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.
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**.