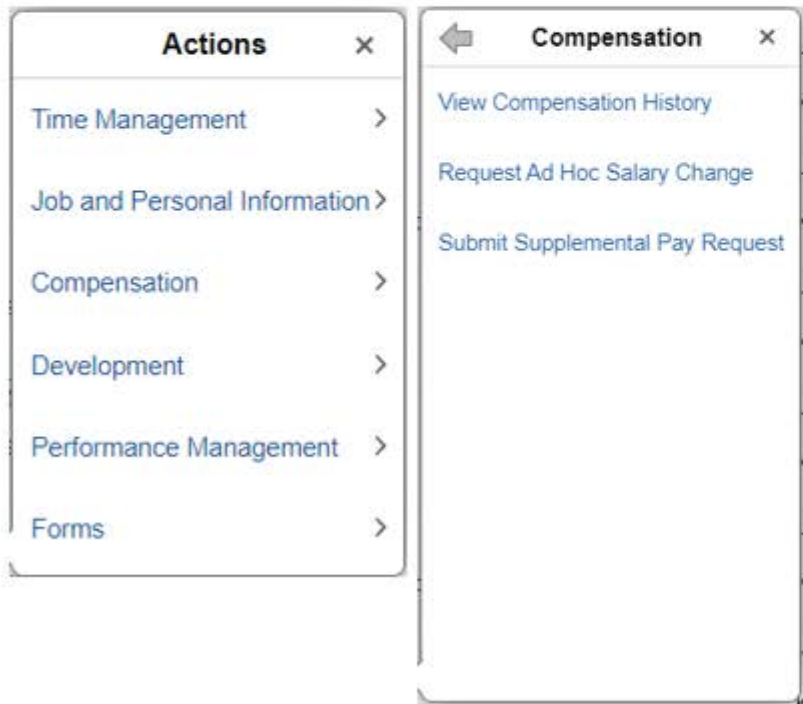




1. In My Team, you will see a list of employees who report to you. Find the person you wish to change and click the blue arrow next to their name.



2. Choose Compensation from the actions menu and then choose Submit Supplemental Pay Request.

1. Type of transaction



3. Employee information – redacted here for privacy

1
Job Detail

2
Review & Submit

2. Steps to complete transaction – current step is indicated with a green circle.

10. Navigate to next step

Next >

Request Supplemental Pay

Submission Date 03/21/2022

New Information

Effective Date

End Date

Supplemental Pay Type

Supplemental Pay Code

Amount

Combination Code

4. Effective date – if one-time payment, should coincide with when the work was performed; if defined-term payment, must be the first day of a pay period

5. End date - if one-time payment, should coincide with when the work was performed; if defined-term payment, must be the last day of a pay period

6. Supplemental Pay Type – choose one-time payment or defined-term payment

7. Supplemental Pay Code – choose reason for supplemental pay

8. Amount – enter amount of payment (full amount if one-time payment; monthly amount if salaried employee and defined-term payment; hourly amount if hourly employee and defined-term payment)

9. Combination Code – alternative combo code to be used for funding, if applicable (if funding follows position, leave blank)

Related Information

Add Analytics

Decision Support

Helpful Information

1
Job Detail2
Review & Submit

12. Click Submit

< Previous

Submit

Related Information

Add Analytics



Decision Support



Helpful Information



Request Supplemental Pay

Submission Date 03/21/2022

Request Summary

New Information

Effective Date 04/01/2022

End Date 04/30/2022

Supplemental Pay Type One-Time Payment

Supplemental Pay Code Employee Award

Amount 50,000

Combination Code

Comments



Attachments

No documents have been attached.

Add Attachment

11. Review the transaction one more time for accuracy and add any appropriate comments and attachments.