

# Function Pay: Supplemental Pay Approval

**Supplemental Pay:** for a daily or flat rate; clock in for the day (DO NOT clock out)

**TEAMS Entry Point: Supplemental Pay Approval**

## Using the Supplemental Pay Approval Tab

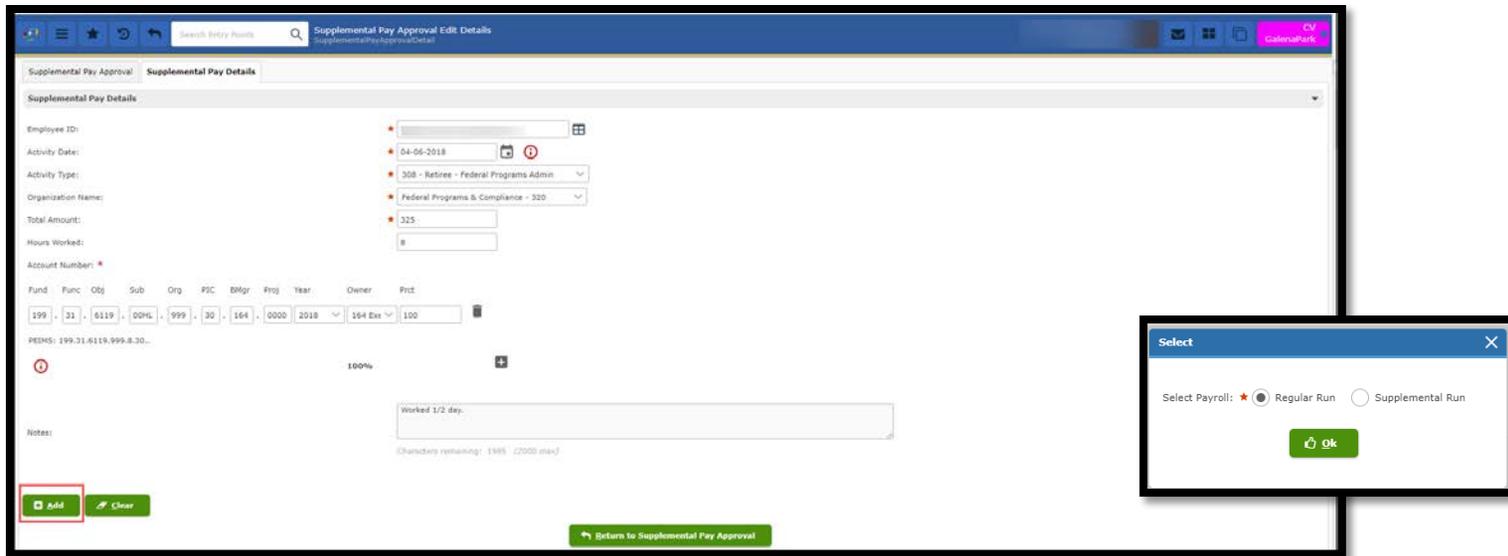
1. Click the **Supplemental Pay Approval** link.
2. Select one or more options in the **Date Filter** panel:
  - o To filter by date range, complete the **From Date** and **To Date** fields.
  - o Select the **Pay Period Ending**.



A screenshot of the "Supplemental Pay Approval" web application interface. The interface includes a search bar at the top, a "Date Filter" section with fields for "From Date" (04-01-2018), "To Date" (05-05-2018), and "Pay Period Ending". Below this is a "Search Criteria" section with dropdown menus for "Organization" (ALL), "Pay Group" (ALL), and "Approval Status" (ALL), along with text input fields for "Employee ID", "Activity Type" (ALL), and "Payroll Run ID". A "Search" button is located below the search criteria. The main content area displays a table with 2 records. The table has columns for Date, Employee ID, Employee Name, Activity ID, Activity Name, Total Amount, Account Number, Hours Worked, Select, My Approval, Approval Status, and Payroll Run ID. Below the table is a row of action buttons: Edit, Approve All Supplemental Pay, Approve Selected Records, Delete Selected Records, Add Supplemental Pay to Employee, Select All, and Deselect All.

- o Enter a specific **Date**.
3. Click the **Search** button to view the results matching your selections in the Supplemental Pay list.

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## Editor: Adding Supplemental Pay Details

1. Click an employee, then click the **Edit** button to display the **Supplemental Pay Details** tab where you can view or modify details for the employee's supplemental pay record.
2. To add new supplemental pay information for an employee, click the **Add Supplemental Pay to Employee** button.
3. Enter the **Employee ID** number.
4. Enter the **Activity Date**.
5. Select the **Activity Type**: \_\_\_\_\_
6. Select the **Organization Name**.
7. Enter the **Total Amount** of supplemental pay to be received by the employee.
8. Enter **Hours Worked**. **4.0 or 8.0**
9. Enter **Notes**.
10. **Account Number** is prepopulated.
11. Click **Add** button.
12. Select Payroll: **Regular Run** and click **OK** button.
13. Click the **Save** button to save changes.
14. Click the **Return to Supplemental Pay Approval** button to go back to the Supplemental Pay Approval tab.

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Date	Employee ID	Employee Name	Activity ID	Activity Name	Total Amount	Account Number	Hours Worked	Select	My Approval	Approval Status	Payroll Run ID
04-02-2018			308	Retiree - Federal Programs Admin	\$325.00	199.41.6119.0000.750.99.703.0000	8.0	<input type="checkbox"/>	A	Approved	10618
04-06-2018			308	Retiree - Federal Programs Admin	\$325.00	199.31.6119.00HL.999.30.164.0000	8.0	<input type="checkbox"/>	P	Pending	

[Edit](#) [Approve Selected Records](#) [Delete Selected Records](#) [Delete Selected Records](#) [Delete Selected Records](#) [Add Supplemental Pay to Employee](#) [Select All](#) [Deselect All](#)

## Approver:

- Approve Records:**
  - Select the **Select** box for one or more records
  - Click the **Approve Selected Records** button. A message informs you how many records were approved.
- Delete Records:**
  - Select the **Select** box for one or more records to be deleted.
  - Click the **Delete Selected Records** button to delete the records. A message informs you that the records were successfully deleted.
- Select All Records:**
  - Click the **Select All** button to select the Select boxes for all records in the Supplemental Pay list.
- Deselect All Records:**
  - Click the **Deselect All** button to clear the Select boxes for all records in the Supplemental Pay list.