



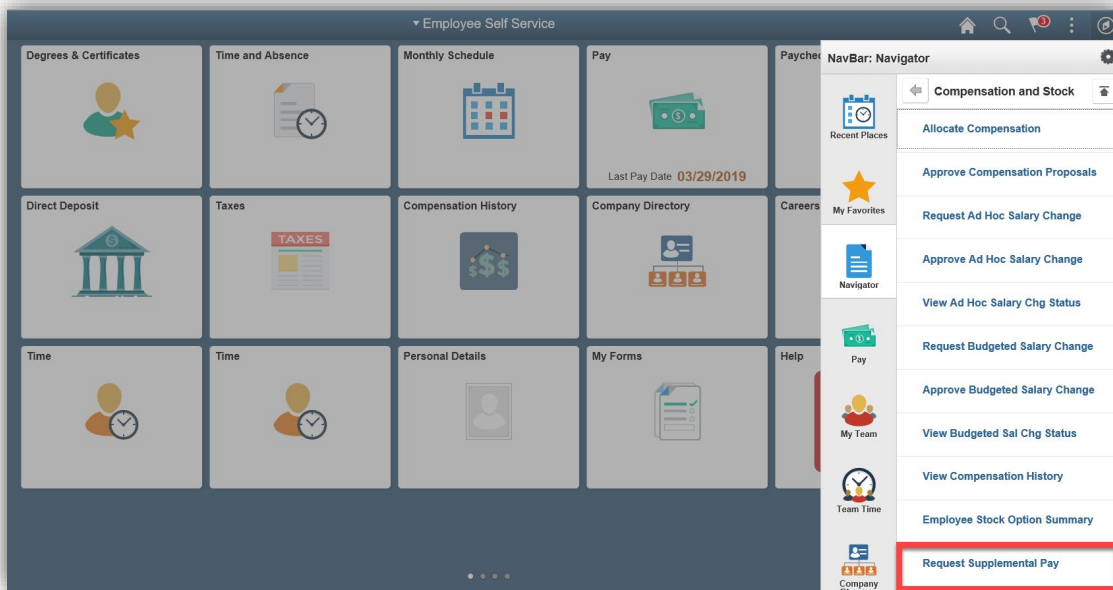
How To Submit Supplemental Pay Requests Using Manager Self Service

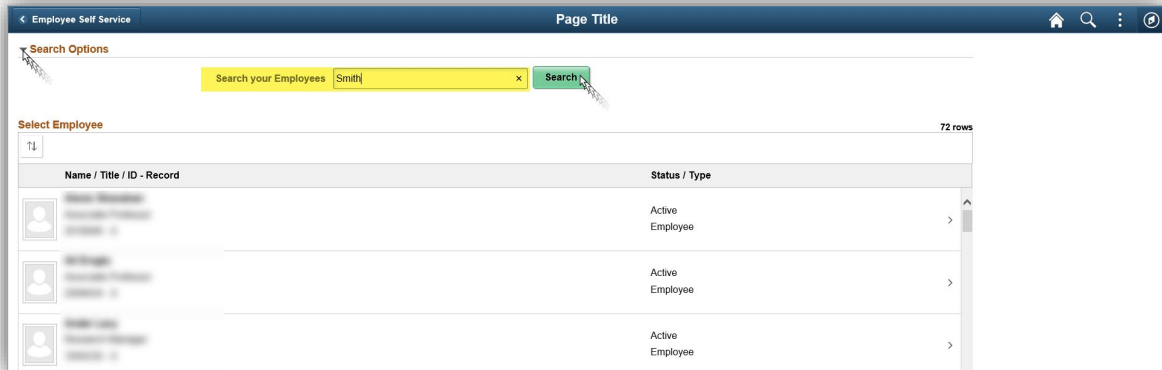
Supplemental pay requests communicate one-time payment and defined term payment requests to Human Resources and Payroll to ensure employees are compensated correctly.

Requests can be submitted using Manager Self Service through the Navigator or My Team Tile.

Using Navigator:

Navigator > Manager Self Service > Compensation and Stock > Request Supplemental Pay

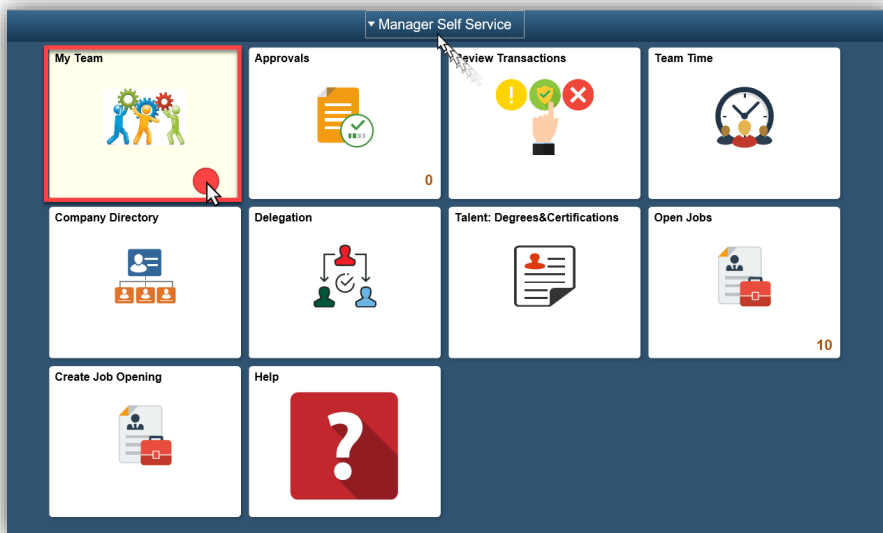




The employees for whom you can submit a supplemental pay request will populate. You may also search for a specific employee by name or employee ID by clicking the “search options” arrow and typing into the search bar. Once you select the appropriate employee the transaction will open so you can begin keying the request.

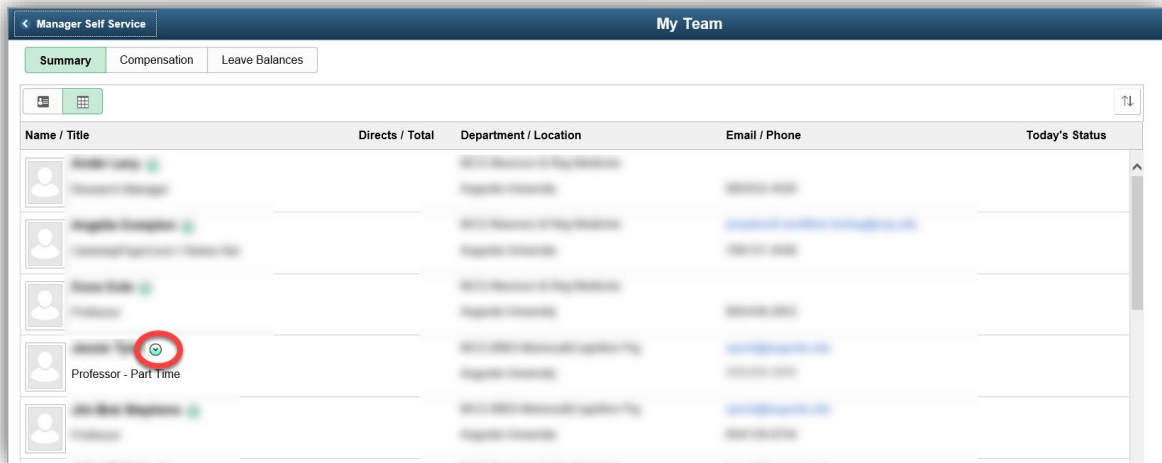
Using the My Team Tile

Select the Manager Self Service drop

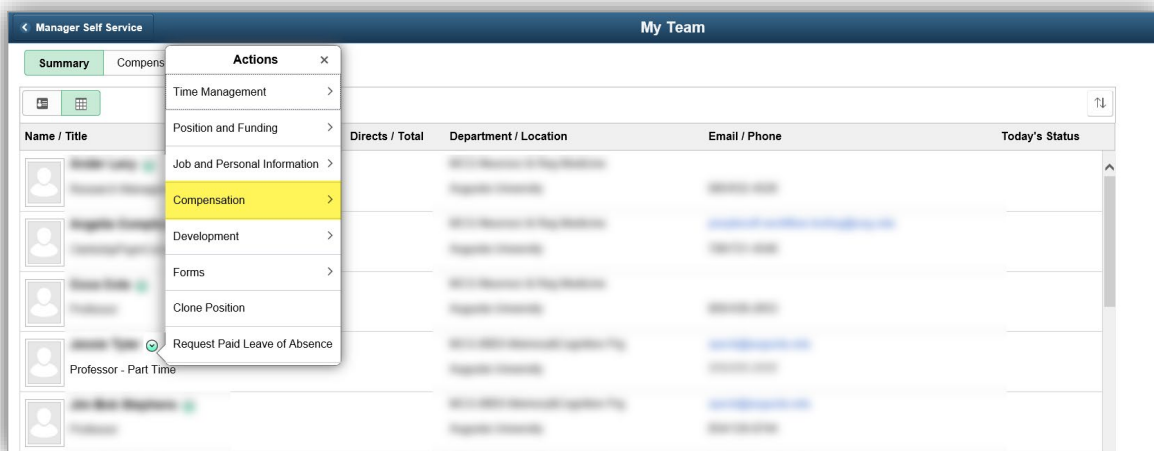


down menu and

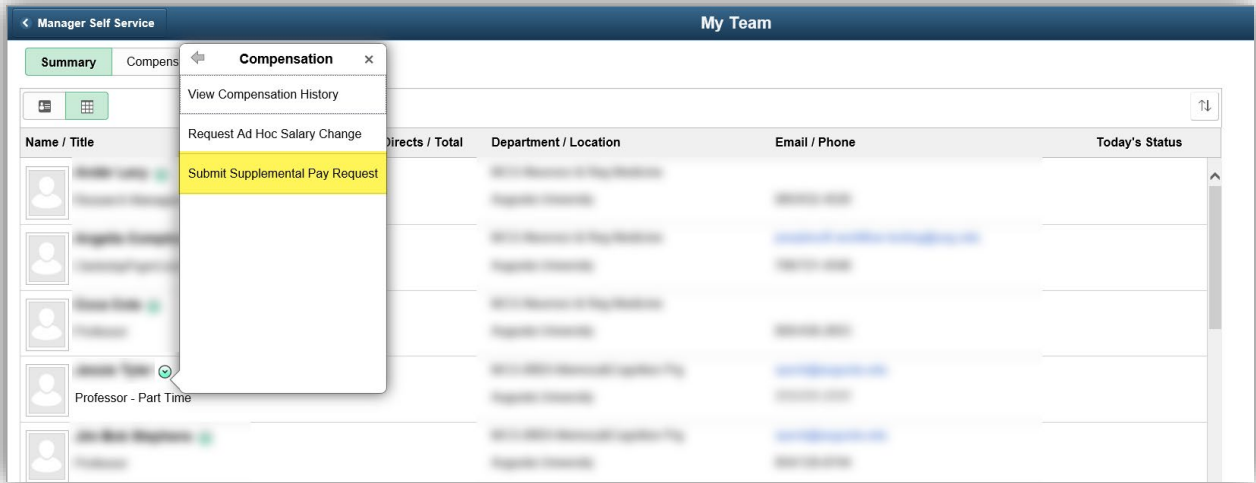
then click on the My Team Tile.



Locate the appropriate employee and select the green "Related Actions" icon.



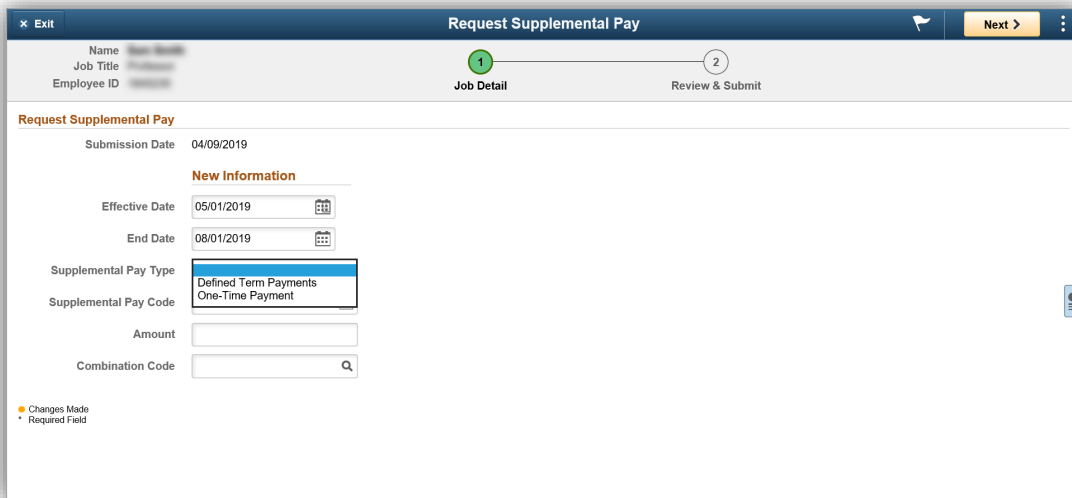
Choose "Compensation."



Choose "Submit Supplemental Pay Request" and the transaction will open so you can begin keying the request.

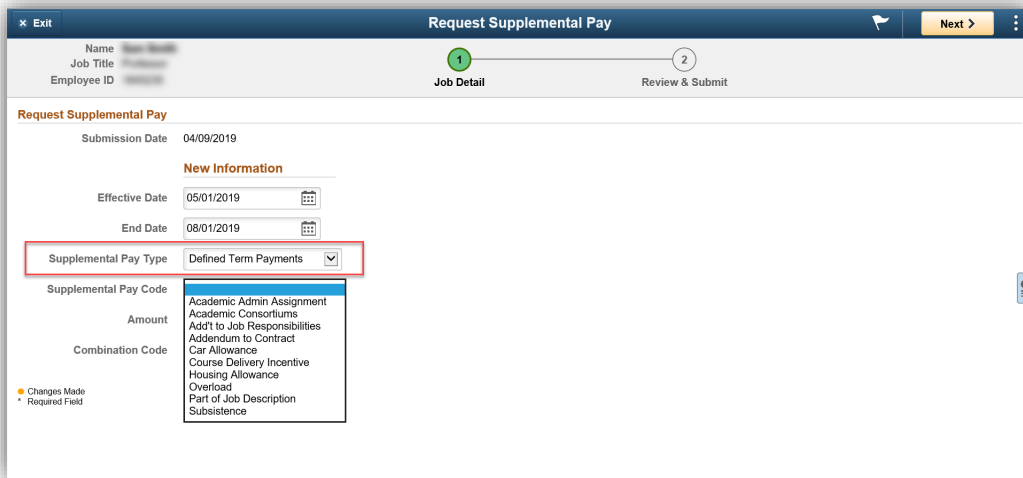
Keying Supplemental Pay Requests

Once you have selected the appropriate employee, begin completing the request.



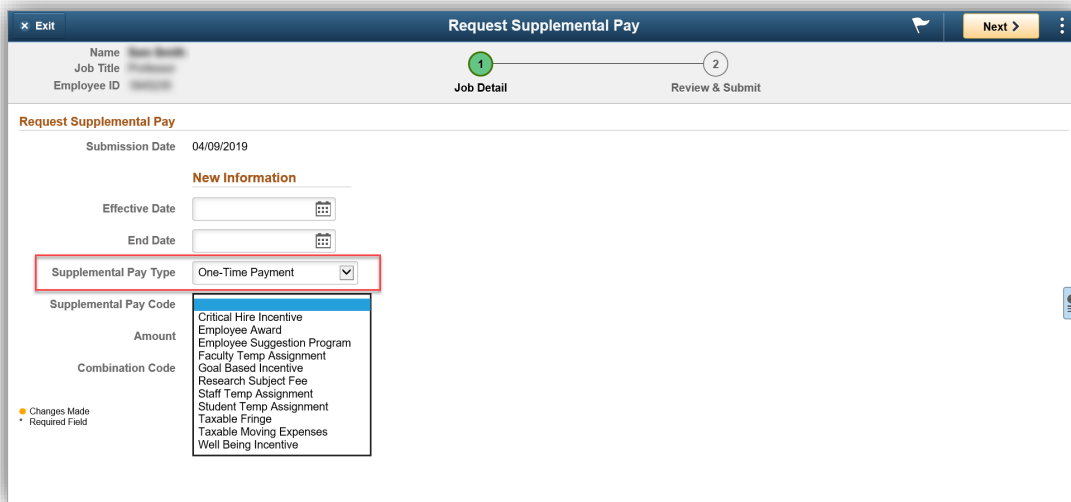
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submission date will automatically populate with today's date. The effective date should be included on all requests and the end date should be included for defined term payments (those payments for service provided during a specific date range).



The screenshot shows the 'Request Supplemental Pay' form. At the top, there are fields for Name, Job Title, and Employee ID. Below this is a progress bar with two steps: 'Job Detail' (1) and 'Review & Submit' (2). The main form area is titled 'Request Supplemental Pay' and shows a Submission Date of 04/09/2019. Under 'New Information', there are fields for Effective Date (05/01/2019) and End Date (08/01/2019). The 'Supplemental Pay Type' dropdown menu is highlighted with a red box and set to 'Defined Term Payments'. Below this, a list of Supplemental Pay Codes is displayed, including Academic Admin Assignment, Academic Consortiums, Add't to Job Responsibilities, Addendum to Contract, Car Allowance, Course Delivery Incentive, Housing Allowance, Overload, Part of Job Description, and Subsistence. A legend at the bottom left indicates that a yellow dot means 'Changes Made' and a red dot means 'Required Field'.

Select "Defined Term Payments" to see the related pay codes.



The screenshot shows the 'Request Supplemental Pay' form with the 'Supplemental Pay Type' dropdown menu highlighted with a red box and set to 'One-Time Payment'. The list of Supplemental Pay Codes is updated to include Critical Hire Incentive, Employee Award, Employee Suggestion Program, Faculty Temp Assignment, Goal Based Incentive, Research Subject Fee, Staff Temp Assignment, Student Temp Assignment, Taxable Fringe, Taxable Moving Expenses, and Well Being Incentive. The rest of the form, including the Submission Date (04/09/2019) and the 'New Information' section, remains the same as in the previous screenshot.

Alternatively, you may select "One-Time Payment" to see those related pay codes.

Based on the Supplemental Pay Type, Supplemental Pay Codes will populate. Select the appropriate Pay Type and Code for the payment you are requesting.

Request Supplemental Pay

Submission Date: 04/09/2019

New Information

Effective Date:

End Date:

Supplemental Pay Type: One-Time Payment

Supplemental Pay Code: Research Subject Fee

Amount: 50,000

Combination Code: 120001107110500000 CAHSS - Music

Legend:
● Changes Made
● Required Field

After you select the appropriate Supplemental Pay Type and Supplemental Pay Code, add the dollar amount and appropriate combo code.

Review the transaction details and click "next."

Request Supplemental Pay

End Date:

Supplemental Pay Type: One-Time Payment

Supplemental Pay Code: Research Subject Fee

Amount: 50,000

Combination Code: 120001107110500000 CAHSS - Music

Comments

Attachments

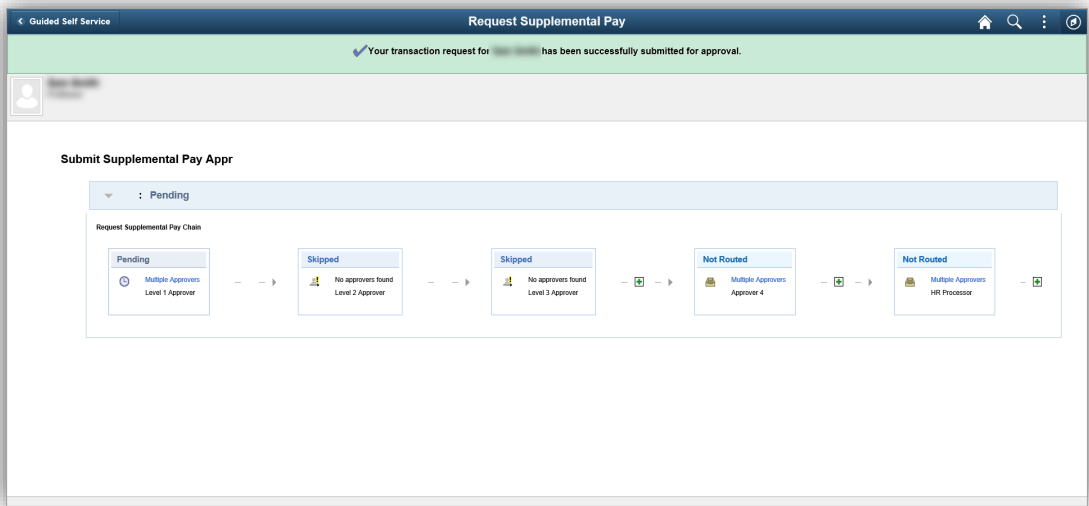
No documents have been attached.

Add Attachment

This brings you to a summary page where you should attach applicable support

documentation, add comments, and then click "submit."

NOTE: the appropriate forms for supplemental pay requests can be found here:



The transaction will route to your institution-specific workflow for approvals.