How Do I Submit a Supplemental Pay Request for My Employee?

Navigation

Follow this procedure if you wish to request supplemental pay for an employee.

1. Log into OneUSG Connect.

2. From **Manager Self Service**, click the **My Team** tile.

3. Locate the employee you wish to request the supplemental pay for and click the green **action** button (located next to their name).

4. Click **Compensation**.

5. Click **Submit Supplemental Pay Request**.

6. On the **Request Supplemental Pay** page, verify the employee you wish to request the supplemental pay for is listed.

7. Select or enter the **Effective Date** of this supplemental pay request. This date should be the first day of a future pay period.

8. Select or enter the **End Date** of this supplemental pay request. This date should be the last day of a future pay period.

9. Use the **Supplemental Pay Type** drop down to select the appropriate type.

10. Use the **Supplemental Pay Code** drop down to select the appropriate code.

11. Enter the amount of the supplemental pay.

12. Use the **Combination Code** look up icon to select the combination code funding this supplemental pay request. If you are unsure of which Combination Code to use, contact your Payroll Department.

13. Click **Next** in the upper right corner.

14. In the **Comments** field, enter comments to support the supplemental pay request.

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15. Click the **Submit** button.

16. On the confirmation page, you will see your pending request as well as the next approver in the chain. Click **OK**.

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