Outlines the steps for business offices to complete and submit mass payroll entries for summer pay employees.

* This function is most often used for teaching activities.
* Creating a mass entry utilizes templates for both the Cost Distribution and Work schedule.

CAUTION:  Do not use multiple FTE’s within the same pay period as it will cause the pay to calculate incorrectly. For more information on creating templates, see the [Manage Templates QRG](https://spa2013.itap.purdue.edu/Business/businessatpurdue/QRCs/Manage%20Templates%20-%20Business%20Office%20QRG.docx?Web=1).

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| Access the Summer Pay Tool | |
| 1. Visit **OneCampus** and select **SEEMLESS**. 2. 2. Log in using **Purdue Career Account ID** and **BoilerKey** | <https://one.purdue.edu/> |
| Mass Payroll Entry | |
| Once logged in, the **Summer Pay Dashboard** is displayed. |  |
| Click **Mass Payroll**. |  |
| Click **+Add Mass Payroll Lines** and add a line for each employee entry. |  |
| Enter the **Career Account ID** or **PERNR** of each individual.  Once entered, the **Full Name**, **FTE**, and the **FT Annual Rate** will auto-populate using the employee’s payroll data.  CAUTION:  Do not use multiple FTE’s within the same pay period as it will cause the pay to calculate incorrectly. |  |
| Templates | |
| Select the appropriate **Cost Distribution Template** from the drop-down. |  |
| Select the appropriate **Work Template** from the drop-down. |  |
| NOTE: Templates can be created from the Mass Payroll tab, but it is encouraged that Templates are created prior to data entry to make the Mass Payroll process more efficient. | |
| Dates | |
| Dates can be entered by selecting the applicable **Pay Period(s)** or by creating **Custom Dates**. | |
| Click Pay Period to select months that will include the summer pay activity. |  |
| Click **Mass Apply Custom Dates** to apply the same custom pay period dates to all entries. |  |
| To manually input specific dates, enter the **Custom Start** and **End Dates**.  Click the button to select to use the custom dates on all lines. |  |
| The dates are now applied to all mass entry lines. |  |
| Click **Submit Mass Payroll** to send to Payroll.  Click **Save** if the list is incomplete and more entries will be completed at a later time. |  |
| Click **Yes, proceed**. |  |
| Click **OK**.  The summer pay information is submitted to Payroll for processing. |  |