the **End Date** field. Enter a valid value, e.g. "**12/31/2003**".
18.	E
19.	Once the data associated with the service agreements has been captured, the PSP personnel action must be completed and the pay specifics must be entered. Click the **Administer Workforce (USF)** link.

20.	Click the **Use** link.
21.	Click the **HR Processing** link.
22.	NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee. You can use the **Search** feature to enter search criteria to locate another employee, if desired. Click the **Add a new row at row 1** button.
23.	Click the **Choose a date** button.
24.	Select the desired date.
25.	Click in the ***Action** field.
26.	Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**PAY**".
27.	Click in the ***Reason Code** field.
28.	Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**MER**".
29.	Click in the **NOA Code** field.
30.	Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**850**".
31.	Press **[Tab]**.
32.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**B**".
33.	Press **[Tab]**.
34.	Enter the desired information into the **Authority (1)** field. Enter a valid value, e.g. "**V1P**".
35.	Click the **Compensation** tab. 
36.	Click the **Other Pay Information** link.
37.	Enter the desired information into the **Earnings Code** field. Enter a valid value, e.g. "**Y04**".
38.	Press **[Tab]**.
39.	NOTE: When processing a PSP, users must only select one PSP category (PSP earnings code) and enter the PA amount on that one earnings code. Enter the desired information into the **Pay Period Amount** field. Enter a valid value, e.g. "**100**".
40.	Press **[Tab]** to automatically populate the fields.

41.	Click the **OK** button.
42.	Change the **PAR Status** according to your role, if necessary. Click the **Save** button.
43.	The Physician Special Pay processing is completed. **End of Procedure.**